

Use Office 365 on your iPhone or iPad



Quick Start Guide

Note: Please be aware that the Office Mobile app, the OneNote Mobile app, and Microsoft accounts such as Outlook.com and Hotmail.com, are provided by Microsoft Corporation and are subject to Microsoft's terms and conditions and privacy statements. The use of these apps and accounts may result in customer data being transferred, stored and/or processed in the United States or any other country where Microsoft, its affiliates or service providers maintain facilities.

Check email

Set up your iPhone or iPad to send and receive mail from your Office 365 operated by 21Vianet work account.

Check your calendar wherever you are

Always know where you have to be by syncing your calendar items to your iPhone or iPad.

Sync your contacts

Keep your contacts on your iPhone or iPad to make it easier to share documents, send email, or schedule meetings with colleagues.

Access your team's OneNote notebook

Easily access any OneNote notebooks stored on a SharePoint team site or your OneDrive for Business site using the OneNote app for iPhone or iPad.

Join a meeting face-to-face

Use the Lync app to join meetings, use instant messaging, or make video calls to colleagues and stay connected even when you're not in the office.

Collaborate with your team

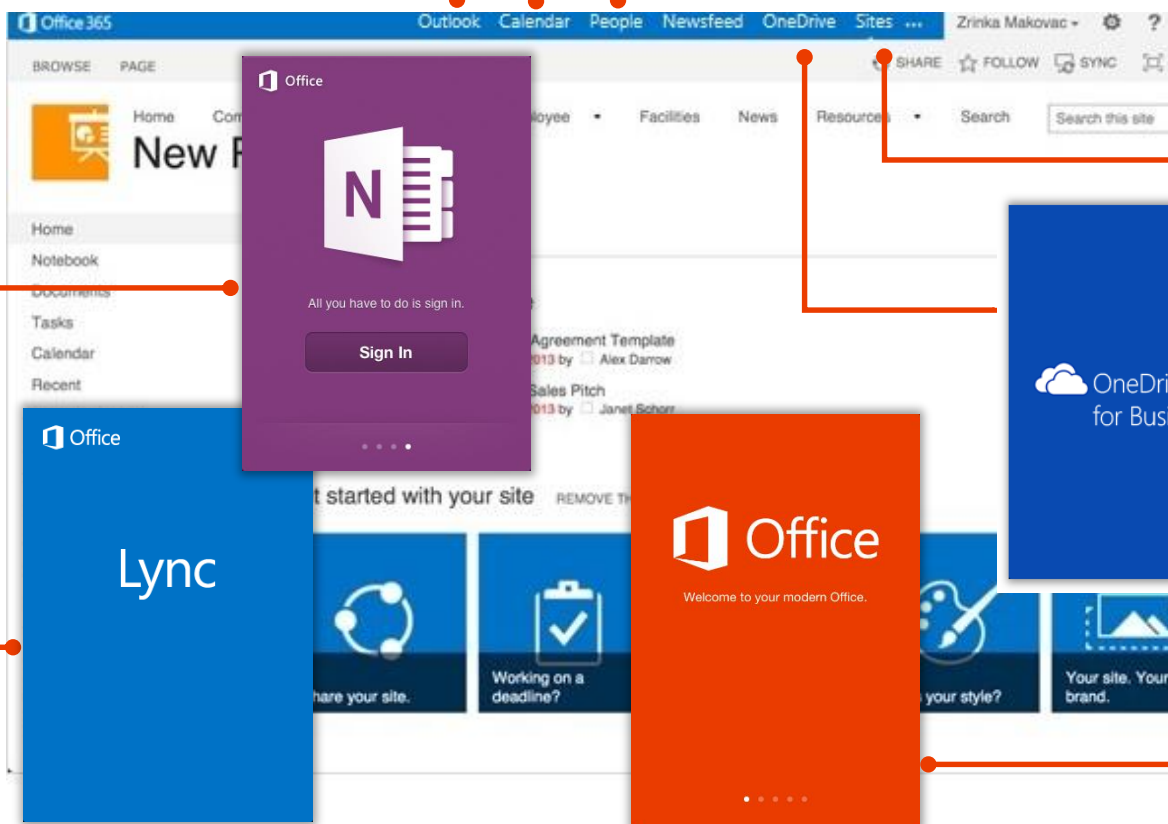
Access your team sites, and share or edit files stored there.

Work on your documents

Use OneDrive for Business app to work on or share any documents on your OneDrive for Business site.

View and edit your documents on the go

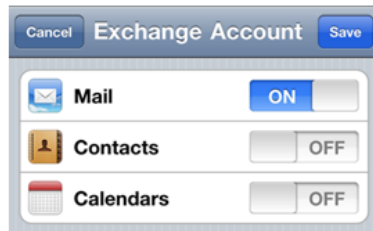
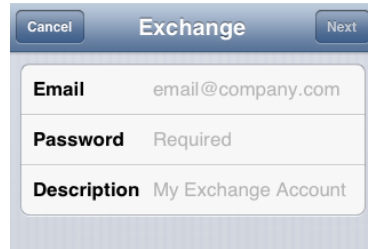
Use the Office Mobile app to view and edit documents directly from your iPhone.



Set up email, calendar, and contacts

You can connect to your Office 365 or other Exchange-based email on an iPhone or iPad. When you set up an Exchange account on your phone or tablet, you'll be able to access and synchronize your email, calendar, and contacts.

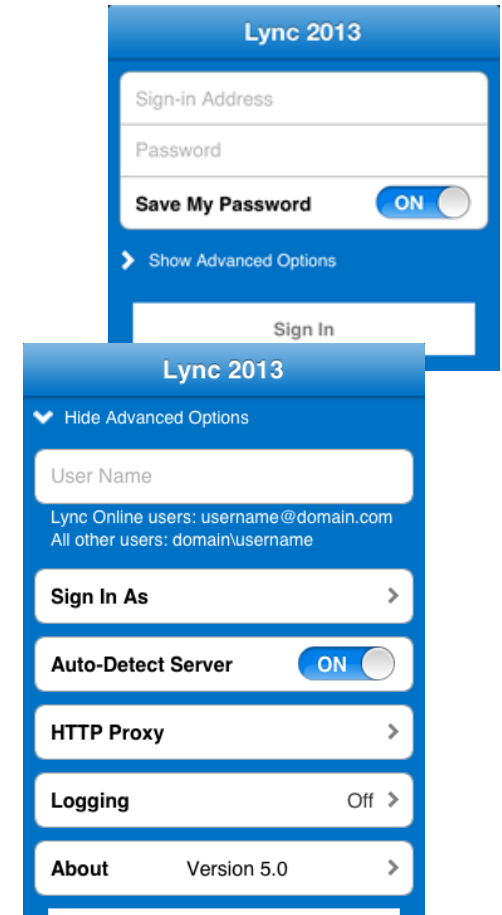
1. If this is the first email account on your iPhone, select **Mail**. Otherwise, select **Settings > Mail, Contacts, Calendars > Add Account**.
2. Select **Microsoft Exchange**.
3. Enter your full email address, for example tony@contoso.cn, and your password. Then select **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Skip to step 5 if your mail program finds your settings.
4. If your iPhone can't find your settings, you'll need to manually enter your server name. If you're connecting to your Office 365 email, in **Server**, enter **partner.outlook.cn**
5. Choose the type of information you want to synchronize between your account and your device, and then select **Save**. By default, Mail, Contacts, and Calendar information is synchronized.
6. If you're prompted to create a passcode, select **Continue**, and enter a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone.



Install the Lync 2013 app

With the Lync 2013 for iPhone app you can choose from several ways to communicate with others, including IM, phone calls, and video calls, using either Wi-Fi only or your cellular data connection when you're not connected to Wi-Fi.

1. From your phone, go to the App Store, and search for **Microsoft Lync 2013 for iPhone**.
2. Select the **Free** button in the app, select **Install**, and then enter your App Store Apple ID and password. As soon as the app is installed, it appears on your home screen.
3. To sign in, use your sign-in address (name@domain.cn) and password. In some instances a user name should be provided in the **Advanced Options**. If you haven't used Lync on your desktop computer and this is the first time you're using Lync, you need to have a Lync account created and a sign-in address. If you don't know this information, contact your workplace technical support. You cannot create a new Lync account from the Lync for iPhone app.



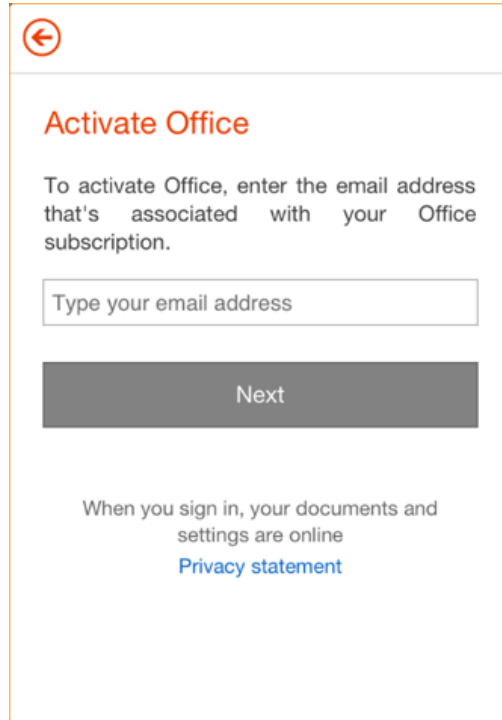
Install the Office Mobile app

Install the Office Mobile for iPhone app (available on iTunes) on your iPhone, so you can edit documents. The Office Mobile app lets you access and edit Office Word, Excel, and PowerPoint documents. It is optimized for the screen size of an iPhone.

Before you install Office Mobile, [check the system requirements](#) to make sure your phone can run it. Then:

1. Select App Store on your iPhone, and search for **Office Mobile for Office 365 subscribers**.
2. After installing the app, sign in with your Office 365 user name and password.

Once installed, you can create new documents or view existing ones on your OneDrive for Business or SharePoint team sites.



←

Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

Next

When you sign in, your documents and settings are online
[Privacy statement](#)

Install and set up the OneNote app

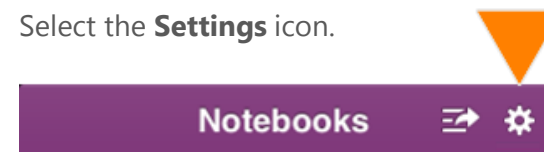
Microsoft OneNote for iPhone or iPad gives you instant access to your notebooks on OneDrive and SharePoint team sites. To get started, all you need is a Microsoft account.

1. If you're installing OneNote for the first time, from your iPhone or iPad, go to the App Store, and search for **OneNote for iPhone** or **OneNote for iPad**.
2. Select the **Free** button in the app, and then select **Install**.
3. Enter in your App Store Apple ID and password. As soon as the app is installed, it appears on your home screen.
4. To sign in, use your Office 365 user name and password.

To sync your notebooks

If you already have OneNote installed with a personal Microsoft account (such as a Hotmail or Outlook.com account)* you can add your work-related Office 365 account to access any of your Office 365 notebooks.

1. Open the **OneNote app** on your iPhone or iPad.
2. Select **Notebooks**.
3. Select the **Settings** icon.



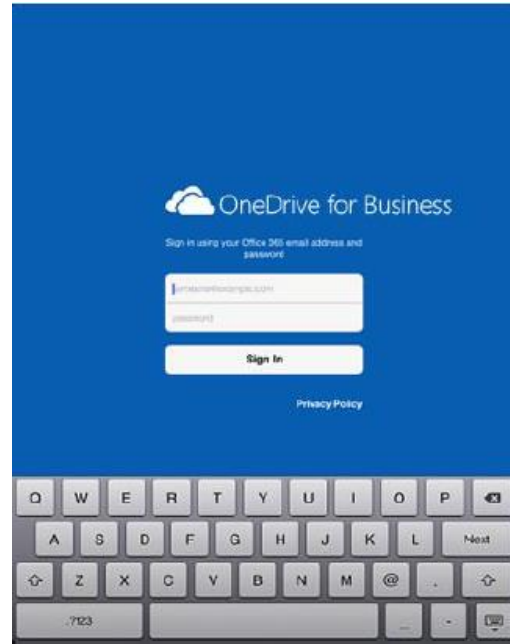
4. Select **Accounts > Add a Service > Office 365 SharePoint**.
5. Enter your email address and password, and select **Sign In** to add the account.
6. Close **OneNote Settings**.
7. Select **More Notebooks**. Your notebooks appear under **Recent**.

*Please be aware that Microsoft accounts such as Outlook.com and Hotmail.com are provided by Microsoft Corporation and are subject to Microsoft's terms and conditions and privacy statements. The use of these accounts may result in customer data being transferred, stored and/or processed in the United States or any other country where Microsoft, its affiliates or service providers maintain facilities.

Install the OneDrive for Business app

Use the OneDrive for Business app on an iPhone, iPad, or iPod Touch to store, access, and share work documents and other files in the cloud.

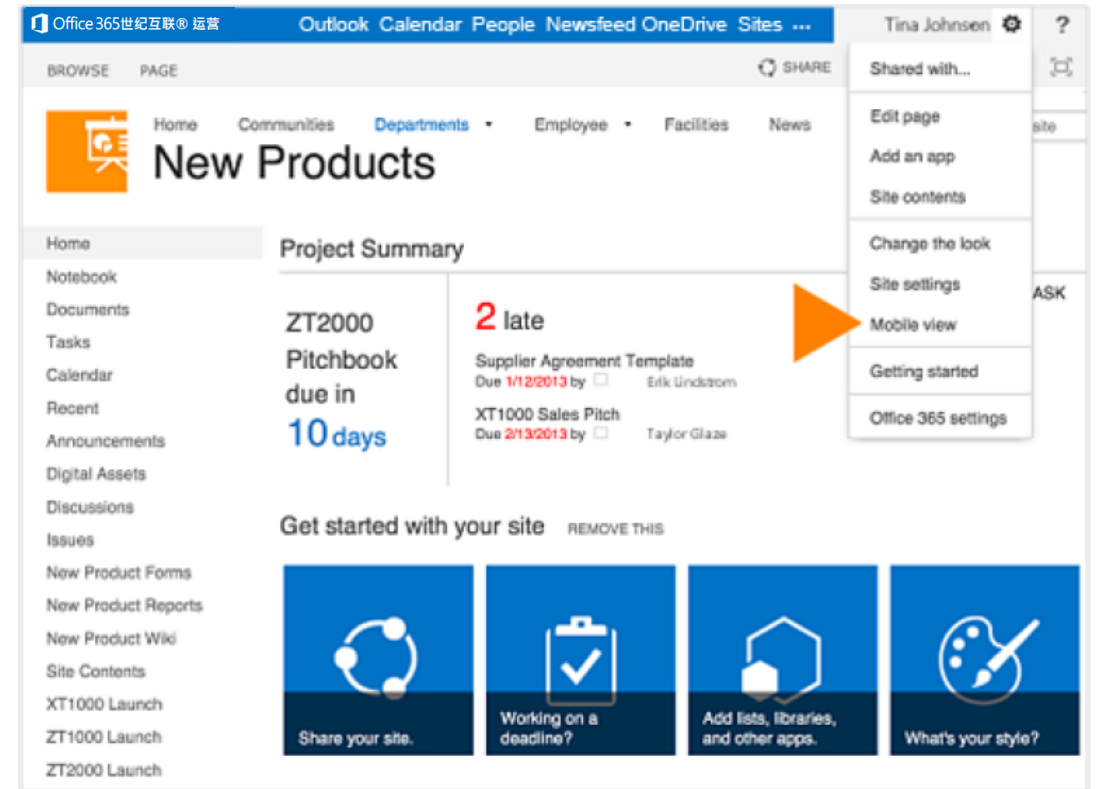
1. From your iPhone or iPad, go to the App Store, and search for **OneDrive for Business for Office 365 subscribers**.
2. Select the **Free** button in the app, and then select **Install**, and enter your App Store Apple ID and password. As soon as the app is installed, it appears on your home screen.
3. To sign in, use your Office 365 username and password.



3. To access OneDrive for Business or a team site, select **OneDrive** or **Sites** from the navigation header.



4. To switch back to the mobile view, select **Settings** > **Mobile view**.






Access SharePoint sites and OneDrive for Business from the Safari browser

You can also access a SharePoint Online site and your OneDrive for Business files using the Safari browser on your iPhone or iPad.

1. Open Internet Explorer, and enter the URL for your site in the address bar of the browser. For example, **https://contoso-my.sharepoint.cn/personal/<YourUserName>_contoso_cn** is how the URL for a personal site like OneDrive for Business may look. For a team site, your URL might look something like **https://contoso.sharepoint.cn** (Replace "contoso" in the URL with your organization's domain name.)
2. When the Microsoft Office 365 login screen appears, enter your user name and password, and then select **Sign In**. You can navigate between the mobile view and PC View by selecting **Settings** > **Mobile view**.

Use email

Once you set up your Office 365 email account on your iPhone or iPad, your email will work like any other email accounts on your device. Here's what you can do:

- **To check email** – On the home screen, tap **Mail**.
- **To send email** – Tap **Edit** . Add recipients, write your email, and tap **Send**.
- **To reply to an email** – Tap **Reply** . When you're done, tap **Send**.
- **To check other folders** – Tap **Folders** . Select the folder you want to view.
- **To view all email accounts on your device** – Tap **Mail**. (If that takes you to your Inbox, tap the name of the account in the upper-left corner.) Here, you can see all accounts on your device. You can also view other folders in the different accounts. In the **Account** section, tap the account with the folder you want to view.



Tap the Office 365 account to see the account's other folders.



Manage your calendar

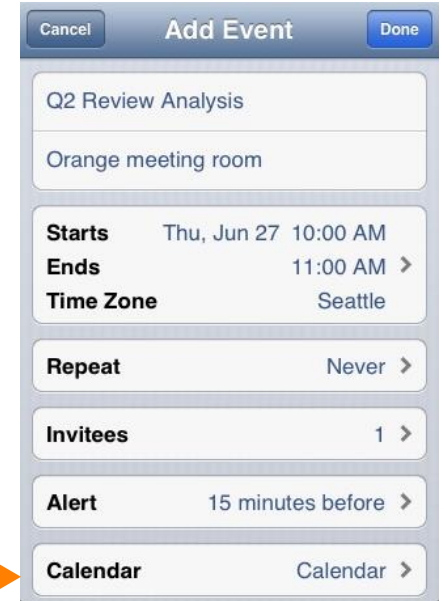
Your calendar lets you create and track appointments and meetings.

To view a calendar item

- Tap the Calendar app.

To create a new meeting or event


1. Tap the Calendar app, and select the time and other details for your appointment.
2. On the **Add Event** screen, tap **Calendar**, and select your Office 365 calendar. When you're finished, tap **Done**.



Manage your contacts

Add, edit, or delete contacts from your Office 365 work account.

To add a contact

1. From the start screen tap **Phone** > **Contacts**.
2. Tap **New** , and type in the contact information. When you're finished, tap **Done**.

To edit or delete a contact

1. Tap the name of the contact, and tap **Edit**.
2. Modify the information and tap **Done**. If you're deleting the contact, swipe down, and tap **Delete Contact**.



Collaborate and work on documents on OneDrive for Business or SharePoint team sites

A SharePoint team site is where your team communicates, shares documents, and works together on projects. OneDrive for Business is your personal site where you store files that only you can see, but can still easily share with co-workers. You can access documents from either of those sites in the Office Mobile, but if you want to navigate the site, do that from the Safari browser on your iPhone or iPad.

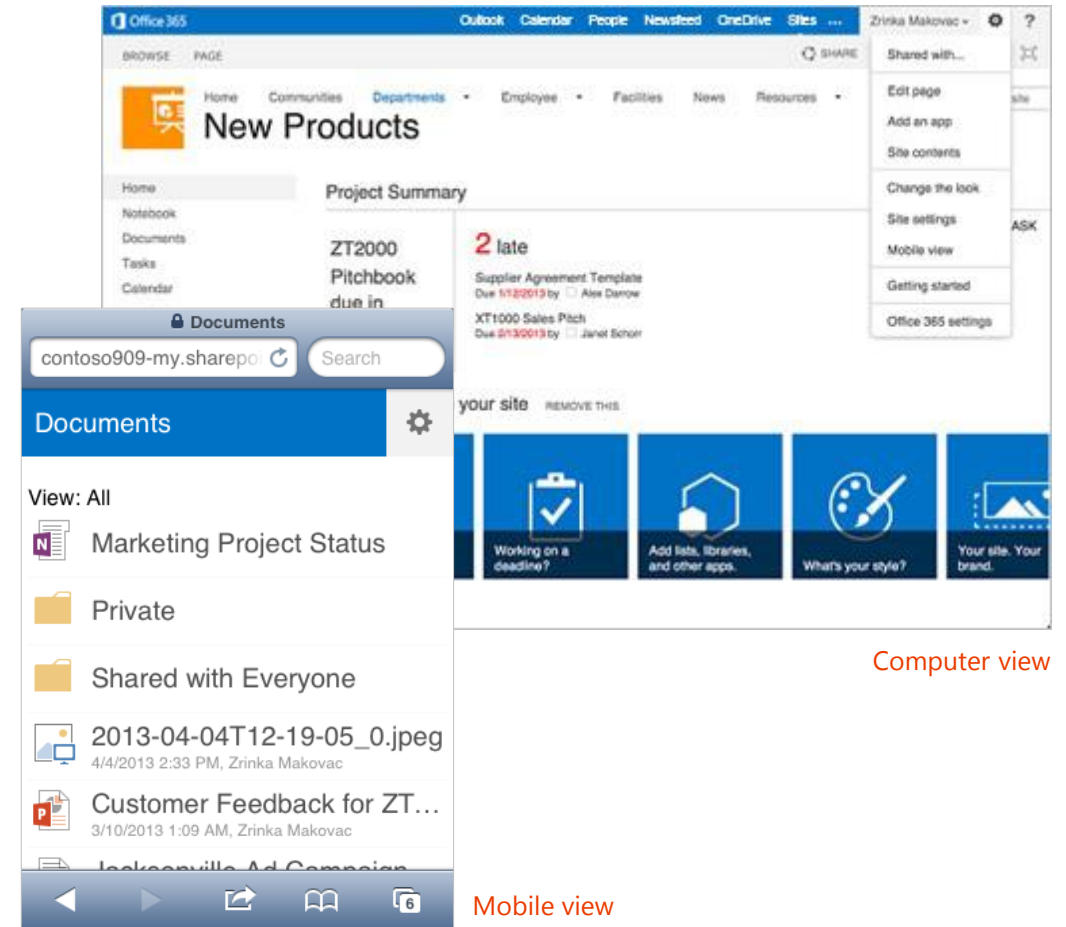
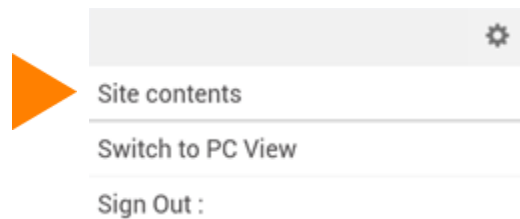
To open OneDrive for Business or a SharePoint team site:

1. Open Safari.
2. Type the URL for your site in the address bar of the browser. For example, `https://contoso-my.sharepoint.cn/personal/<YourUserName>_contoso_cn` is how the URL for a personal site like OneDrive for Business site may look. For a team site, your URL may look something like `https://contoso.sharepoint.cn/`. (Replace contoso in the URL with your organization's domain name.)

Note If you're unsure what the URL is for the site, navigate to it from your computer's browser, and note the URL in the address window, or email it to yourself so that you can copy and paste it.

3. When the Microsoft Office 365 login screen appears, type your user name and password, and tap **Sign In**. If the site opens in a mobile view and you want the PC view tap **Settings** > **Switch to PC View**. To switch back to the mobile view tap **Settings** > **Mobile View**.

4. If you're in the mobile view, tap **Settings** > **Site contents** to see a list of all content such as document or list libraries on a site.



Tip You can easily navigate between your OneDrive for Business site or any team site you're following by tapping **OneDrive** or **Sites** from the navigation header in the PC view.



Use iPhone and iPad apps

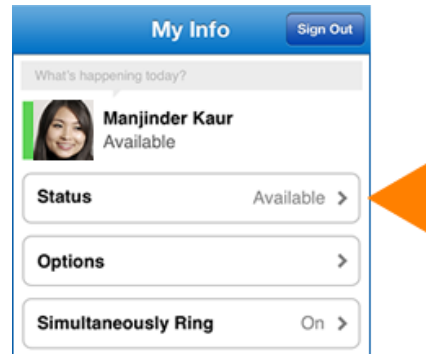
- Lync 2013 for iPhone or Lync 2013 for iPad
- OneDrive for Business for Office 365 subscribers
- OneNote for iPhone or OneNote for iPad
- Office Mobile for Office 365 subscribers (for iPhone users)

Use Lync 2013 app

If your organization uses Lync, you can use the Microsoft Lync 2013 app for your iPhone or iPad to stay connected on the go.

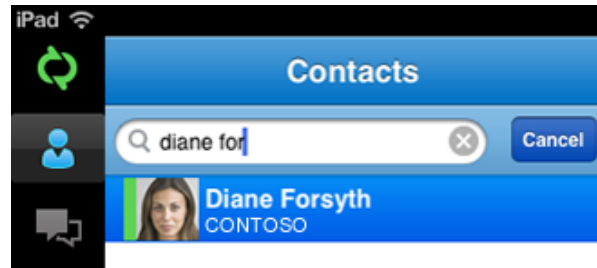
Set your status or sign out

To change your status, from the **My Info** screen, tap your status, and then select your status or tap **Sign out**.



Search for a contact

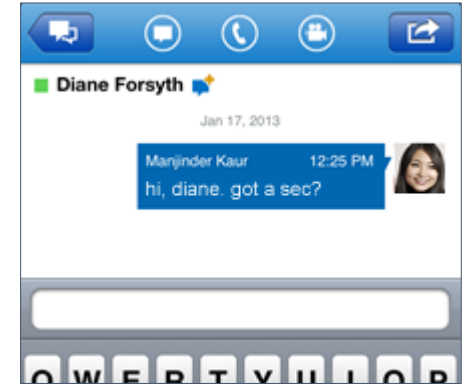
From the **Contacts** screen, tap **Search**. Start typing a person's name in the search box. The results appear below the box.



Send an instant message

When you find the person you're looking for, tap their name, and tap the **IM** icon. Type your message, and tap the **Send** icon.

Note To send an IM while you're in a video call, tap the **IM** icon, type your message, and tap the **Send** icon.



Add audio to an IM

When you're in a IM and you want to call the contact, tap the **Phone** icon, and select the number you'd like to call.



Join a Lync Meeting


To join a Lync Meeting, from the **Meetings** tab, select the meeting you want to join, and tap **Join Meeting**.



Use OneDrive for Business for Office 365 subscribers app

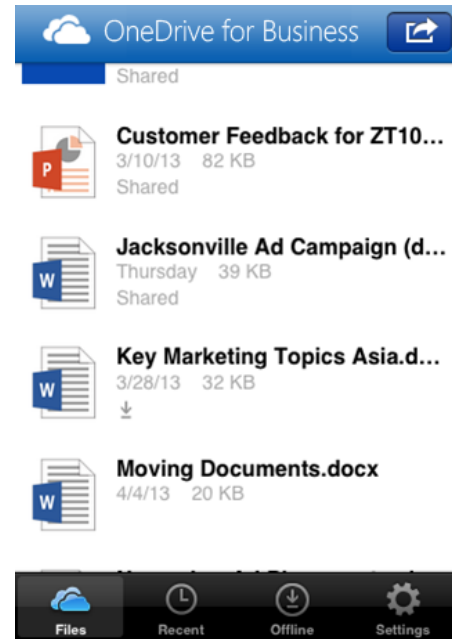
Once you're signed in, the OneDrive for Business app takes you directly to your files and folders, so you can start viewing and working in your files immediately.

View your OneDrive for Business files

Tap any item to open it. A download button  appears if a file is available for viewing offline.


There are three options for viewing your files. At the bottom of the **OneDrive for Business** screen, do any of the following:

- Tap **Files** to show all OneDrive for Business files.
- Tap **Recent** to show OneDrive for Business files you've opened most recently.
- Tap **Offline** to show files you've made available for viewing when you're not connected.






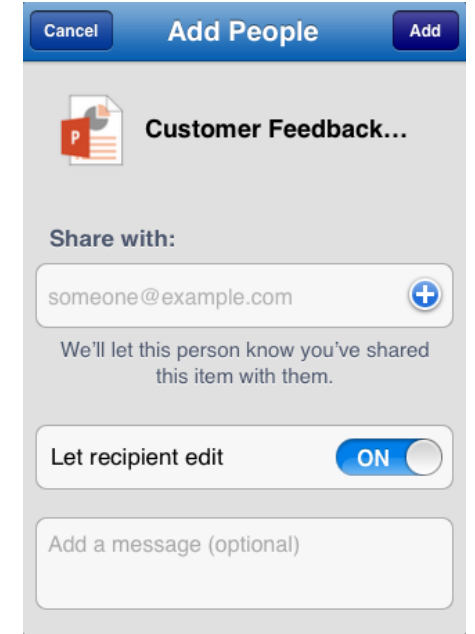
View files when you're offline

Download OneDrive for Business files to your iPhone or iPad to make them available for viewing when you're offline.


1. Tap the file you want to download to open it.
2. Tap the download button .
3. The file is now listed when you tap **Offline**. Note, the offline version of the file is simply a downloaded copy. If you edit this file, updates don't synchronize with the version that's stored on OneDrive for Business.

Share a file

1. Tap the file you want to share.
2. Once the file opens, tap the OneDrive for Business Share button . If you're already sharing the file, you see a list of the people sharing the file. Otherwise, you see a note saying "This item isn't shared."
3. Tap **Add**  at the top of the **Share** screen.
4. On the **Add People** screen, tap the **Share with** box, and enter the email address of the person you want to share the file with. Alternatively, tap **Add** , and select a name from your contact list. Repeat this procedure for each person you want to share the file with.
5. Set the sharing permission for the person you're inviting to share the file. The default setting is **Let recipient edit**. You can change sharing permissions later, if you want.
6. Tap **Add**.




Change sharing permissions

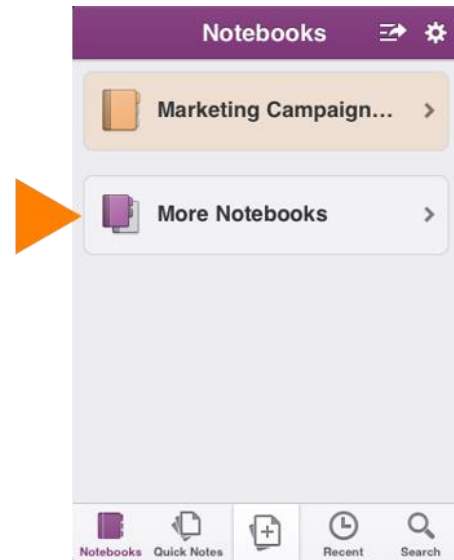
1. Tap the file for which you want to change sharing permissions.
2. Once the file opens, tap the OneDrive for Business Share button .
3. Tap the name of the person whose permissions you want to change.
4. Tap the permission setting you want.

Use the OneNote app

Sync Office 365 notebooks

If you have notebooks that you use regularly on Office 365 SharePoint sites, you can sync them with your iPhone or iPad by adding the Office 365 operated by 21Vianet work account after you've signed in with a Microsoft account. Make sure the notebooks you want to open are ones you've viewed recently from your computer or another device. Notebooks that you haven't accessed for a long time will not sync when you sign in.

1. If you have a  notebook open, tap **Notebooks**.
2. Tap **Settings**
3. Tap **Accounts > Add a Service > Office 365 SharePoint**.
4. Sign in with your Office 365 operated by 21Vianet user name and password account.
5. Close **OneNote Settings**.
6. On the **Notebooks** screen, tap **More Notebooks**. Your notebooks now appear under **Recent**.




Work offline

Sync your notebook with OneDrive for Business first and after that, OneNote automatically syncs your changes as you work. If at any time you lose your Internet connection or turn it off, any pending changes will sync as soon as you're back online.



Share Notes

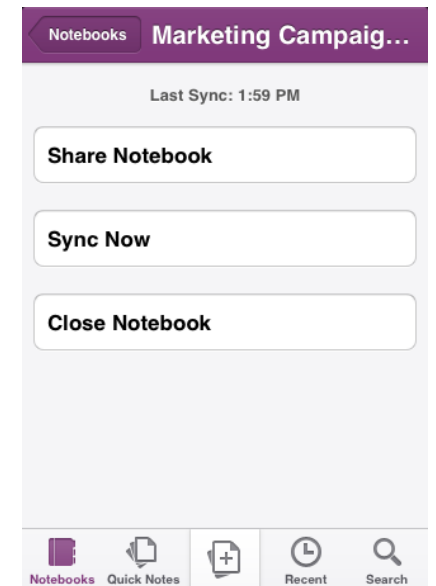
You can email individual pages or share a notebook.

To email a page

1. Open the page that you want to send and tap the arrow in the top right corner 
2. Tap **Email Page**.

To send a link to a notebook

1. Tap **Notebooks**.
2. Tap the arrow on the top 
3. On the notebook you want to share, tap the right arrow 
4. Choose whether the recipient can view or edit. An email message opens with a link to the notebook.
5. Enter the email address and send the message.

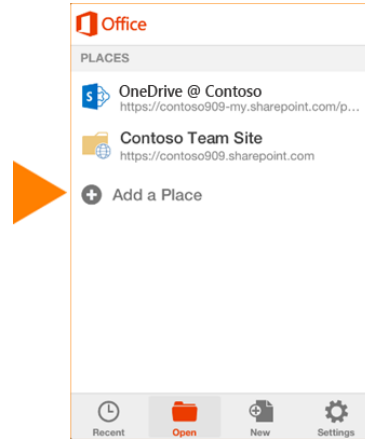


Use the Office Mobile app

Get documents on your iPhone

The best way to get your Office 365 documents onto your iPhone is to save them online, in places like OneDrive for Business or SharePoint team sites. You can view them later from your iPhone.

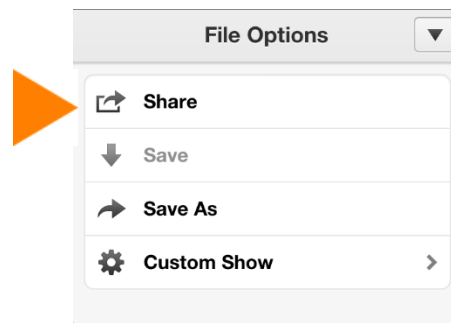
1. If you're not already connected to your Office 365 documents and want to connect to OneDrive for Business or SharePoint, tap the **Open** folder.
2. On the **Places** screen, tap **Add a Place**, and sign in with your Office 365 user name and password. Note, if you're in a sub-folder, tap the **Back** button and go to the screen that says **Add a Place**.
3. Tap the service where your document is saved, and then tap the document to open it.



Share documents

You can share documents by sending them as an email attachment.

1. Open the document you want to share.
2. Tap **File**.
3. Tap **Share**.
4. Type your message, and tap **Send**.



Work offline

You can continue to work on your Office document when you're offline. When you're ready to save your changes back to the server, be sure you're connected to the Internet, then tap **File > Save**.

What you can do in Word

Open these file types - .doc, .docx, .dot, .dotx, .dotm, .docm	Share files through email
Edit these file types - .docx, .dotx	Find text
Add, delete, and display comments	Format text

What you can do in Excel

Open these file types - .xls, .xlsx, .xlt, .xltx, .xlsm, .xltm	Find text within a workbook
Edit these file types - .xlsx, .xltx	Sort selected data
Navigate through sheets in the Outline View	Format cells
Apply a filter	Clear cells
See the sum, average, etc. of a range with AutoSum	Undo/Redo
Add, delete, and display comments	Share files through email

What you can do in PowerPoint

Open these file types - .ppt, .pptx, .pps, .ppsx, .pptm, .ppsm	Navigate through the slides in the thumbnail view
Edit these file types - .pptx, .pptm	Share the presentation via email
Add and edit slide notes	