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OneDrive for Android is a quick and easy way to access and store files to your OneDrive storage space on your Android device. With the OneDrive App for Android, 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 Android app.

Downloading OneDrive for Android
Complete the following steps to download OneDrive for Android.

1. Open the Google Play store and perform a search for OneDrive. The results are displayed.

2. Select OneDrive. The app details display.

3. Select the Install option. The OneDrive app is installed on your device.
4. After the OneDrive app is installed, the Install option changes to Open. Select the Open option.

The OneDrive app opens on your device.
Installing OneDrive for Android
Complete the following steps to configure and use OneDrive for Android.

1. If OneDrive for Android is not currently open on your device, select the **OneDrive** icon on your desktop.

The OneDrive app displays.
2. You will need to sign into OneDrive with your USC credentials. Select the **sign in now** hyperlink.

The **Sign in** screen displays.
3. Enter your USC email address and the corresponding password, into the appropriate fields.

![Sign In](image)

4. Select the **Sign In** option.

![OneDrive dashboard](image)

The OneDrive dashboard displays.

OneDrive for Android is now installed.
Using OneDrive for Android
Use the following information to assist you in using OneDrive for Android devices.

Using the Dashboard
The OneDrive app dashboard provides quick access to a portion of OneDrive for Android's functionality.
Use the following options, available on your OneDrive dashboard.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Files</td>
<td>The <strong>Files</strong> option displays a listing of the files saved within your OneDrive account.</td>
</tr>
<tr>
<td>Recent documents</td>
<td>The <strong>Recent documents</strong> option displays a listing of files with which you have recently worked, within OneDrive.</td>
</tr>
<tr>
<td>Shared</td>
<td>The <strong>Shared</strong> option displays a listing of shared OneDrive files to which you have access.</td>
</tr>
<tr>
<td>Recycle bin</td>
<td>The <strong>Recycle bin</strong> option displays the files contained within the OneDrive recycle bin.</td>
</tr>
<tr>
<td>Add another account</td>
<td>The <strong>Add another account</strong> option provides the ability to add an additional OneDrive account.</td>
</tr>
<tr>
<td>Settings</td>
<td>The <strong>Settings</strong> option provides the ability to view and configure OneDrive settings.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Camera upload</strong></td>
<td>select this option to enable automatic upload of your camera roll to your OneDrive account.</td>
</tr>
<tr>
<td><strong>Use Office</strong></td>
<td>select this option to automatically launch Office documents in the corresponding apps.</td>
</tr>
<tr>
<td><strong>Passcode</strong></td>
<td>select this option to require your passcode or password to be entered before files are uploaded to your OneDrive account.</td>
</tr>
<tr>
<td><strong>Shake to send feedback</strong></td>
<td>select this option to enable the &quot;shake&quot; feature, which will automatically send app feedback to Microsoft, about the OneDrive app.</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>select this option to view the OneDrive help documentation, written by Microsoft.</td>
</tr>
<tr>
<td><strong>Privacy &amp; cookies</strong></td>
<td>select this option to adjust your web browsing privacy and cookies settings.</td>
</tr>
<tr>
<td><strong>Third party notices</strong></td>
<td>select this option to view all the third party notices for this app.</td>
</tr>
<tr>
<td><strong>Report abuse</strong></td>
<td>select this option to report app abuse to Microsoft.</td>
</tr>
</tbody>
</table>

Use these options to work with the OneDrive dashboard.
The Files Screen
The *Files* screen is the location from which you work with your OneDrive app.

On the *Files* screen, there are two menus with which you can work: the *More* ((MenuItem) menu and the *Plus* (Plus) menu. Each menu contains different functionality. The options contained within these menus are explained below.
The More Menu
The More Menu contains three options, as shown below. Use these options as described below.

- **View as thumbnails**: To view the file listing as thumbnails instead of list view, select this option.
- **Refresh**: select this option to refresh the file listing.
- **Sort**: select this option to sort the files in ascending or descending alphabetical order.

Use the More menu options as-is appropriate.
The Plus Menu
The *Plus* Menu contains two options, as shown below. Use these options as described below.

- **Upload**: select this option to upload a file to your OneDrive account.
- **Create folder**: select this option to create a folder within your OneDrive account.

Use the *Plus* menu options as-is appropriate.
The Shared Screen

The *Shared* screen displays all the OneDrive files that have been shared with your account. If no files have been shared, this screen will be blank.

Use the *Shared* screen to view files that have been shared with your account.
The Recent Screen

The *Recent* screen displays files you have recently worked with, within OneDrive.

Use the *Recent* screen to view the files with which you have most recently worked.
CONTACT DORNSIFE TECHNOLOGY SERVICES

Campus Office:
825 Bloom Walk, ACB 530
Los Angeles, CA 90089-1486

Technical Support: 213-740-2775
E-mail: ts@dornsife.usc.edu