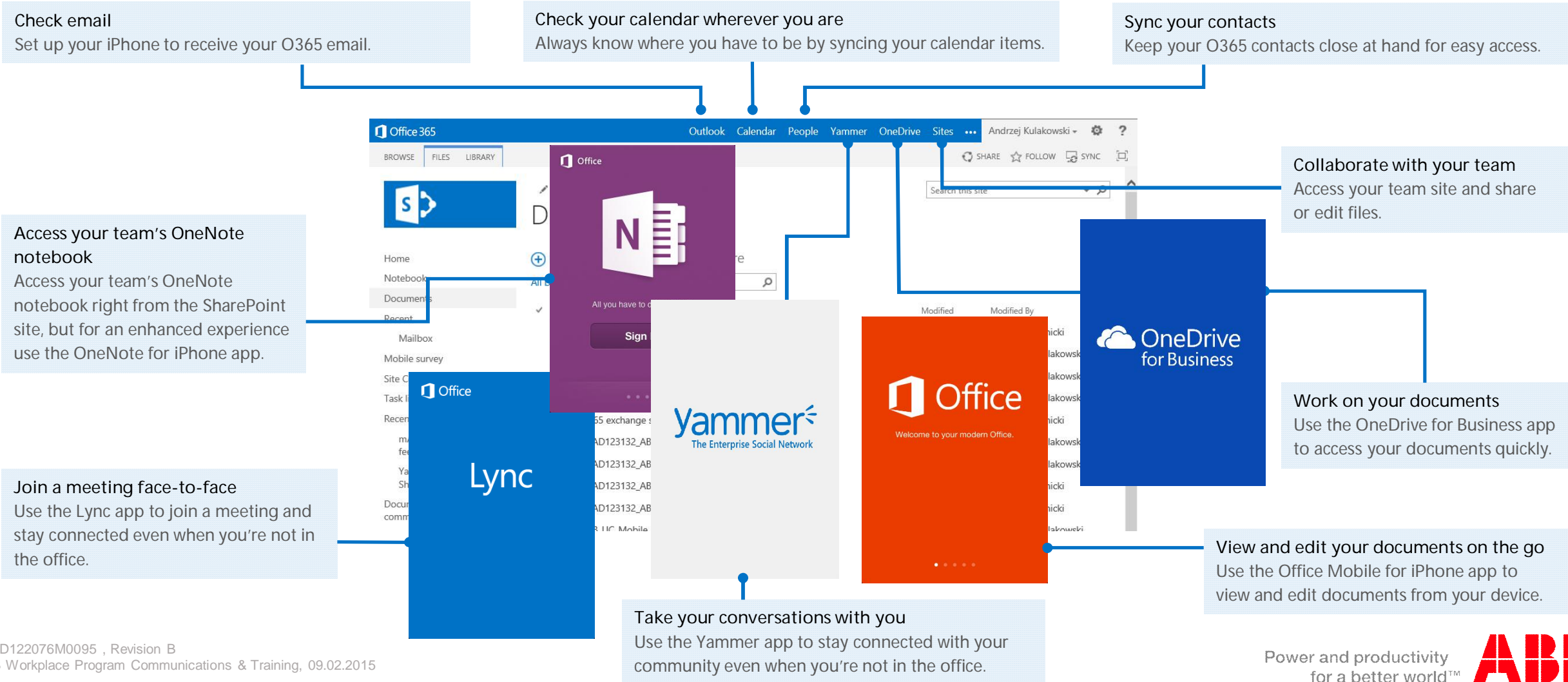


Use Office 365 on your iPhone



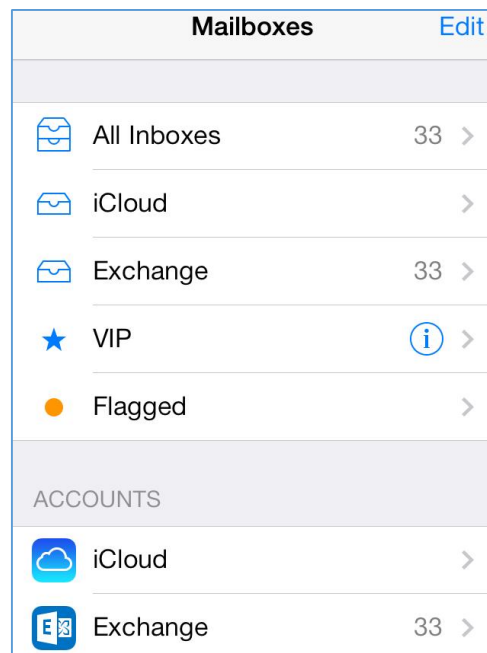
Quick Start Guide



Use email

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

- To check email On the home screen, tap Mail.
- To send email Tap the edit icon in the bottom right corner. Add recipients, write your message, and tap Send.
- To reply to an email Tap the Reply icon. When you're done, tap Send.
- To check other folders Tap Mail. If it takes you to your Inbox, tap the name of the account in the upper left corner. On the Mailboxes screen in the Account section, tap the account with the folder you want to view.



Tap the Office 365 account to see other folders.

Manage your calendar

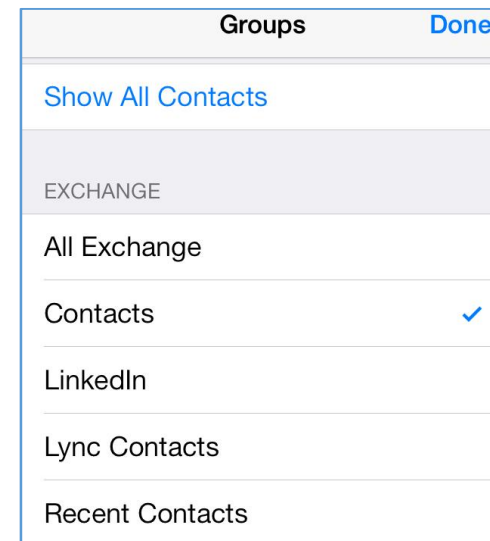
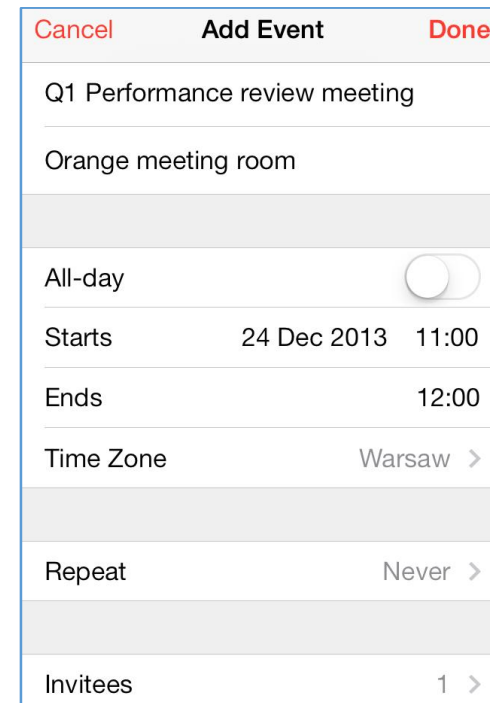
Your calendar lets you create and track appointments and meetings.

- To view items, tap the Calendar app.
- To create a new meeting or event, tap to open the Calendar app, tap the plus sign, and enter date, time and other details. While still in the Add Event screen, scroll down and tap Calendar to select your Office 365 calendar. Tap Done to save the event.

Manage your contacts

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

- To add a contact, from the start screen tap Phone → Contacts.
- Tap **+** to create a new contact and enter details. Tap Done to save the contact.
- To edit or delete a contact, tap to view the contact, then tap Edit in the upper right corner. Make changes and tap Done to save. If you're deleting a contact, scroll to the bottom and tap Delete Contact.



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

A SharePoint team site is where your team communicates, shares documents, and works together on projects. OneDrive for Business is where you store individual work files that only you can see, but can still easily share with co-workers. You can access both SharePoint team sites and OneDrive for Business in the Safari browser on your iPhone.

Open a SharePoint team site or OneDrive for Business

1. Open the Safari browser.
2. Type the URL for your site in the address bar of the browser.

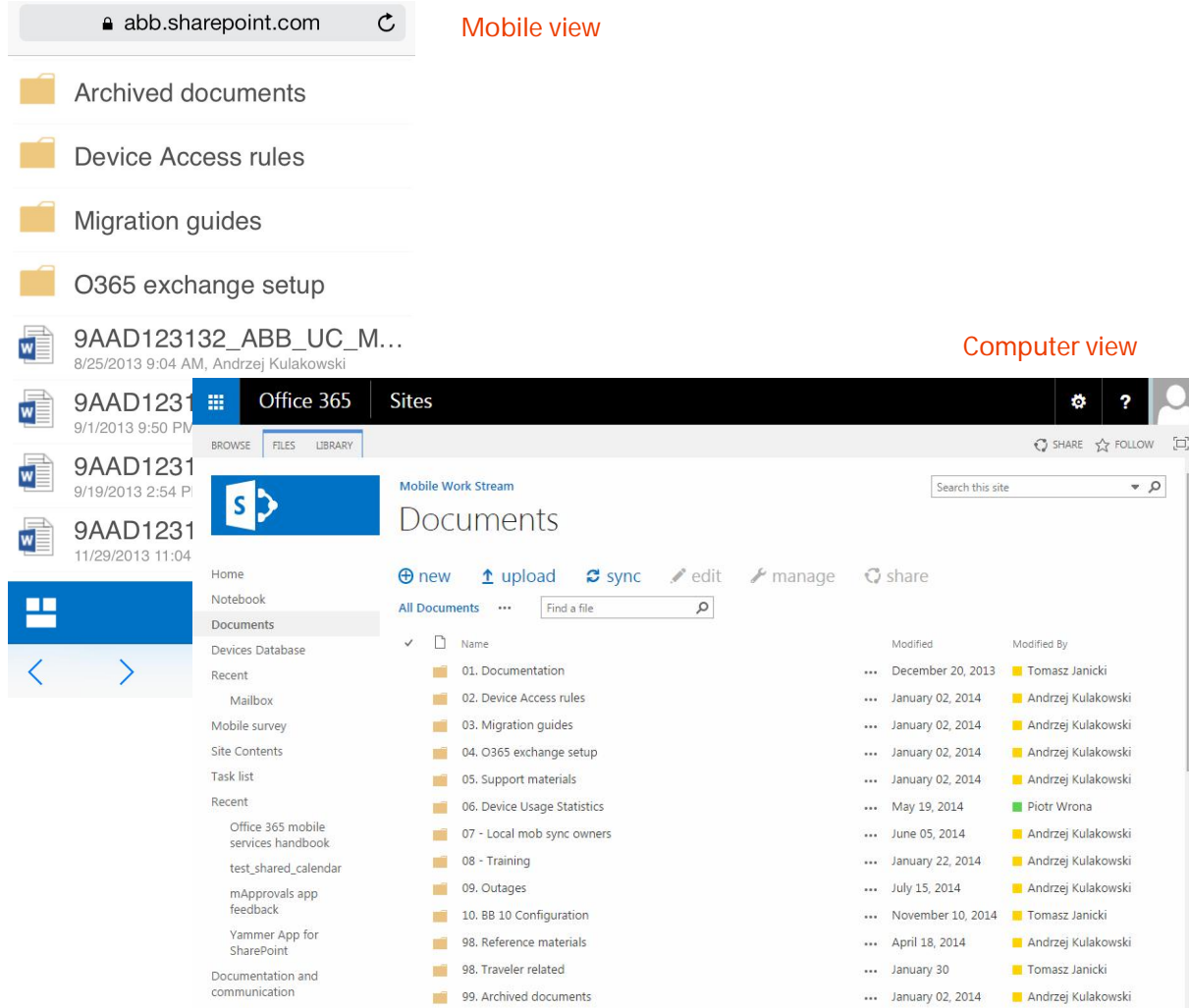
For example, the URL for a OneDrive site may look like <https://abb-my.sharepoint.com/personal/yourmailaddress>. For a team site, your URL may look something like <https://abb.sharepoint.com/sites/sitename>.

Note: If you're unsure of your site's URL, navigate to your OneDrive for Business or your team site from your computer's browser and note the URL in the address window or email it to yourself so you can easily copy it.

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 <https://portal.office.com/Home>.



3. When the Microsoft Office 365 login screen appears, enter 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.



Use iPhone apps to make collaborating on the go easier

You can install various apps designed for the iPhone to make collaborating and working on the go easier. These apps include:

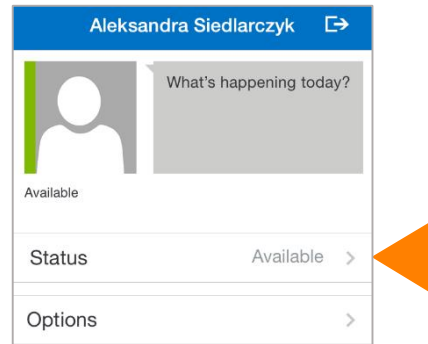
- Lync 2013 for iPhone
- OneDrive for Business
- OneNote for iPhone
- Office Mobile for iPhone

Lync 2013 for iPhone

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

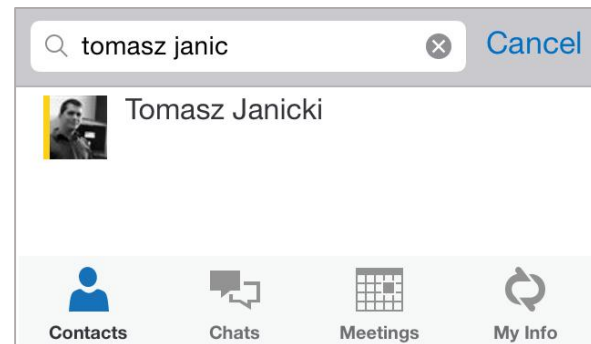
Set your status or sign out

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



Search for a contact

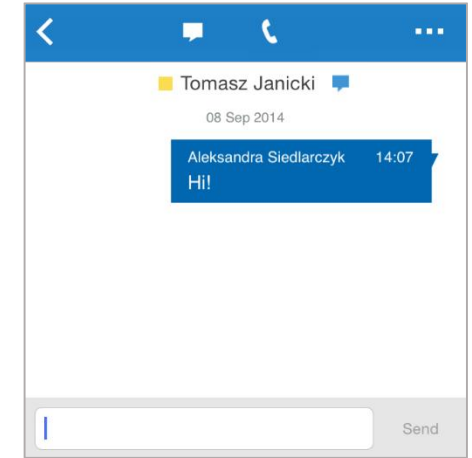
From the Contacts screen, tap Search and begin typing a person's name in the search box. The results appear below the box.



Send an instant message

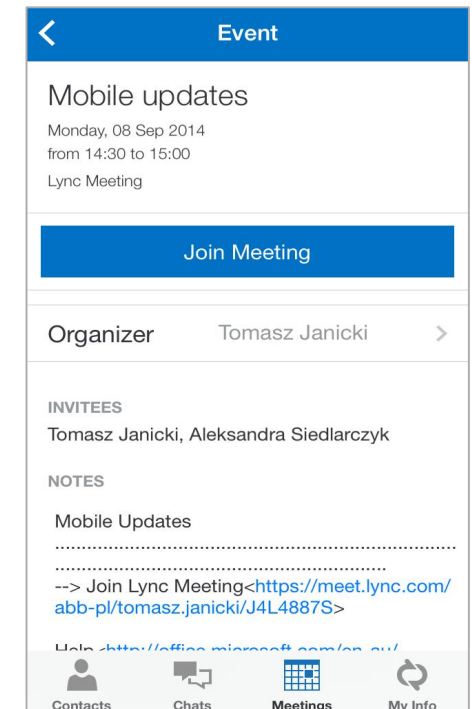
When you find the person you're looking for, tap his or her name, and tap the IM icon. Type your message, then tap the Send icon.

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



Join a Lync Meeting

To join a Lync meeting, go to the Meetings tab, select the meeting you want to join, then tap Join Meeting.



OneDrive for Business

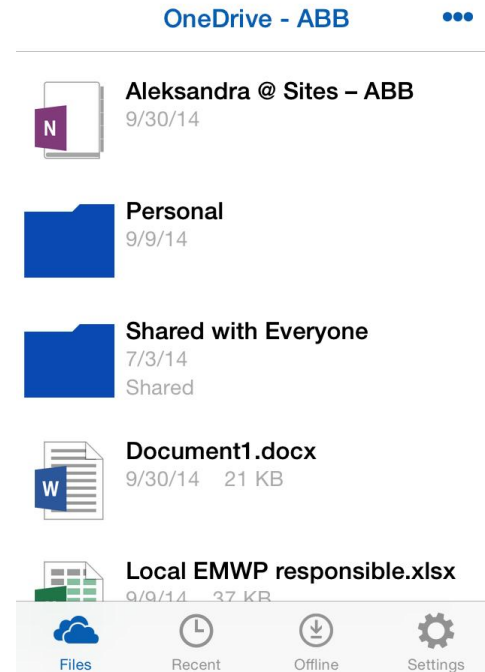
When you sign into OneDrive for Business, the app takes you directly to your files and folders so you can start viewing and working with them immediately.

View OneDrive for Business files

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


There are three options for viewing your files:

- Tap Files to show all OneDrive files.
- Tap Recent to show 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

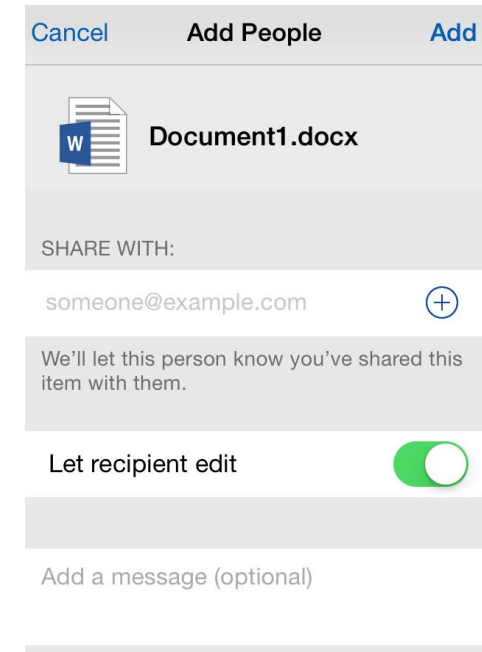
Download OneDrive for Business files to your iOS device to make them available for viewing when you're offline.

1. Tap to open the file you want to download.
2. Tap the Download button .


When you tap Offline, your file will appear in the list. Note: The offline version of the file is simply a downloaded copy. If you edit this file, updates will not synchronize with the version in your OneDrive for Business folder.

Share a file

1. Tap to open the file you want to share.
2. When the file is open, tap the Share button .
If you're already sharing the file, you will see a list of those with access to it. Otherwise, you will see a note that says "This item isn't shared."
3. Tap  at the top of the Share dialog.
4. Tap the Share with box, and enter the email address of the person you want to share the file with. Alternatively, tap  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 also change sharing permissions later.
6. Tap Add.



Change sharing permissions

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

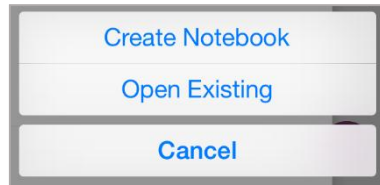
OneNote for iPhone provides easy access to notebooks in your OneDrive for Business folder or SharePoint team site

Sync Office 365 notebooks

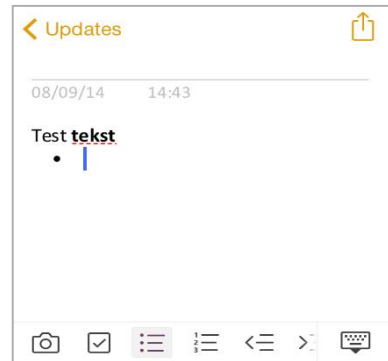
If you have notebooks that you use regularly on Office 365 SharePoint sites, you can sync them with OneNote on your iPhone. Make sure the notebooks you want to open have been recently viewed on your computer or other device. Notebooks you haven't accessed recently will not sync when you sign in.

Edit notebooks

1. From the main screen select Open Existing.
2. Select a notebook to edit.
3. Wait until the notebook has been downloaded to begin editing.



Editing capabilities include creating checklists, inserting photos and audio recordings, and formatting text.

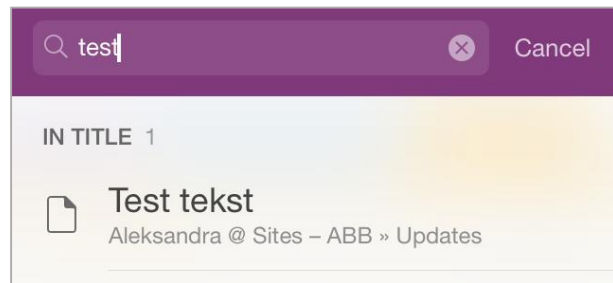


Search notebooks

1. On the main screen, tap the Search icon.
2. Begin typing your search terms.

You can search for:

- Section title
- Text within sections
- Lists




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 when you're back online.

Share notes


You can share individual pages or entire notebooks.

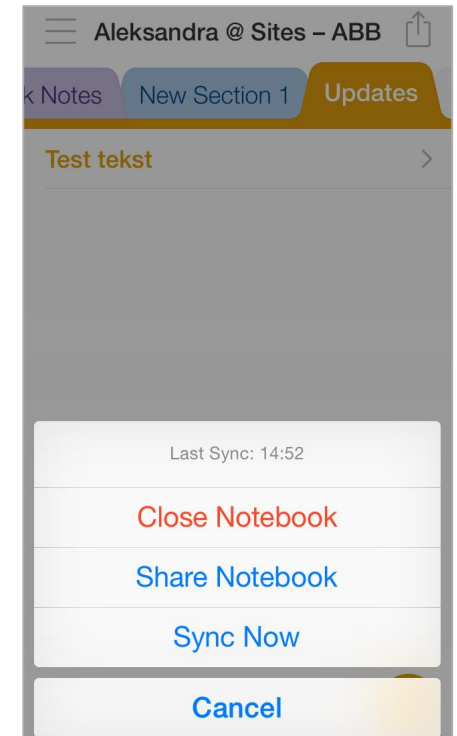
Share pages via email

1. Open the page you want to send and tap .
2. Tap Email Page.

Share a notebook

To send a link to a notebook, do the following:


1. Tap Notebooks.
2. Tap  on the notebook you want to share.
3. An email message with a link to the notebook will open. Enter the recipient's email address and send the message.



Use the Office Mobile app to view and edit Word, Excel and PowerPoint documents (optimized for iPhone)


Get documents on your iPhone

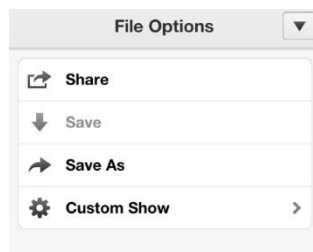
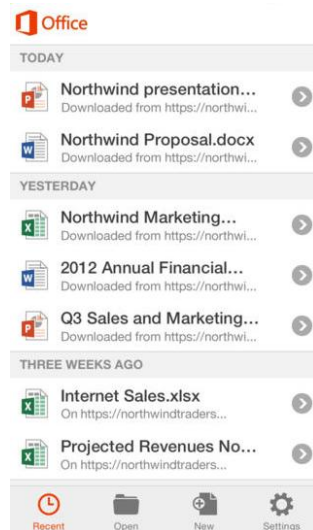
The best way to work with Office 365 documents on your iPhone is to save them in OneDrive for Business or on SharePoint team sites. You can view them later on your iPhone, or almost any device.

1. If you're not already connected to your Office 365 documents and want to set up your OneDrive for Business or SharePoint site, tap the Open icon.
2. Tap Add a Place, and sign in with your ABB email address 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 the File button .
3. Tap Share.
4. Type your message in the New Message window and tap Send.



Microsoft Word application

- Create new Word documents– blank or from templates
- Open and edit documents
- Add, delete and display comments
- Change the page layout and margins
- Find and replace text
- Format text
- Insert tables, pictures, shapes
- Share files via email



Microsoft Excel application

- Create new workbooks – blank or from templates
- Open and edit Excel files
- Navigate sheets
- Find and replace text within a workbook or a spreadsheet
- Sort selected data
- Insert formulas and functions
- Format cells
- Apply a filter
- Share files via email




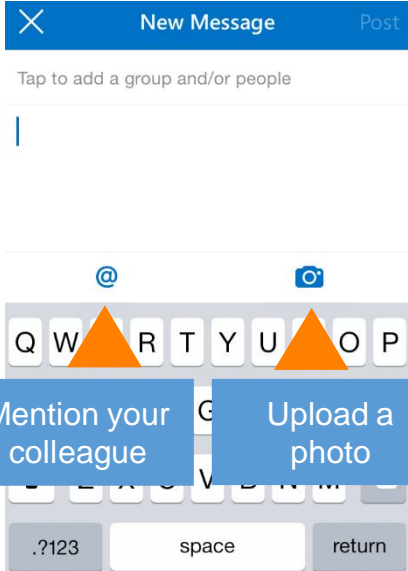
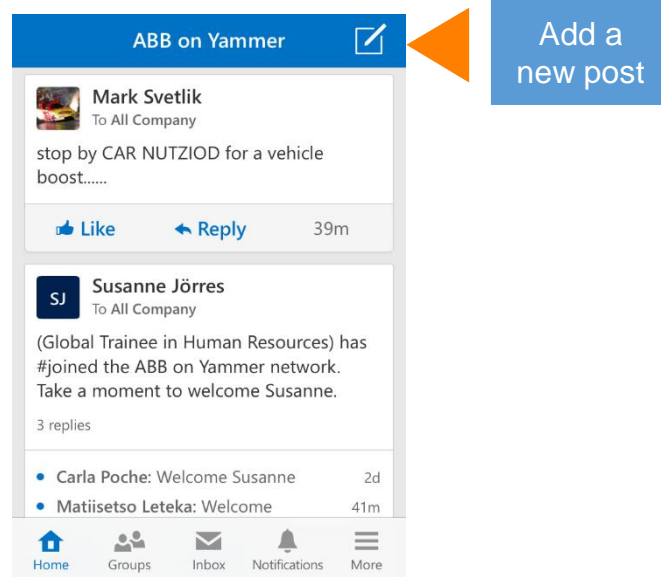
Microsoft PowerPoint application

- Create new presentations – blank or from templates
- Open and edit PowerPoint files
- Format background and text
- Add and edit slide notes
- Navigate through the slides
- Set slide animations
- Apply transitions to slides
- Insert table, pictures, shapes, text box or videos
- Share files via email

Use the Yammer app

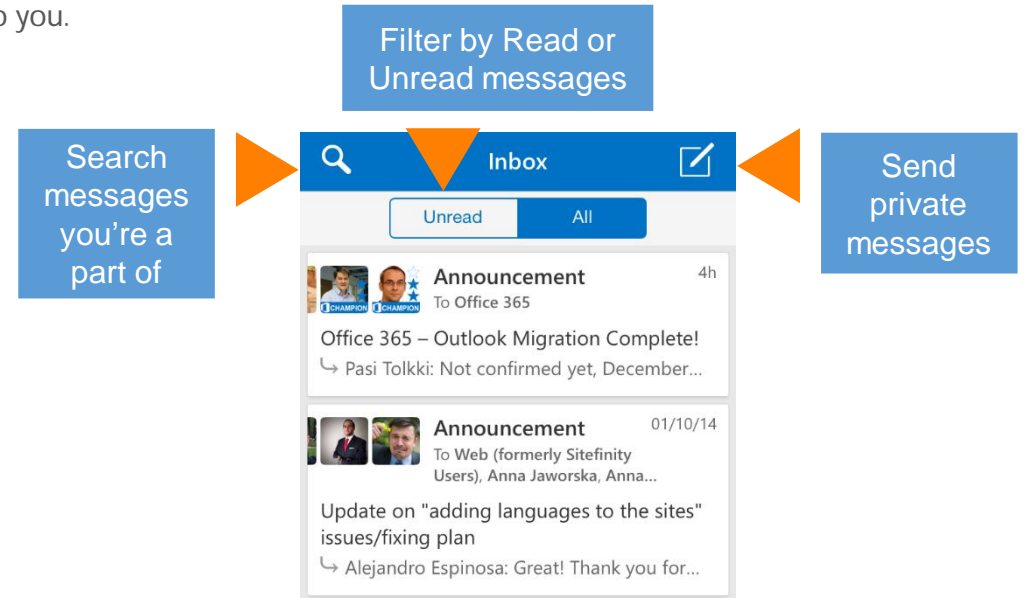
Use the mobile app to view conversations across your various networks and groups.

1. Open the Yammer app.
2. Scroll down to view messages.
3. Tap on a message to see the full conversation.
4. Tap  to add a new post.
5. Upload new or existing photos to your group from your mobile device.



Mobile Inbox

Get work done on the go by using your inbox to read and respond to messages directed to you.



Groups

You can see all the groups you belong to on the Groups page. You can also create new groups and search for other groups.

