Use Office 365 on your Android phone

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 OneDrive for Business 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 OneDrive for Business 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.
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 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 Internet Explorer browser on your Android phone.

To open OneDrive for Business 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 OneDrive for Business 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 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 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 OneDrive for Business 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 OneDrive for Business 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 | |