

# Use Office 365 on your iPhone or iPad



## Quick Start Guide

### Check email

Set up your iPhone or iPad 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 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

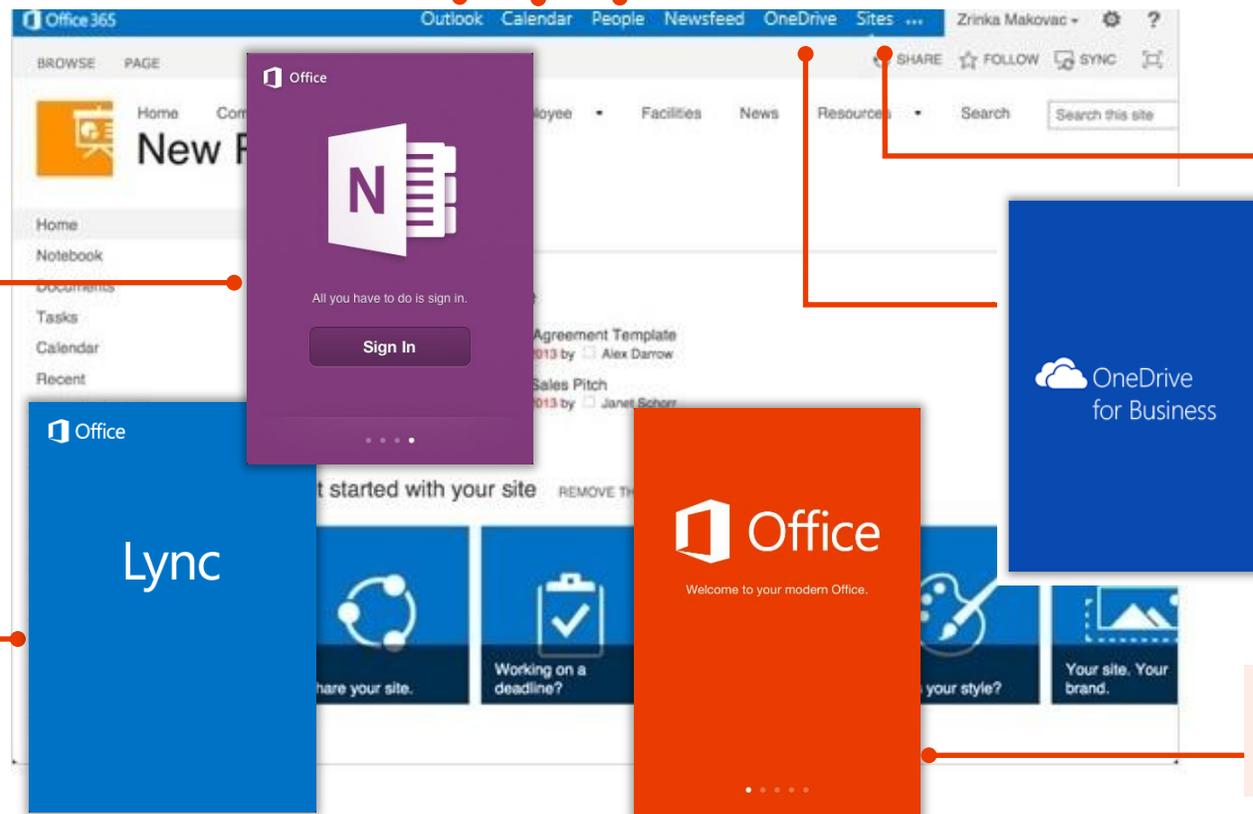
Access your team sites, and share or edit files stored there.

### 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.



## 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 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**.



# Use the Office Mobile app

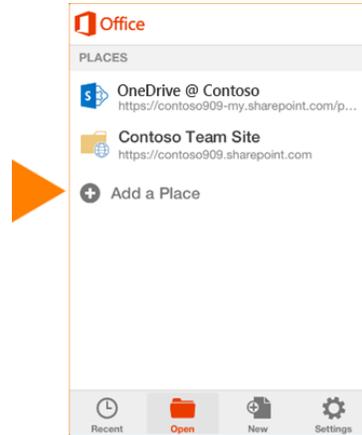
## Get documents on your iPhone

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

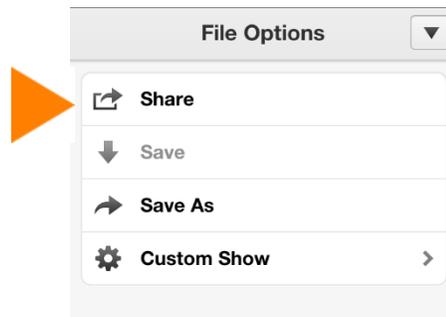
You can share documents by sending them as an email attachment.

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
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Edit these file types - .docx, .dotx	Find text
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Add, delete, and display comments	Format text
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## What you can do in Excel

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

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