Use Office 365 on your Android phone

Office

Quick Start Guide

Check email
Set up your Android phone to send and receive mail from your Office 365 account.

Check your calendar wherever you are
Always know where you have to be by syncing your Office 365 calendar items on your Android phone.

Sync your contacts
Keep your Office 365 contacts on your phone to make it easier to share documents, send email, or schedule meetings.

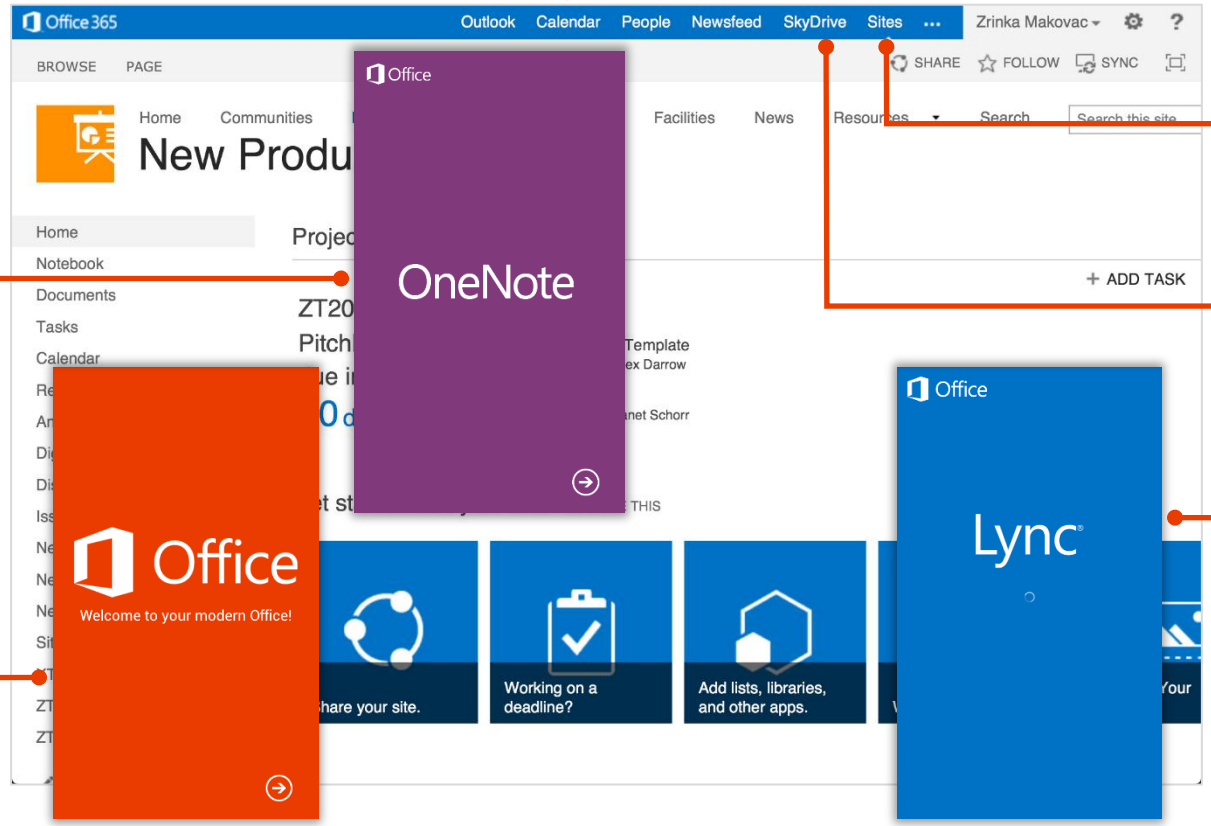
Access your team's OneNote notebooks
Easily access any OneNote notebooks stored on a SharePoint team site or your SkyDrive Pro site using the OneNote app for Android.

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

Work on your documents
Access your SkyDrive Pro site, and share or edit any documents stored there.

View and edit your documents on the go
Use the Office Mobile for Office 365 Subscribers app to view and edit documents directly from your Android phone.

Join a meeting face-to-face
Use the Lync 2013 app to join meetings, use instant messaging, or make video calls to colleagues and stay connected even when you're not in the office.

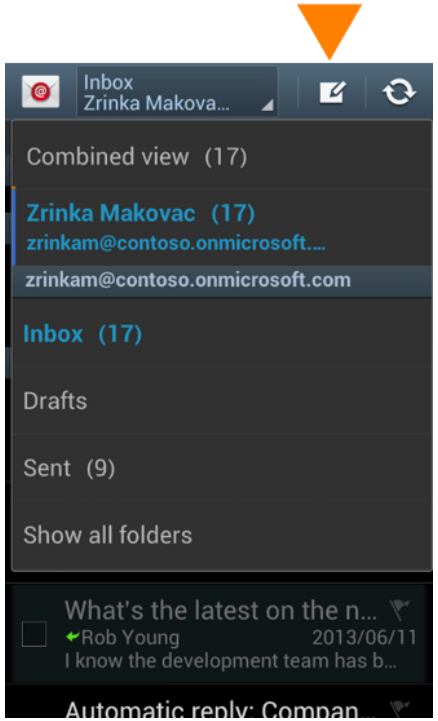


Microsoft

Use email

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

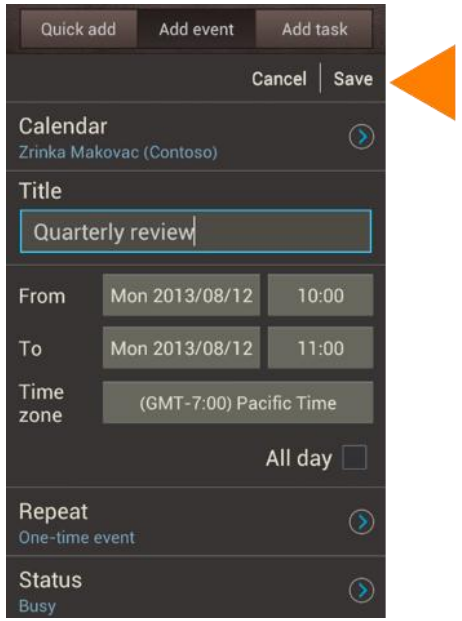
- **To check email** – Simply open the **Email** app on your phone, and check for your email. Tap **Refresh** to check for new messages.
- **To send email** – Tap the **New email** icon , type your email, add recipients, and tap the **Send** icon.
- **To reply to an email** – Tap **Reply** , **Reply All** , or **Forward** .
- **To add an attachment to an email** – Tap **Attach** , and add your attachment.
- **To check other folders** – To check other email folders, like Sent items, Drafts, or other folders you have created, from the top, tap the dropdown menu next to the **Email** icon, and then select the folder you want to view.

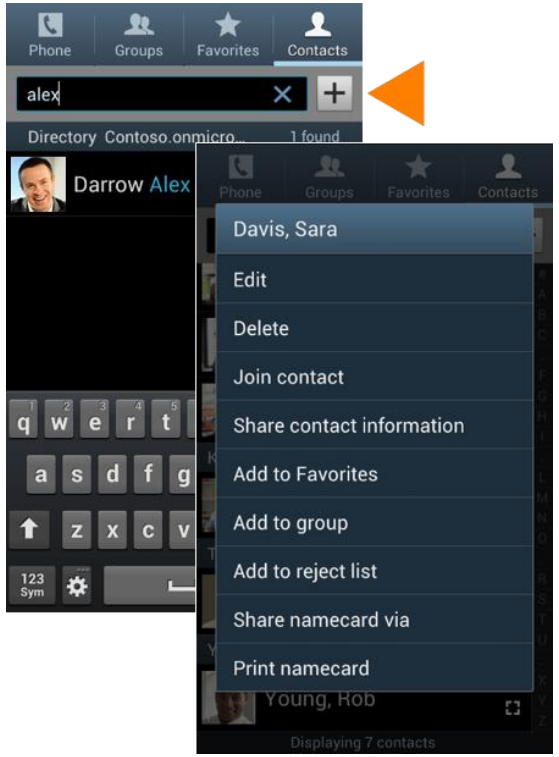


Manage your calendar

Your calendar lets you create and track appointments and meetings.

- **To view a calendar item** – Open the **S Planner** app on your mobile phone, and open the calendar item.
- **To create a new meeting or event** – From the **S Planner** app, tap + > **Calendar**, and select your Office 365 account to add the item to that calendar. When you're done, tap **Send** or **Save**.





Manage your contacts

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

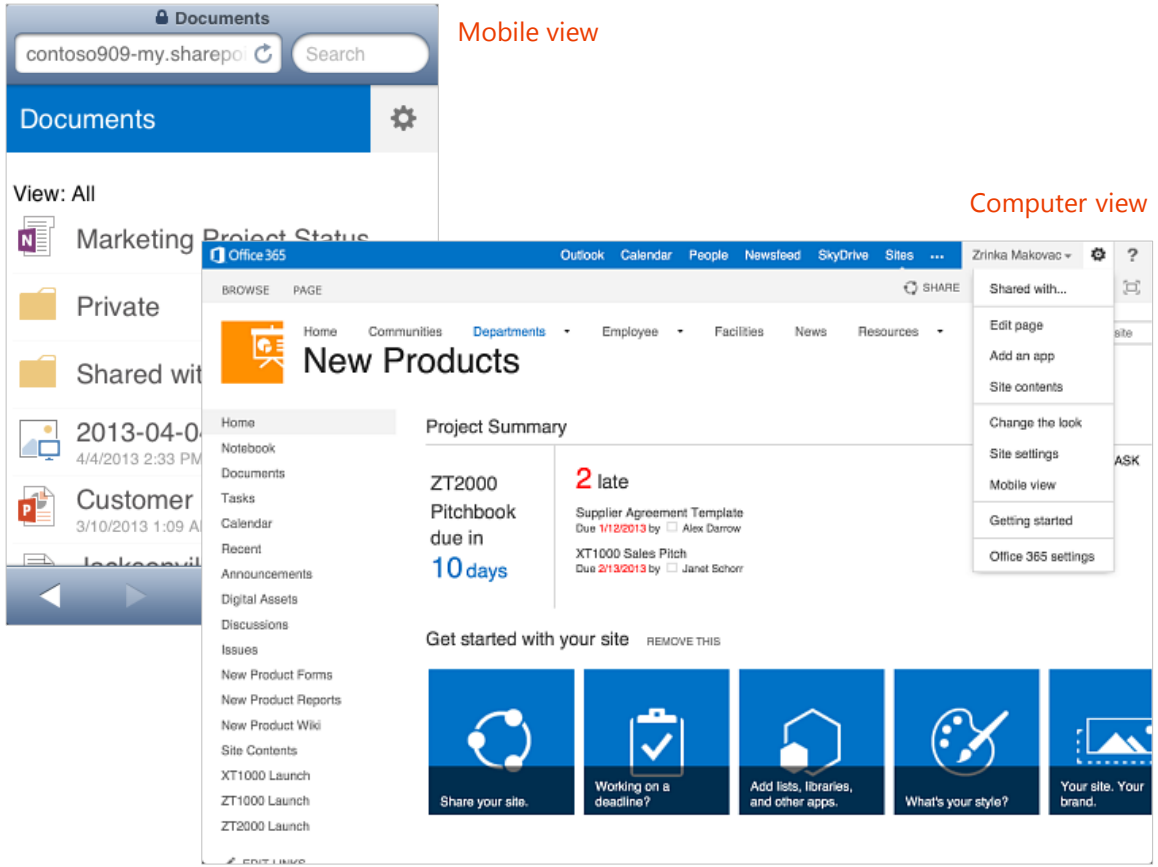
1. To add a contact, tap **Apps** > **Contacts** > **Contacts**.
2. Tap + . On the **Save contact to** screen, tap the account where you want to save the contact to. Type in the contact information. When you're finished, tap **Save**.
3. To edit or delete a contact, tap and hold the name of the contact, and tap **Edit** or **Delete**.

Collaborate and work on documents on SkyDrive Pro or SharePoint team sites

A SharePoint team site is where your team communicates, shares documents, and works together on projects. SkyDrive Pro 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 hub, but if you want to navigate the site, do that from the Internet Explorer browser on your Android phone.

To open SkyDrive Pro or a SharePoint team site:

1. Open the browser on your phone.
2. Type the URL for your site in the address bar of the browser. For example, **https://contoso-my.sharepoint.com/personal/<YourUserName>_contoso_onmicrosoft_com** is how the URL for a personal site like SkyDrive Pro site may look. For a team site, your URL may look something like **https://contoso.sharepoint.com/sites/contoso**. (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 username 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 SkyDrive Pro site or any team site you're following by tapping **SkyDrive** or **Sites** from the navigation header in the PC view.

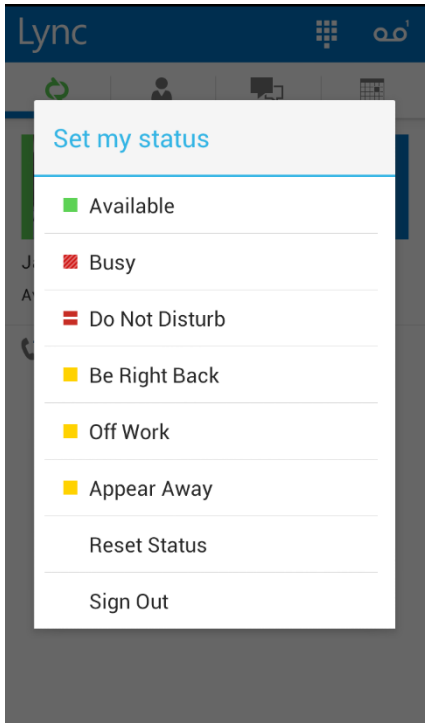
Use Android apps

Install Android phone apps designed to work with Office 365, so you can continue to collaborate with colleagues and work while on the go. For information on how to install and sign in to these apps for the first time see the *Set up Office 365 on your Android Quick Start* guide:

- Lync 2013
- OneNote
- Office Mobile for Office 365 subscribers

Use the Lync 2013 app

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



Set your status or sign out

To change your status, tap the **Status** icon , and change your status, or tap **Sign Out**.

Search for a contact

Tap the **Contacts** icon , tap **Search**, and start typing a person's name in the search box. Your search results will appear below the box.

You can also scroll through your Lync Contacts group to find the person you're looking for.

Send an instant message

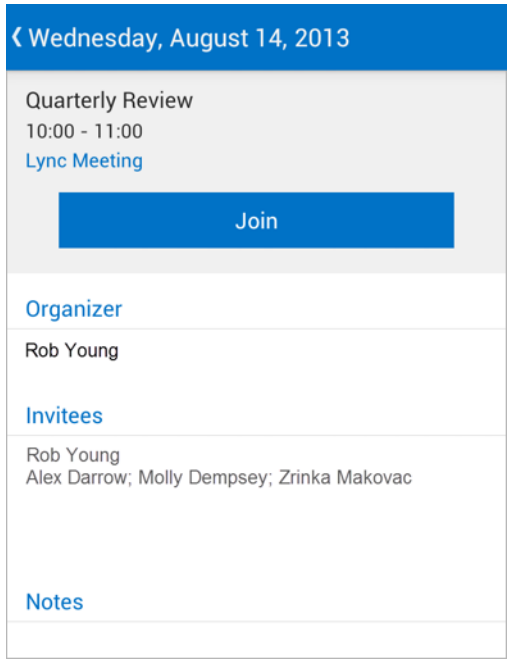
1. When you find the person you're looking for, tap their name, and tap the **IM** icon to send an instant message.
2. Type a message, and then tap **Send**.

Add audio or a video to an IM

1. When you're in an IM and you want to call the contact, tap the **Phone** icon, and then tap one of the call buttons.
2. To add video to an IM or audio conversation, tap the **Video** icon.

Join a Lync Meeting

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



Start your video in a meeting

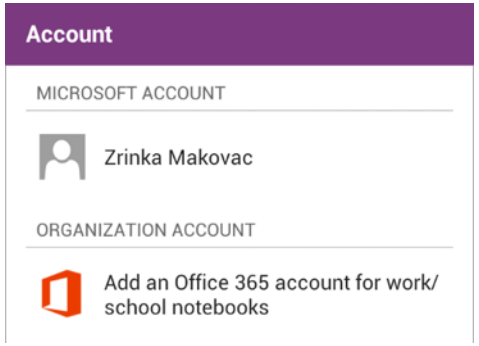
Tap the **Video** icon to start your video in the meeting.

Use the OneNote app

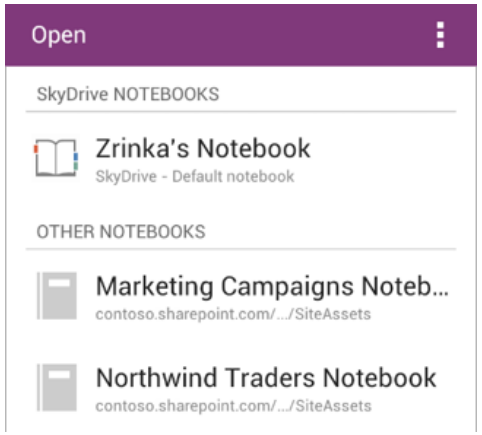
Sync Office 365 notebooks

If you have notebooks that you use regularly on Office 365 SharePoint sites, you can sync them with your Android phone by adding the Office 365 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 ⋮, and then tap **Settings**.
3. Tap **Account** > **Add an Office 365 account for work/school notebooks**.
4. Type your email address and password, and tap **Sign In** to add your Office 365 account.



Any notebooks your recently opened now appear under **Other Notebooks**.



Work offline

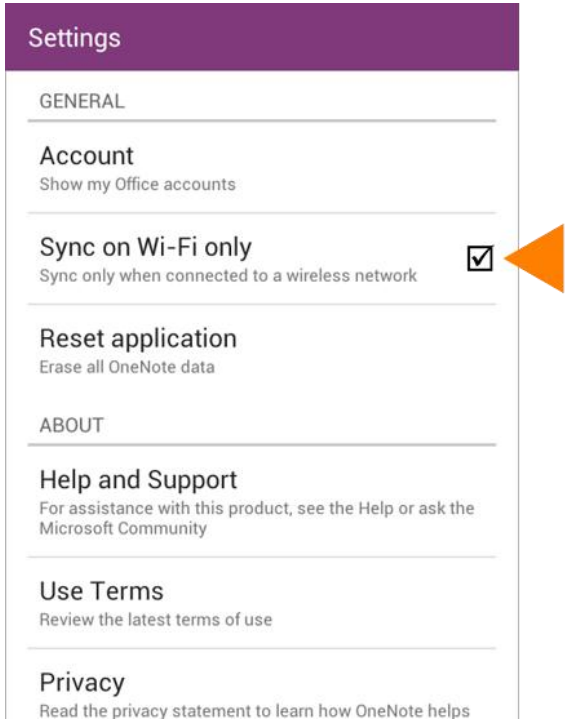
Syncing happens automatically when you move between notes and sections. For example, if you type a new note and then tap backwards to the sections view, the new note syncs with Office 365 notebook.

- To sync all notes and sections and any new notebooks on Office 365, on the Notebook page, tap ⋮, and tap **Sync All**.

Sync your notes using Wi-Fi

If you prefer not to use your data plan to sync notes, you can choose to sync only when a Wi-Fi network is available.

- Tap **Settings**, and then select the **Sync on Wi-Fi Only** check box.

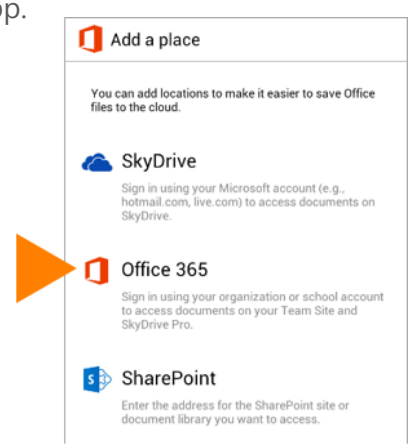


Use the Office Mobile app

Get documents on your Android phone

The best way to get your Office 365 documents onto your Android phone is to save them online, in places like SkyDrive Pro or SharePoint team sites. You can then view them on your Android phone using the Office Mobile app.

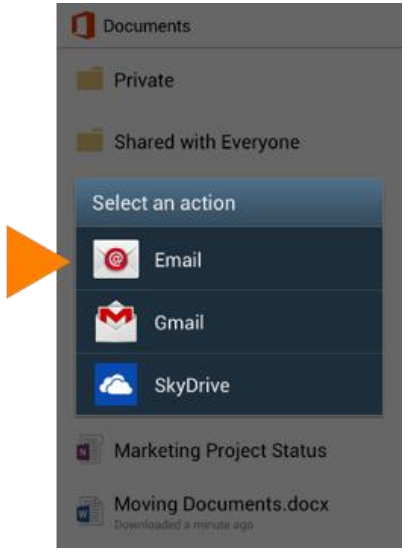
1. If you're not already connected to your Office 365 documents and want to connect to SkyDrive Pro or SharePoint libraries tap, the **Open** folder.
2. Tap **Add a Place**, and tap **Office 365**.
3. Type your Office 365 username and password, and tap **Sign in**.



Share documents

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

1. From the document list, tap and hold the document you want to share.
2. Tap the **Share** icon .
3. Tap **Email**.
4. In the **New Message** window, 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.

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	