USING ONEDRIVE FOR IOS 8

USER’S GUIDE

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ONEDRIVE APP FOR IOS 8

NAVIGATING AND USING THE ONEDRIVE APP FOR IOS 8

OneDrive for iOS is a quick and easy way to access and store files to your OneDrive storage space on your iOS device. With the OneDrive App for iOS 8, you can add image and video files to your OneDrive storage space. Use the following information to assist you in navigating and using the OneDrive for iOS app.

Logging Into OneDrive

To begin using the OneDrive app after you have downloaded it from the App Store, complete the following steps.

1. Tap the app icon to launch the application on your iOS device.

The Sign In screen displays.
2. Tap **Sign In**, located in the middle of the screen.

A secondary sign in screen displays.

3. Enter your USC email address. After entering your email address, the **Next** option becomes selectable. Tap the **Next** option.

The *USC Login Credentials* screen displays.

4. Enter your USC email address in the *User name* field. Then, enter the password that corresponds to your email address in the *Password* field. An example is shown in the previous screen capture.

5. After entering your USC Login Credentials, tap the **Sign In** button. Your OneDrive storage space displays.
Using the OneDrive App

The OneDrive App contains easy-to-use on-screen options to assist you in using OneDrive on your iOS device. Use the following information to assist you in navigating the OneDrive Application.

When the OneDrive App loads, the Dashboard is displayed. The folders that are currently in your OneDrive are displayed. If your OneDrive does not contain any files or folders, the center of the screen will be blank until you add files to OneDrive.
At the top of the screen is the Options (・・・) menu. Selecting this option displays a menu at the bottom of the screen.
Use the option definitions below to assist you in using the **Options** menu.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select Items</strong></td>
<td>Use this option to select all the items displayed on the screen. This option is useful when you want to delete all the displayed items, or select them to move them to another location.</td>
</tr>
<tr>
<td><strong>Sort By</strong></td>
<td>Select this option to change the way in which items are displayed on the screen. After selecting this option, a secondary menu displays.</td>
</tr>
<tr>
<td></td>
<td>The option that is currently selected is displayed with a blue checkmark adjacent to the option. Select one of the other options to sort the items displayed.</td>
</tr>
<tr>
<td><strong>Thumbnails View</strong></td>
<td>Select this option to display your OneDrive in Thumbnail view. The default setting is List view. The Thumbnail view displays a small preview image of each file. This setting is particularly useful when working with image files.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
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<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Add Items</td>
<td>Select this option to add files to OneDrive. Selecting <strong>Add Items</strong> displays a secondary menu. Select an option from the <strong>Add Items</strong> menu to create or add a file to OneDrive.</td>
</tr>
<tr>
<td></td>
<td><img src="https://via.placeholder.com/150" alt="Add Items Menu" /></td>
</tr>
<tr>
<td>Open Recycle Bin</td>
<td>Select this option to open and view the OneDrive recycle bin. You can view the files that you have deleted from OneDrive. This option provides the ability to restore a file or folder that you may have removed from OneDrive in error. You can also elect to permanently delete a file from the OneDrive recycle bin.</td>
</tr>
<tr>
<td></td>
<td><img src="https://via.placeholder.com/150" alt="Recycle Bin" /></td>
</tr>
<tr>
<td></td>
<td>Tap an individual file and then select the <strong>Recycle Bin</strong> (🗑️) icon or the <strong>Restore</strong> (.restore) icon.</td>
</tr>
</tbody>
</table>
At the bottom of the OneDrive screen are three options: Files, Recent, and Shared.

Use the options as follows:

- The Files option displays a list of all the files and folders within your OneDrive.
• The **Recent** option displays a list of files with which you have recently worked.

![Recent files screenshot]

• The **Shared** option displays files that other OneDrive users, within your organization, have shared with you.

![Shared files screenshot]

Repeat these steps as-is appropriate for your needs.
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