USING MICROSOFT ONEDRIVE FOR BUSINESS FOR MOBILE

USER’S GUIDE

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CHAPTER 1: ONEDRIVE FOR BUSINESS FOR MOBILE

OneDrive for Business for mobile provides the ability to store and access your personal and work files, via your Apple MacIntosh device, such as iPhone and iPad. Access your files via OneDrive for Business for mobile allows you to pick up where you left off, when working with a file.

Use this guide to assist you in navigating the OneDrive for Business for mobile interface.

Accessing OneDrive for Business

1. Launch a browser window and navigate to dornsife.usc.edu/365. A log in prompt is displayed. Enter your USC NetID in the top field. Your USC NetID is the portion of your email address that appears before the @ symbol. For example, if your email address is juser@usc.edu, then your USC NetID is juser. Enter your Dornsife password in the lower field. Your Dornsife password is the password with which you log into your computer.
2. Select the **Log In** button, after entering your credentials. *Outlook Web Access* displays.
3. Select the trisected square, located at the bottom of the screen. The *Outlook Dashboard* displays.
4. Select the **Office 365...** option, located at the bottom of the screen. The *Options* menu displays.
5. *OneDrive Mobile for Business* displays.

Proceed to the next section to learn about navigating OneDrive for Business for mobile.
Navigating OneDrive for Business

OneDrive for Business for mobile is designed to help you quickly access the features you need. Located at the top of the screen is a menu bar. An example is shown below.

| files | recent | shared with me | followed | site folders |

This menu bar provides the ability to quickly view files by specific classifications. You can view files by the following classifications:

- **Files**: The files option displays all the files contained within your OneDrive for Business account.
- **Recent**: The recent option allows you to display a listing of files with which you recently worked.
- **Shared with me**: The shared with me options provides the ability to view files that have been shared with you by others in your organization.
- **Followed**: The followed option provides the ability to view files that you have elected to follow. Following a file, that is authored by someone else, provides notifications when the file is edited. You can also follow Sharepoint sites from within your own organization. Following a site creates a list of bookmarks within OneDrive for Business.
- **Site Folders**: The site folders option provides the ability to display the folders contained within a site that you are following.
OneDrive for Business for mobile contains two options menus, both located at the bottom of the screen.

The trisected square, located on the left side of the screen, displays a menu that launches the online versions of Word, Excel, PowerPoint, and provides access to your news feed. The ... menu, located on the right side of the screen, contains the file creation and upload options.
Uploading a File to OneDrive for Business

1. From the OneDrive for Business dashboard, you can upload or create files from your mobile device, or work with files you have already uploaded to OneDrive for Business. To upload or create a file, select the ... option, located at the bottom of the screen.
2. A menu displays. From this menu, you can create a Word, Excel, or PowerPoint document, by selecting the corresponding option. You can also upload or capture photos and videos with your mobile device and then upload them to OneDrive for Business. Select the **Upload file** option, located at the bottom of the menu.
3. A pop-up menu displays. From this menu, you can select to take a photo or video, or to upload a photo or video. The upload option will be selected for this example.
4. Select the **Photo Library** option. A secondary pop-up menu displays.
5. Select the **Camera Roll** option. The images and videos saved to your mobile device are displayed.
6. Select the image or video you want to upload. A confirmation screen displays.

7. If the image information is correct, select the checkmark (✓) located at the top of the screen to continue the upload process. If the information is incorrect, select the X (✗) to cancel the upload.
8. When the upload has finished, the newly uploaded file is displayed on the OneDrive for Business dashboard.

Repeat these steps to upload additional files.
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