

Microsoft Office Mobile on Windows Phone 7 Product Guide



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## Microsoft Office Mobile: An Overview

These days, you may rely on a mobile device to stay connected to business, family, friends, and the world at large. Whether you're waiting for a flight, reading a book in a coffee house, leaving a meeting with a client, or sitting on the couch at home, Microsoft® Office Mobile can help you get things done.<sup>1</sup>

Make quick updates to Office documents, stay on top of your schedule and email, or take notes on the go. Work with Office documents stored on your phone, sent to you via email attachment, or browse, edit, and update documents and notes stored on a SharePoint 2010 site. You can also store your OneNote notes online in Windows Live® SkyDrive® and keep them synchronized to your phone.<sup>2</sup> With Office Mobile, it's easier than ever to stay on top of your personal and business information virtually anytime, anywhere.

Microsoft

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<sup>&</sup>lt;sup>1</sup> Microsoft Office Mobile includes Microsoft Word Mobile, Microsoft Excel® Mobile, Microsoft PowerPoint® Mobile, Microsoft OneNote® Mobile, and Microsoft SharePoint® Workspace Mobile. Office Mobile is not included in Office 2010 applications, suites, or Office Web Apps. Some features require an Internet connection.

<sup>&</sup>lt;sup>2</sup> Requires a free Windows Live ID to save and access notes via SkyDrive.



## Office Mobile: At-a-Glance

Take a glance at how Office Mobile is designed to give you a great productivity experience on your Windows Phone. Get a closer look at the new and improved features in the Closer Look section that follows.

## Stay productive on the go

Use new views to quickly locate and take action on email. Stay on top of your calendar and easily manage your schedule. Review, edit, or comment on Office documents and use new navigation tools to quickly jump to the right place every time.

## Capture notes and ideas with your phone

Take notes when you're away from your computer and access them virtually anywhere. Create a quick list or supplement your notes with pictures and voice clips. Best of all, you can do it without the need to maintain multiple sets of notes. Keep your notes in sync and review or update them on your phone, PC, or web browser.<sup>3</sup>

### Collaborate from virtually anywhere

Office Mobile offers access to Office documents and information so that you can collaborate with only your phone. Attend a live PowerPoint presentation broadcast, work on shared Office documents and notes stored on a SharePoint 2010 site, or, update and distribute your files right from your Office Mobile application.

<sup>&</sup>lt;sup>3</sup> Requires a free Windows Live ID to save and access notes via SkyDrive. Web functionality uses Office Web Apps, which require a supported Internet Explorer, Firefox, or Safari browser.



## Office Mobile: A Closer Look

## Stay productive on the go

### View and update your Office documents

The new Office hub keeps your files at your fingertips so you can locate and manage all of your Office documents and notes in a single, easy-to-access location. Open documents right from the new Office hub and view rich formatting, such as graphics, charts, and improved SmartArt® graphics in PowerPoint Mobile. Make lightweight edits to Word documents, Excel workbooks, PowerPoint presentations, and OneNote notes with easy-to-use tools across the Office Mobile applications.

#### Office hub - New!

The Office hub, shown in Figure 1, integrates your Word, Excel, PowerPoint and OneNote files, giving you a single, simplified location to manage your Office documents. Work with Office documents and notes saved on your phone, synchronized with a SharePoint 2010 site, or OneNote notes stored in Windows Live SkyDrive.

- When you first access the Office Hub, you'll the OneNote view, so you can start taking notes right away.
- A swipe, left or right, is all it takes to quickly jump between the views, enabling you to quickly locate the file you need.
- Files in the Office hub are arranged in the order they were last edited or viewed so you can access your recently used documents and notes faster.
- Browse team SharePoint sites, document libraries, or other lists even when you're away from the office.



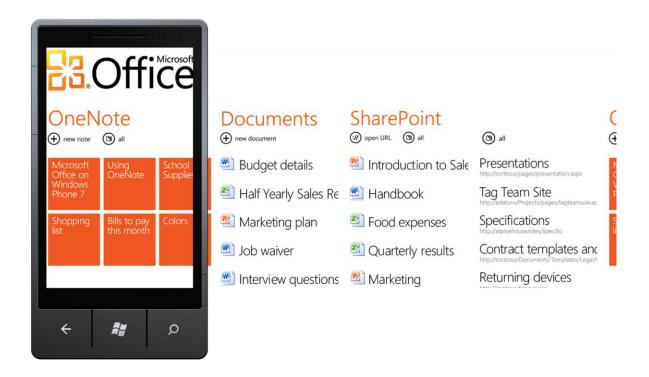


Figure 1 - Tap the Office tile on your Start screen to quickly access the Office hub.

#### **Quick Tips:**

- Tap All (19) near the top of the view to drill down to more files and additional views. For example, tap All below OneNote to access all of your notes and view them by page or notebook.
- To create a new Word or Excel document or OneNote note, tap **New document** or **New note**  $\bigoplus$  near the top of the view.
- Press and hold a document or note to obtain options for managing that file. For example, to delete a file, press and hold a document and then from the context menu, tap **Delete**.
- Don't see the Office Hub on your Start screen? To pin the Office hub, on the Start screen, flick left to the application list, press and hold **Office**, and then tap **Pin to start**.



#### **User interface - Improved!**

The redesigned user interface enables you to work more intuitively across the Office Mobile applications. The app bar, located at the bottom of the screen, makes it easy to discover and utilize the features Office Mobile has to offer and the on-screen keyboard makes typing on small devices a breeze.

• The app bar automatically adapts to your task at hand to give you the tools you need when you need them. For example, when you tap a cell that contains a comment in an Excel workbook, the comments pane slides out and tools for working with comments, such as navigation options, automatically display, as shown in Figure 2.

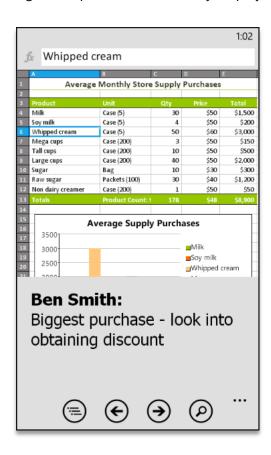


Figure 2 – The app bar changes contextually based on your active task.

 When editing an Office document the on-screen keyboard automatically displays, enabling you start typing right away. Utilize predictive text while typing or tap a previously typed word to quickly obtain available spelling suggestions or word alternatives, as shown in Figure 3.



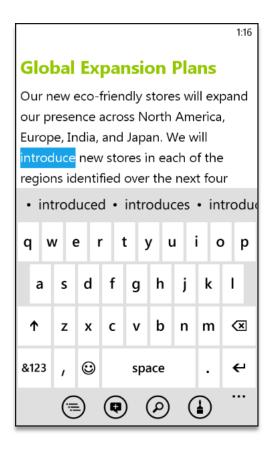


Figure 3 - Predictive text along with spelling suggestions and alternative words are readily available at the top of the on-screen keyboard.

#### **Quick Tips:**

- Leave the app bar minimized to maximize your screen real estate or tap **More** ••• to expand the app bar for additional options.
- To dismiss the keyboard, press the **Back** button  $\leftarrow$  on your Windows Phone.

#### Comments - New!

Review your Office documents anytime, anywhere. Use the new comments feature to add new comments or quickly navigate to existing comments in a few simple taps.

- Work on a document with your team or flag areas that need to be revised when you have more time available for editing.
- As you navigate existing comments, the view of your file automatically adjusts to the location of that comment, making it easy to view the surrounding content.

Microsoft<sup>\*</sup>



 New comments are automatically associated with the Office user name stored on your phone so each contributor is easily identified.

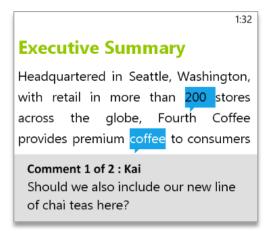


Figure 4 – Tap a comment bubble in a Word document to switch to comment mode

#### **Quick Tips:**

- To quickly locate existing comments, in the app bar, tap **Outline** (a), and then tap a comment indicator to view that comment.
- To change your Office user name, from the Start screen, flick right, tap **Settings**, tap **Applications**, tap **Office**, and then tap **User name**.

#### File format support - Improved!

Files created on the Office 2010 desktop applications can be opened in your Office Mobile applications without requiring add-ons or additional modification. The following table provides a list of file extensions for all Office file formats that can be opened and edited in the respective Office Mobile application.

Application	Supported file formats
Word	.doc, .docx, .dot, .dotx, .dotm, .docm .txt, .rtf
Excel	.xls, .xlsx, .xlt, .xltx, .xlsm, .xltm
PowerPoint	.pptx, .pptm
OneNote	.one





**Note**: PowerPoint files with the following file extensions will open as read only files in PowerPoint Mobile: .ppt, .pps, .ppsx, .ppsm

Product specific highlights

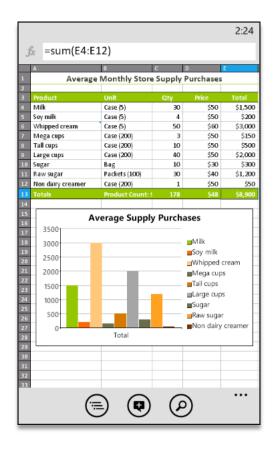
#### **Word Mobile**

- View Word documents with rich formatting, such as bullets and numbering or table borders and shading, and graphics, such as pictures and charts.
- Create new documents and save them to your phone or email them to others.
- Text in Word documents will automatically reflow for optimized viewing on your phone.
- Use formatting options including font formatting — bold, italic, underline, and strikethrough — along with font color, font size, and text highlight.
- Take advantage of essential authoring capabilities such as AutoCorrect, predictive text, and spell check.
- Undo multiple actions or redo your last action.





#### **Excel Mobile**



- View entire spreadsheets, including charts and formatting.
- Update and instantly recalculate workbooks on the go.
- Create new workbooks and save them to your phone or email them to others.
- Add or edit formulas and use 114 frequently used functions.
- Use essential cell formatting options including font styles, fill color, number formatting, and merging or unmerging cells.
- Filter lists and preform multilevel sorts.
- Take advantage of the freeze panes option so you can view multiple areas of your workbook at the same time.
- Easily view longer cell entries in a separate pane.



#### **PowerPoint Mobile**

- View your presentations full screen with rich graphics, such as pictures, charts, and improved SmartArt.
- View slide transitions, builds, and animations including motion paths.
- Review and update presentation speaker notes.
- Edit slide text and move or hide slides.
- Display Custom Shows stored in your presentation.
- Zoom in on your slides and then easily pan to view the smaller details.

**Note**: Find new and improved features for the Office Mobile applications and product highlights for OneNote Mobile and SharePoint Mobile in the sections that follow.



### Navigate your documents more efficiently

Use new and improved navigation tools to jump to the right place every time. More natural gesture support lets you pinch, stretch, and flick your way through a file with ease.

#### Outline pane - New!

The new Outline pane, available in Word Mobile, Excel Mobile, and PowerPoint Mobile, gives you a quick overview of your file and provides you with instant navigation, saving you valuable time.

• The Outline pane is automatically generated using existing content in your files, such as document headings in a Word document, sheets and charts in an Excel workbook, and slides in a PowerPoint presentation. If your file contains comments or speaker notes, you'll see a comment indicator next to its associated entry in the Outline pane.

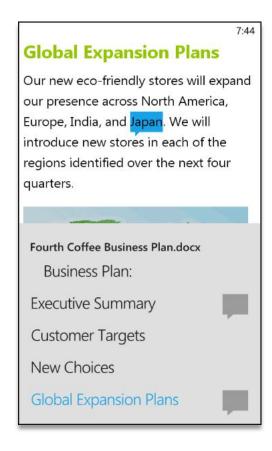


Figure 5 – Tap an item in the Outline pane to jump directly to that location — no repetitive scrolling required.



#### Navigable Table of Contents - New!

Get multilevel document navigation through the new navigable Table of Contents. The Outline pane provides quick navigation using the primary headings in a Word document but for larger files, it may not provide enough detail. Fortunately, a hyperlinked Table of Contents can now be used to jump to your desired location so you can quickly get to the details you need.



Figure 6 – Tap an entry in the Table of Contents to jump to that location in the document.

Quick Tip: Use the Outline pane to quickly return to the Table of Contents in a document and save time.

#### Find feature Improved!

Save time scrolling and use the improved Find feature to quickly navigate your documents. The Find feature is readily available right from the app bar in Word Mobile and Excel Mobile and enables you to quickly search your documents by keyword.





Figure 7 – Tap Find ② on the app bar to search your Word and Excel files.

**Quick Tip:** To exit find mode, tap the **Back** button on your phone or tap anywhere in the document or workbook.

#### Gesture support - Improved!

Improved gesture support gives you more natural ways to intuitively interact with the Office Mobile applications and hone in on just the right details. Use the following and more when working with the Office hub and files opened in the Office Mobile applications:

- Pinch your fingers to zoom in and stretch your fingers to zoom out.
- To scroll or pan, swipe or flick in the direction you wish to navigate.
- Press and hold a selection or file to display a context menu to view additional options for working with that item.
- Tap to select and then hold and drag to extend text selection in Word Mobile and OneNote Mobile or cells in Excel Mobile.



#### **Quick Tips:**

- In Excel Mobile you can quickly zoom in or out by double-tapping.
- To select cells in Excel Mobile, first turn on selection mode. To do this, press and hold a cell to display the context menu and then tap **Select cells**.

### Keep your inbox organized

Whether you're managing a team, organizing a family event, or catching up with friends, it's important to stay on top of your email when you're away from your computer. Access your email from a variety of email providers and use new views and tools to help you quickly locate vital messages and easily manage your email right from your phone.

#### Email account setup - Improved!

Send and receive e-mail from almost any email account, including Microsoft Exchange®, your Internet Service Provider, or an Internet-hosted e-mail account, such as Windows Live Hotmail® or Google Gmail.

- Simplified setup helps take the guesswork out of configuring an email account on your phone. Just tap your account type on the Account Setup screen, shown in Figure 8, and for most providers, all that's required to setup your account is your email address and password.
- Improved Exchange support enables you to configure multiple Exchange Server accounts on your phone.
- Download new content for your email account automatically as new items arrive, at a specified interval such as every 30 minutes, or choose to download new content manually.





Figure 8 – Quickly configure an email account through improved setup.

 After you set up an email account, a live tile will display on the Start screen, making it easy to locate a specific account, such as Outlook or Hotmail, and view the count of new messages at-a-glance, as shown in Figure 9.



Figure 9 – Stay on top of your email right from your Start screen.



Quick Tip: To access account setup, from your Start screen, flick right, tap Settings, tap Email & Accounts, and then tap Add an account.

#### Inbox views - New!

Get instant organization. Email messages are automatically filtered by all, unread, urgent, and flagged emails, enabling you to view your inbox from more angles and find what you need faster.

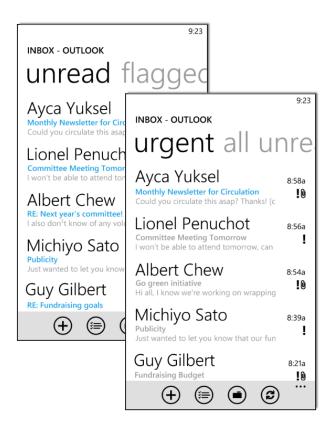


Figure 10 - Flick left or right to jump between the views or tap a view name above the message list.

Quick Tip: To navigate between all messages in a specific view, from an open message, tap Newer 😜 or Older 🕞 on the app bar.



#### Email selection mode - New!

Manage your messages more efficiently. A new simplified selection mode makes it easy to mark multiple messages for deletion, flag them for follow-up, file them to another folder, and more. Take quick action on the entire group and save time.

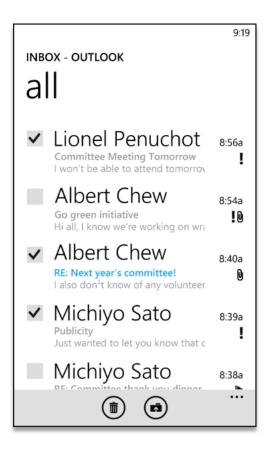


Figure 11 - Tap to the left of a message and quickly switch to selection mode.

Quick Tip: To switch to selection mode from the app bar, tap Select (=).

### Stay on top of your schedule

Did your meeting last longer than anticipated and in a rush to the next one? Or perhaps you need directions to a meeting location. Your phone helps you handle these situations and more, in a few quick and easy steps.



#### Calendar views - New and Improved!

View your schedule at-a-glance. Get a quick overview of your upcoming meetings and appointments with the new Agenda view. Or, switch to the improved Day view and see how your appointments relate to each other in a slice of time.

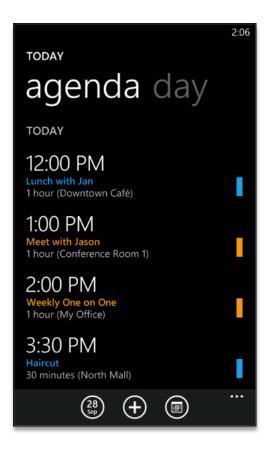




Figure 12 - Switch between the Day and Agenda view with a quick flick or tap the view name to jump to that view.

- Multiple calendars are visually merged, enabling you to see details from various calendars, such as your business and personal calendars, in one unified view.
- When using multiple calendars, appointments and meetings for each calendar display in a different color for easy identification.

**Quick Tip:** To change a calendar color or turn off a calendar to remove it from your view, from the Day or Agenda view, on the app bar, tap **More** to expand the app bar and then tap **Calendars**.



#### Running Late email - New!

Running late to a meeting? No problem. In just a few taps you can notify the meeting organizer or all attendees that you're on your way. Best of all, your late notice is automatically drafted so you can choose to send the email without any additional editing.



Figure 13 – Quickly send an email to let others know you're running late right from a meeting request.

### Scheduling tools - Improved!

Easily stay on top of your meeting invitations and identify conflicts when you're away from your computer. The following scheduling tools and more have been improved to help you keep track of your schedule:

- Improved conflict alerts help you quickly see scheduling conflicts from your meeting invitation or calendar views. For example, the scheduling conflict icon displays on your live Calendar tile and Agenda view, as shown in Figure 14, giving you at-a-glance results.
- Respond to the meeting invitation, including proposing a new meeting time, right from the request email.
- View all meeting attendees and identify the meeting organizer.





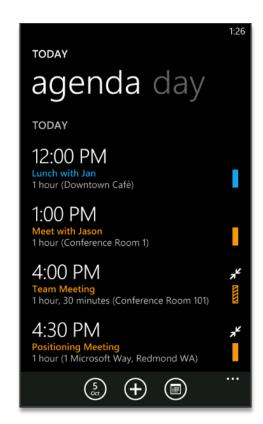


Figure 14 – Quickly identify scheduling conflicts right from your calendar views.

#### **Quick Tips:**

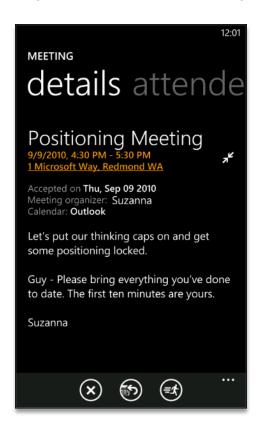
- To propose a new time, do one of the following: From the request email, on the app bar, tap More
   to expand the app bar and then tap Propose new time. From an open meeting invitation, tap
   Respond 3, and then tap Propose new time.
- To view all meeting participants, from an open meeting invitation, tap **Attendees**, to jump to the attendees list.

#### **Driving directions - New!**

Get directions for your meeting location right from a calendar appointment. In three simple taps you can jump from an address to a map of your destination and then to driving directions from your current location.



- Tap the map to view it full screen. As you zoom in, the map automatically switches to an aerial view, enabling you to see landmarks to help you find your destination more easily.
- Quickly navigate the map and driving directions by flicking through the numbered steps or tapping a numbered step in the driving directions.



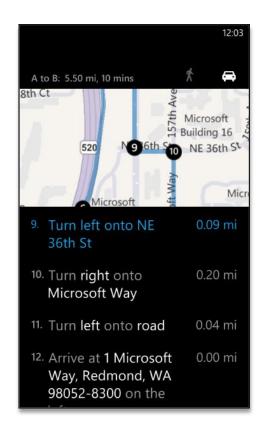


Figure 15 – Tap an address in a meeting invitation to get instant driving directions.

**Quick Tip:** Walking instead of driving? No problem. Tap the person icon in the upper right corner of the driving directions to switch to walking directions.



## Capture notes and ideas with your phone

### Take notes anywhere and share them with others

Leave your pen and paper behind and take notes on your phone with OneNote Mobile. From brainstorming, taking meeting or class notes, to reviewing or updating your to-do list, OneNote Mobile enables you to quickly take notes on your phone and share them with others.

#### Note taking tools - Improved!

OneNote Mobile makes it easy to take notes while on the go. Use a simplified user interface that adapts to your task at hand, insert pictures or voice clips and enhance your notes with newly added formatting functionality. Make a quick shopping list, plan a vacation, research a new car — the possibilities are almost endless.

- Add visual context to your notes with photos from your Pictures hub or insert them directly in a note with your camera phone. For example, insert a photo of the white board from a class or meeting or use pictures to create a shopping list.
- Don't have the time to type a note? Record a voice note, such as a shopping list or add audio from a meeting, directly in a note.
- Emphasize text with new the highlight format so you can quickly spot important information at-a-glance.
- Give your lists structure through new multilevel list functionality, as shown in Figure 16.





Figure 16 – Capture your thoughts, notes, research, and ideas with a variety of tools in OneNote Mobile.

#### **Quick Tips:**

- When you're editing a note, **List** ( ), **Picture** ( ), and **Audio** ( ) options will automatically display in the app bar.
- To promote or demote list items, on the app bar tap **More** ••• to expand the app bar and then tap **Increase indent** or **Decrease indent**.

#### Send notes by email - New!

Easily share your notes. Jot down your ideas, meeting or class notes and email them to other people right from OneNote Mobile.

• Your entire note, including text, pictures and voice clips, is added as an email attachment. The text of your note is automatically inserted in the email message so if the recipient doesn't have access to OneNote, they can still view the vital details.



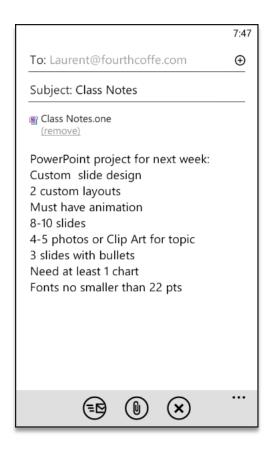


Figure 17 – Tap the email option on the app bar and instantly attach your note to a new email.

### OneNote email attachments – Improved!

OneNote email attachments are now supported in Office Mobile. After you download the attachment, tap the file to open it directly for viewing in OneNote Mobile.

### Keep your notes readily available and in sync

Everyone has more to keep track of today and leaving your computer behind doesn't mean you need to leave your notes behind as well. With OneNote Mobile, you can take your notebooks with you and stay on top of your content on the go.



#### Sync with Windows Live or SharePoint - New!

Sync OneNote notes over the air. Notes on your phone can be automatically synchronized with your Windows Live SkyDrive or SharePoint 2010.<sup>4</sup> Store your notes online and access them from your phone, PC, or almost any web browser.

- Work with shared team notes, such as meeting notes or project plans, stored on a SharePoint 2010 site and stay up to date even when you're away from the office. Or keep your personal notes, such as a to-do list or vacation plans, in your Windows Live SkyDrive so they're available from virtually anywhere.
- Review and update your notes using OneNote Mobile on your phone, Microsoft OneNote 2010 your PC, or with OneNote Web App from a web browser. Access your notes wherever you are without the hassle of maintaining multiple sets of notes.

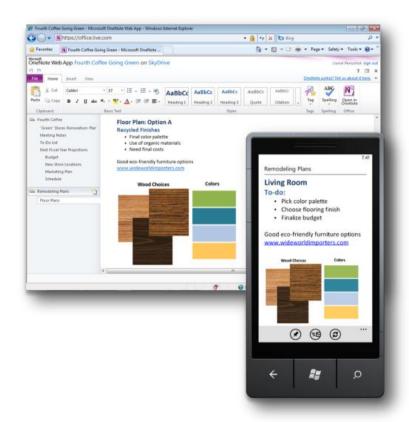


Figure 18 – Keep your notes in sync and view or update them from virtually anywhere.

<sup>&</sup>lt;sup>4</sup> Over the air sync requires an Internet connection and either a free Windows Live ID (for personal use) or SharePoint Foundation 2010 (for business use).



#### **Quick Tips:**

- Notes stored on SharePoint 2010 appear in the Office hub under the SharePoint view and automatically sync with SharePoint. After opening a note from SharePoint, the note can be accessed from the OneNote view, in your recent notes, and by tapping All (19),
- To sync with Windows Live SkyDrive for the first time, from the Start screen, flick left to view the App list, and then tap Office. From the OneNote view, tap All (3), and then tap Refresh (3). When prompted to sync with SkyDrive, tap Yes, and then sign in with your Windows Live ID. A personal notebook named Personal (Web) will be created in your My Documents folder on Windows Live SkyDrive and synced on your phone.
- To open a OneNote notebook from Windows Live SkyDrive, sync notes with your phone using the steps in the previous bullet, and then tap **Notebooks**. From the **Personal (Web)** section, tap the page you want to open. You can read your notes or make changes if you want. Any changes you make are synced to your OneNote notebook on SkyDrive when you leave OneNote Mobile or tap **Refresh** .
- Don't have Windows Live SkyDrive? No problem. All it takes is a free Windows Live ID to get 25GB of
  free online storage for your notes, photos, and your Office documents. Visit <a href="www.office.live.com">www.office.live.com</a> to
  get started right away.



#### Note tiles - New!

Get quick access to your notes. To keep your important notes close at hand, pin them to your Start screen to create a Note tile that can be moved to your preferred location. For example, place your To-Do list at the top of your Start screen so you can quickly view or update it.



Figure 19 – Press and hold a note to access the context menu and then tap Pin to start.

#### Search for notes - New!

With the ability to access notes saved on your phone, your Windows Live SkyDrive, or SharePoint, there's no need to manually sift through all of your available your notes. You can search your notes by title, or a portion of a title, right from the Office hub and quickly locate the note you need.

• Notes are automatically filtered as you type and your search string is highlighted, as shown in Figure 20.



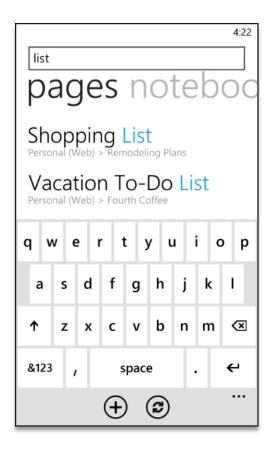


Figure 20 – Use the new Search functionality to quickly locate a note.

**Quick Tip:** To search your notes, from the Notes view in the Office hub, tap **All** (19) to switch to the page view and then tap the **Search** button on your phone.

#### Note structure - Improved!

Access and update entire note pages. OneNote Mobile presents multiple text regions for notes created in the desktop version in one seamless note on your mobile device. Get instant organization and eliminate the need to manually consolidate fractured notes.



## Collaborate from virtually anywhere

### Attend a PowerPoint presentation broadcast remotely

Take part in a live PowerPoint presentation from a coffee house, between classes, while waiting for a flight, or during your commute — the location is up to you.

#### View PowerPoint presentation broadcast - Improved

Being out of the office or away from your computer doesn't mean you are unable to attend a meeting or be unavailable for an impromptu presentation. With Office Mobile, you don't need to be in the same room to see a live PowerPoint presentation — you can attend and participate right from your phone, enabling you to be available from more locations.

- Receive an email invitation, tap a link, and instantly view the presentation.
- As the presenter advances to the next side, the slides on your phone will automatically advance in real-time so you can easily follow along.



Figure 21 – View a PowerPoint presentation broadcast on your phone in a few simple taps.



**Quick Tip:** Use your phone to listen to the presenter or participate in a conference call while viewing the slides. After you make the audio call, tap the **Home** button on your phone to switch to the Start screen and access your email containing the link to the presentation broadcast. If you need to switch back to your phone during the presentation, such as to enable mute, tap the blue bar to the left of the slide, shown in Figure 21, to expand the audio controls.

#### **Email Office documents**

Take quick action on email attachments when you're away from your computer. Open an Office document attached to an email and make changes or add comments. When you're finished, send the document back via email right from the Office Mobile application.

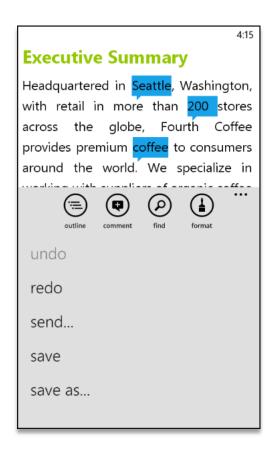


Figure 22 – Expand the app bar to quickly send an Office document via email.

**Quick Tip:** Send a Word, Excel, or PowerPoint file by email right from the Office hub. To do so, in the Office hub, press and hold the document and then from the context menu, tap **Send**.



### Access and update information stored on SharePoint

Take SharePoint 2010 files on the road with SharePoint Workspace Mobile. Get access to the files you need or collaborate with your team even when you're away from the office.

#### Update Office documents and notes - Improved!

Open files stored on a SharePoint site right from the Office Hub or from a link in an email or text message. <sup>5</sup> Files will open directly in the related Office Mobile application and your changes will be saved directly back to the server, enabling others on your team to instantly view your updates. Along with Word, Excel, and PowerPoint files, OneNote notes can now be synchronized with SharePoint 2010.



Figure 23 – Access and update team files stored on SharePoint right from your phone.

<sup>&</sup>lt;sup>5</sup> To access SharePoint information from outside a company firewall, SharePoint Server 2010 and Forefront UAG Server are required and a Forefront UAG address must be configured on the device.



#### Manage your SharePoint files - Improved!

Along with the ability to view and edit SharePoint files, you can also manage those files right from your phone. Find the following and more in the Office hub:

- Store SharePoint files on your phone. Take files offline to work on them and then update the online copies at your convenience.
- Share links with others. Send your colleagues a link to a shared document via email or text message right from the Office Hub.
- View file details at-a-glance. See when you took a file offline or accessed it right from your document lists.



Figure 24 – Press and hold a document to access the context menu for managing SharePoint documents.

**Quick Tip:** Quickly locate a downloaded SharePoint document in the Office hub. From the SharePoint view, tap **All**, and then tap the **Search** button on your phone to access the newly added search feature.



#### Import favorite links from My Site - New!

If you already created links to documents and frequently accessed SharePoint sites on your personal My Site, you don't need to rebuild those links on your phone. The newly added import functionality enables you to recreate your My Site links to help you save time.



Figure 25 – Access the import functionality in the Office hub.

#### Server rendered documents - New!

When you view Word documents or PowerPoint presentations stored on SharePoint 2010, that content will always looks its best.<sup>6</sup> From objects such as images and rich chart formatting, to SmartArt graphics, you'll see the file the way it was intended to look.

• As soon as the first page or slide is downloaded, you can view that content without waiting for the entire file to download, enabling you to start viewing your files right away.

 $<sup>^{6}</sup>$  Office Web Apps must be installed on SharePoint 2010 to view server rendered documents.



• Text in Word documents will automatically reflow for optimized viewing on your phone.



Figure 26 – View Word documents and PowerPoint presentations stored on SharePoint in high quality.





## Office Mobile: Frequently Asked Questions

#### 1. How do I get Office Mobile?

Office Mobile will be included on Windows Phone 7 devices.

#### 2. Can I install the latest release of Office Mobile on my existing Windows Phone device?

No. This release of Office Mobile is designed to work on the Windows Phone 7 mobile operating system. However, if you have a Windows Phone 6.5 device, you can obtain a version of Office Mobile by visiting the Windows Marketplace for Mobile from your phone.

**Note**: Don't know what version of Windows Mobile you have? On your phone, tap **Start**, tap **Settings**, and then tap **About**.

# 3. Will I be able to work with documents created in older versions of Microsoft Office and Microsoft Office Mobile?

Yes, this release of Office Mobile allows you to work with documents created in previous versions of Microsoft Office and Microsoft Office Mobile.

# 4. Does Microsoft offer free help or other resources for learning more about Office Mobile and Windows Phone 7?

Yes. You can find numerous free, self-help resources on <u>Office.com</u> and find more information on Windows Phone 7 at <u>windowsphone7.com</u>. In addition, you can access the <u>Microsoft Answers</u> discussion groups to get answers from your peers and independent experts in the community, such as the <u>Microsoft Most Valuable Professionals</u>.



## Feature Availability / Disclosures

Available programs, features, and functionality may vary by device. Connectivity and synchronization may require separately purchased equipment and/or wireless products (e.g., Wi-Fi card, network software, server hardware, and/or redirector software). Service plans are required for Internet, Wi-Fi and phone access. Features and performance may vary by service provider and are subject to network limitations. See device manufacturer, service provider and/or corporate IT department for details.

- Office Mobile is not included in Office 2010 applications, suites, or Web Apps.
- Office Mobile will be released on Windows Phone 7 devices in the second half of the 2010 calendar year.
- Office Web Apps must be installed to host a PowerPoint presentation broadcast via SharePoint 2010. Broadcasting via Windows Live is a free service that enables up to 50 attendees per broadcast. Viewing a broadcast on the phone does not require add-ons or additional components.

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