

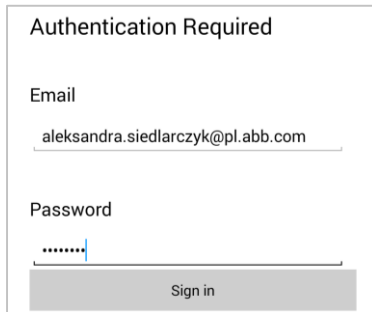
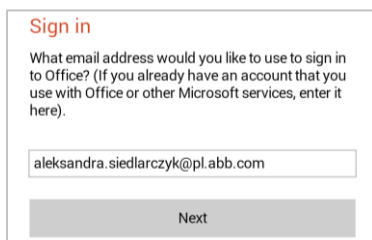


Quick Reference Card for Office Mobile for Android

Sign in and get started

1. Open **Office Mobile**.
2. Tap **Get started**.
3. Enter your ABB email address. Tap **Next**.
4. Enter your password and tap **Sign in**.

Note: If used while roaming, Office Mobile will consume a considerable amount of data. If used when connected to Wi-Fi, it will have little effect on your data.



Features

- Quick access to items you recently opened on any of your devices.
- Open/edit documents from SharePoint or OneDrive for Business
- Create new Word documents, Excel workbooks, PowerPoint presentations

Add a place

1. Tap on the icon.
2. Select **Add a place**.
3. Select **Office 365** or **SharePoint**.

To add **Office 365**, enter your ABB email address and password, and tap **Sign in**.

To add a **SharePoint** site, enter your SharePoint site URL, for example:
<https://abb.sharepoint.com/sites/learn365>

View and edit documents

1. Navigate to a document you want to view or edit.
2. Tap the document title to download and open the file.

Please note: Office Mobile enables you to edit only **Word**, **Excel** and **PowerPoint** files; other file types will require you to install additional software on your device.

