Set up and Use Office 365 on your Android phone

Office

Quick Start Guide

Check email
Set up your Android phone to send and receive mail from your Office 365 operated by 21Vianet account.

Check your calendar wherever you are
Always know where you have to be by syncing your Office 365 calendar items on your Android phone.

Sync your contacts
Keep your Office 365 contacts on your phone to make it easier to share documents, send email, or schedule meetings with colleagues.

Access your team's OneNote notebook
Easily access any OneNote notebooks stored on a SharePoint team site or your OneDrive for Business site by using the OneNote app for Android.

Collaborate with your team
Access your team sites, and share or edit files stored there.

Work on your documents
Access your OneDrive for Business site, and share or edit any documents stored there.

View and edit your documents on the go
Use the Office Mobile for Office 365 Subscribers app to view and edit documents directly from your Android phone.

Join a meeting face-to-face
Use the Lync 2013 app to join meetings, use instant messaging, or make video calls to colleagues, and stay connected even when you're not in the office.

Microsoft
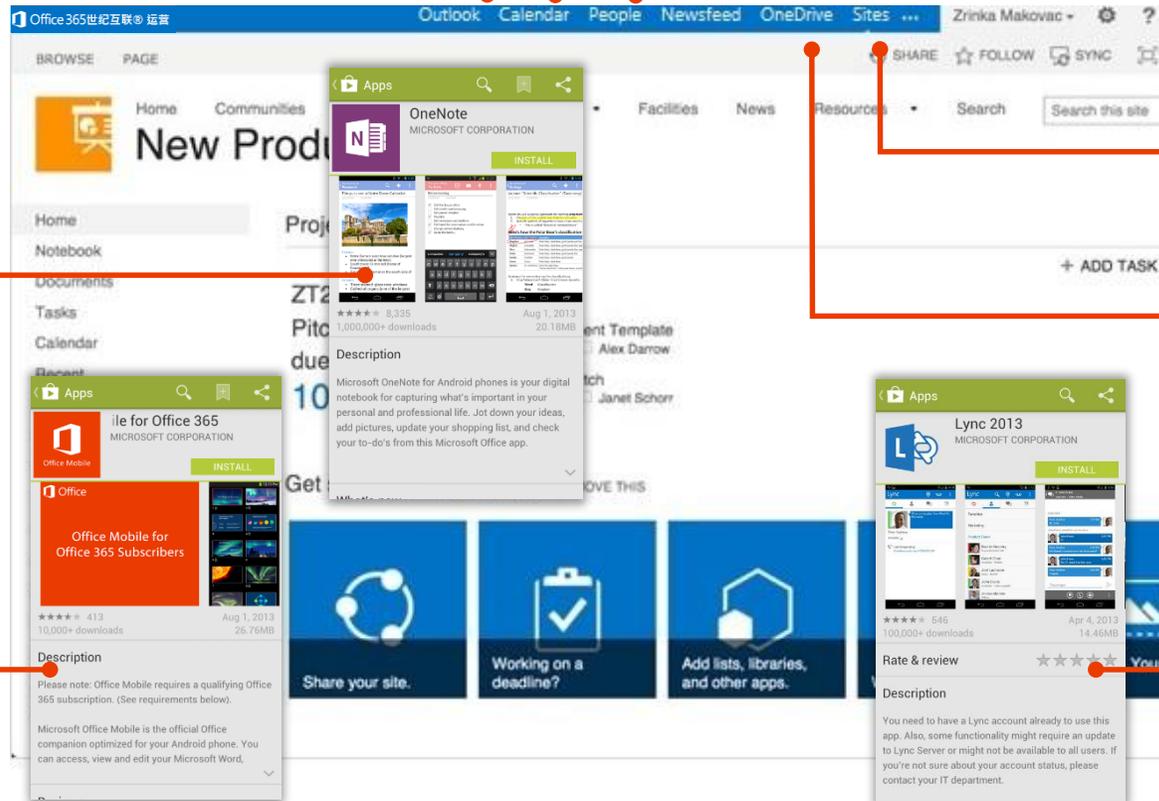
Set up email, calendar, and contacts

You can connect to your Office 365 operated by 21Vianet or other Exchange-based email on an Android phone. When you set up an Exchange account on your phone, you'll be able to access and synchronize your email, calendar, and contacts.

1. From your phone, select **Apps > Settings > Accounts and sync > Add account > Email**.

2. Type your Office 365 email, for example tony@contoso.cn, and your password, and select **Next**.

3. Select **Microsoft Exchange ActiveSync**.

4. If you get a remote security administration warning, select **OK**.

5. On the next screen, in the **domain\username** field, type your domain and full email address. For example if your email address is tony@contoso.cn, type contoso.cn\tony@contoso.cn. Your user name is your full email address.

6. As soon as your phone verifies the server settings, the **Account options** screen displays. Select from the available options, and then select **Next**. Sync email, calendar, and contacts are selected by default.

7. Type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account.
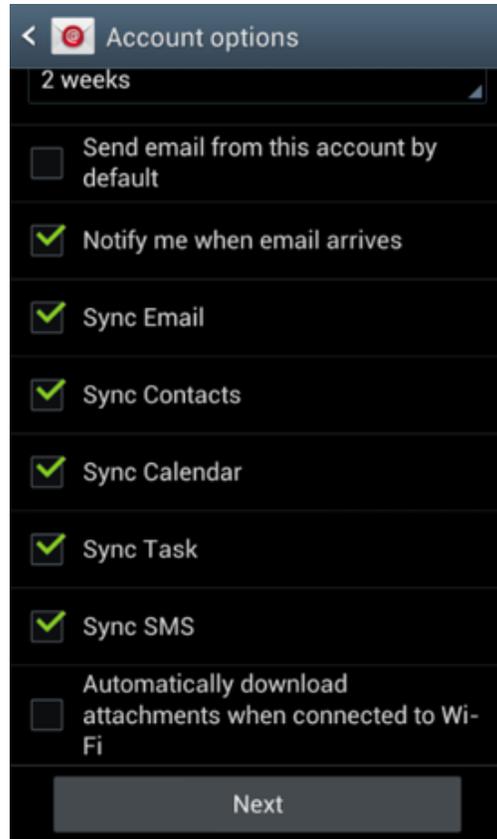
Install the Lync 2013 app

With the Lync 2013 for Android app you can choose from several ways to communicate with others, including IM, audio calls, and video calls, using either Wi-Fi only or your cellular data connection when you're not connected to Wi-Fi.

1. From your phone, go to the Play Store and search for **Lync 2013**.

2. Select **Install > Accept & download**.

3. Open the app, and sign-in using your address (name@domain.cn) and password. In some instances a user name should be provided in the **Show Advanced Options**. If you haven't used Lync on your desktop computer and this is the first time you're using Lync, you need to have a Lync account created and a sign-in address. If you don't know this information, contact your workplace technical support. You cannot create a new Lync account from the app.
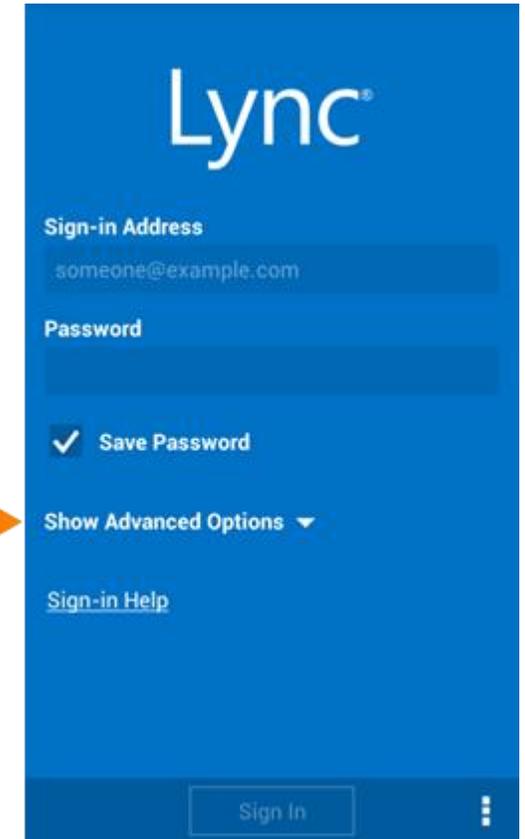
Install the Office Mobile app

Install the Office Mobile for Office 365 Android app (available from the Play Store) to your Android phone, so you can edit documents. The Office Mobile app lets you create and edit Office Word, Excel, and PowerPoint documents.

Before you install Office Mobile, check the system requirements to make sure your phone can run it.

1. From your phone, go to the Play Store and search for **Office Mobile for Office 365**.

2. Select **Install**. On the App permissions screen, select **Accept**.

3. After installing the app, open it on your device. On the **Use Terms** screen, select **Accept**.

4. Select the arrow until you get to the **Activate** screen, select **Activate**, and sign in with your Office 365 operated by 21Vianet user name and password.

Once installed, you can create new or view existing documents on your OneDrive for Business or SharePoint team sites.
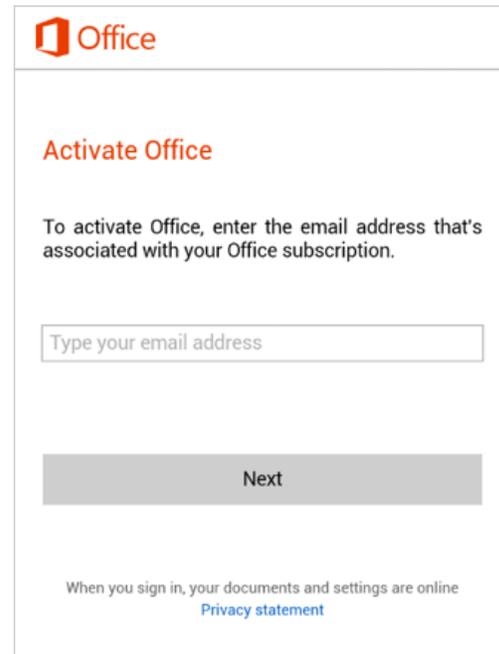
Install and set up the OneNote app

Microsoft OneNote for your Android phone gives you instant access to your notebooks on OneDrive and SharePoint. To get started, all you need is a Microsoft account*.

1. If you're installing OneNote for the first time, from your Android, go to the Play Store, and search for **OneNote**.

2. Select the **Install** button in the app, and on the **App permissions** screen, select **Accept**.

3. On the **Use Terms** screen, select **Accept**, and select the arrow keys until you get to the Sign in screen. Then, select **Sign in**.

4. To sign in, use your Microsoft account, such as a Hotmail or Outlook.com.*

5. Next, add your work-related Office 365 account. Open the **OneNote app** on your Android phone.

6. If you have a notebook open, select **Notebooks**.

7. Select **Settings**.

8. Select **Accounts > Add a Service > Office 365 SharePoint**.

9. Enter your Office 365 email address and password, and select **Sign In** to add the account.

10. Close **OneNote Settings**.

11. Select **Open notebooks**. A list of any recently opened Office 365 notebooks now appears under **Other Notebooks**.
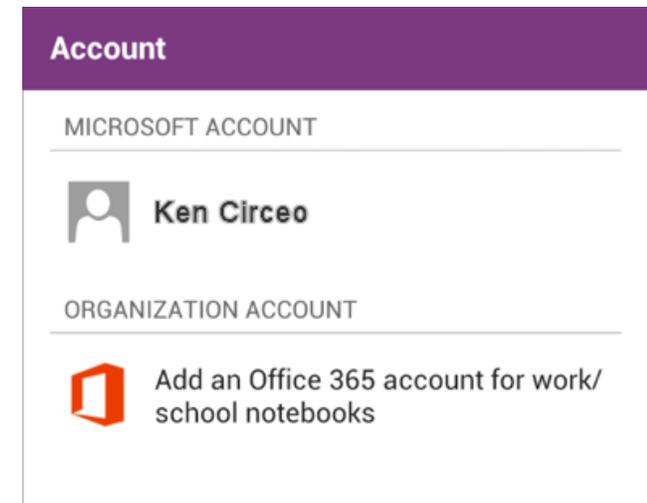
*Please be aware that Microsoft accounts such as Outlook.com and Hotmail.com are provided by Microsoft Corporation and are subject to Microsoft's terms and conditions and privacy statements. The use of these accounts may result in customer data being transferred, stored and/or processed in the United States or any other country where Microsoft, its affiliates or service providers maintain facilities.

Access your OneDrive for Business site or SharePoint Online team sites from your phone's browser

You can access your OneDrive for Business site or SharePoint Online team site using the browser on your device.

1. Open the browser, and type the URL for your site in the address bar of the browser. For example, https://contoso-my.sharepoint.cn/personal/ <YourUserName>_contoso_cn is how the URL for a personal site like OneDrive for Business may look. For a team site, your URL may look something like https://contoso.sharepoint.cn (Replace contoso in the URL with your organization's domain name.)

2. When the Office 365 operated by 21Vianet login screen appears, type your user name and password, and then select **Sign In**. The site may open in a mobile view. To switch to the PC view, in the far-right corner, select **Settings** ⚙ > **Switch to PC View**. To switch back to the mobile view, select **Settings > Mobile view**.
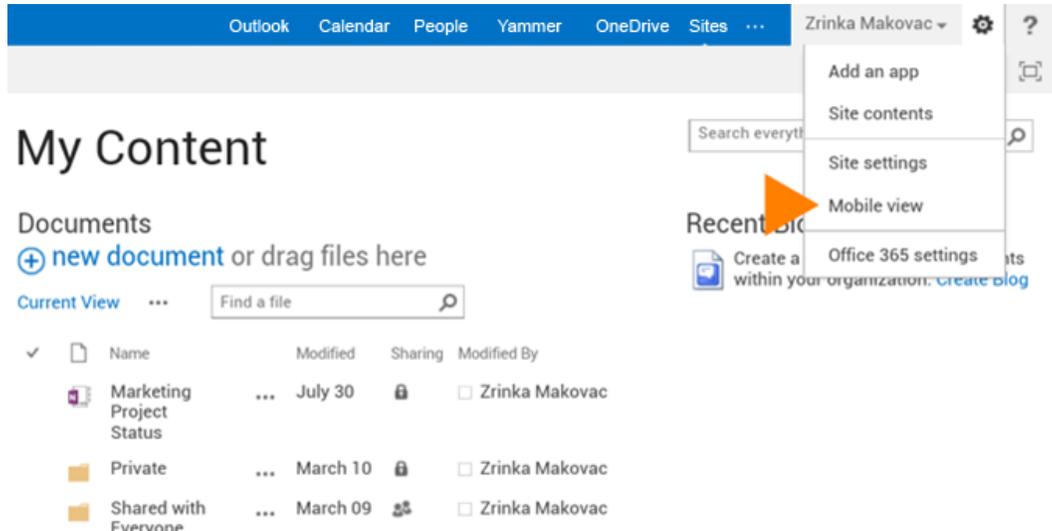
3. You can easily navigate between your OneDrive for Business site or any team site you're following by selecting **OneDrive** or **Sites** from the navigation header in the PC view.


4. If you're in the mobile view select **Settings** ⚙ > **Site contents** to see a list of the site's content such as documents, calendars, and tasks.
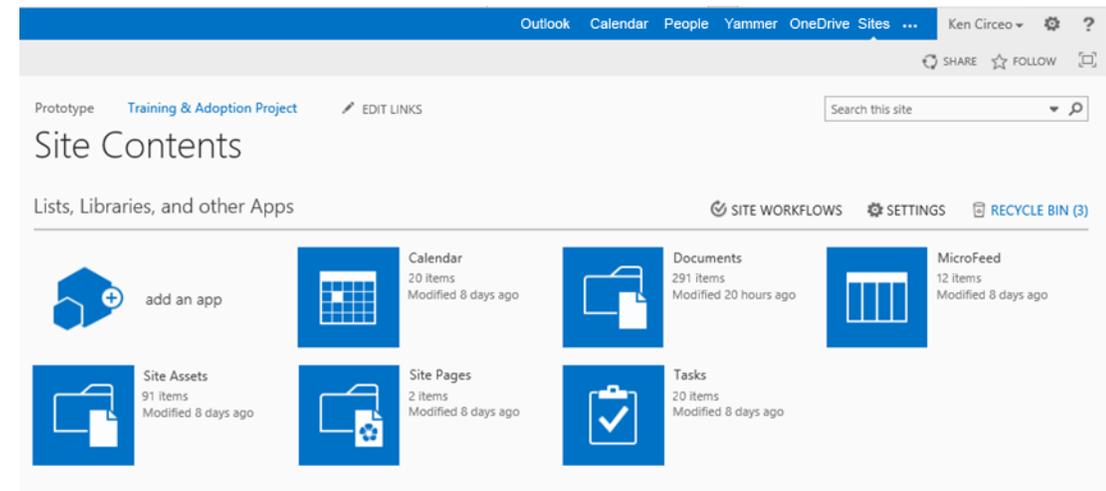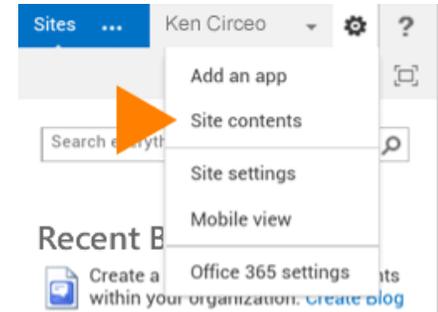
Use email

Once you set up your Office 365 operated by 21Vianet email account on your Android phone, your email will work like any other email accounts on your device. Here's what you can do:

- **To check email** – Simply open the **Email** app on your phone, and check for your email. Tap **Refresh** to check for new messages.

- **To send email** – Tap the **New email** icon , type your email, add recipients, and tap the **Send** icon.

- **To reply to an email** – Tap **Reply** , **Reply All** , or **Forward** .

- **To add an attachment to an email** – Tap **Attach** , and add your attachment.

- **To check other folders** – To check other email folders, like Sent items, Drafts, or other folders you have created, from the top, tap the dropdown menu next to the **Email** icon, and then select the folder you want to view.
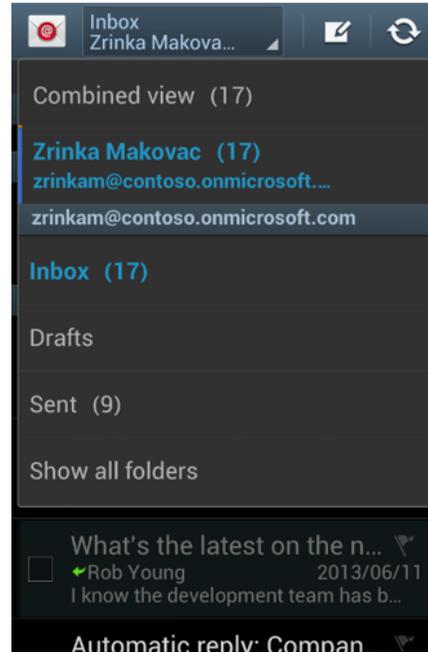
Manage your calendar

Your calendar lets you create and track appointments and meetings.

- **To view a calendar item** – Open the **S Planner** app on your mobile phone, and open the calendar item.

- **To create a new meeting or event** – From the **S Planner** app, tap ✚ > **Calendar**, and select your Office 365 operated by 21Vianet account to add the item to that calendar. When you're done, tap **Send** or **Save**.
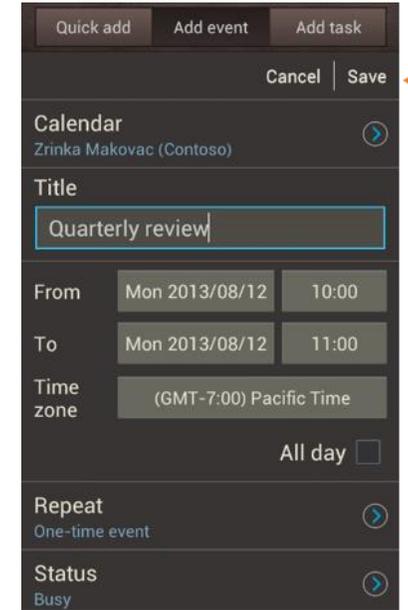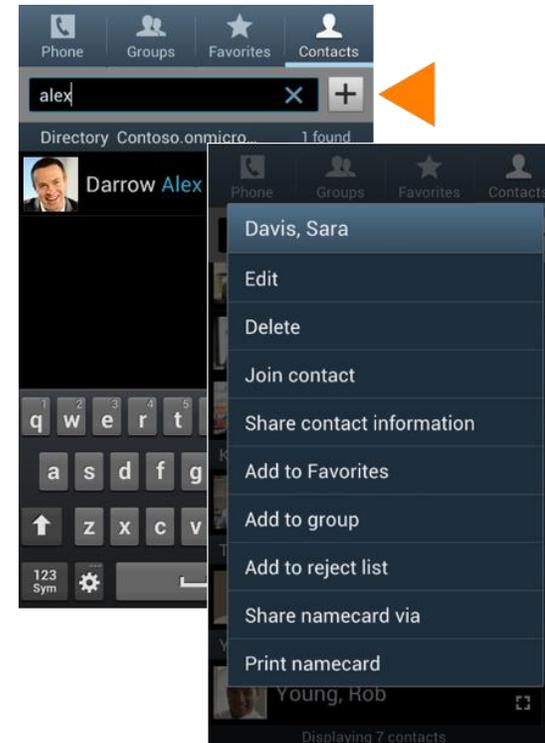
Manage your contacts

Add, edit, or delete contacts from your Office 365 operated by 21Vianet account.

1. To add a contact, tap **Apps > Contacts > Contacts**.

2. Tap ✚ . On the **Save contact to** screen, tap the account where you want to save the contact to. Type in the contact information. When you're finished, tap **Save**.

3. To edit or delete a contact, tap and hold the name of the contact, and tap **Edit** or **Delete**.

Use Android apps

Install Android phone apps designed to work with Office 365, so you can continue to collaborate with colleagues and work while on the go.

- Lync 2013
- OneNote
- Office Mobile for Office 365 operated by 21Vianet subscribers

Use the Lync 2013 app

If your organization uses Lync, you can use the Microsoft Lync 2013 app for your Android phone to stay connected on the go.
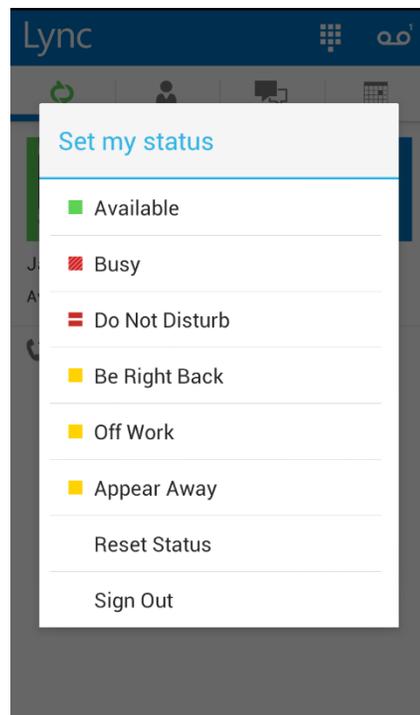
Set your status or sign out

To change your status, tap the **Status** icon ↻, and change your status, or tap **Sign Out**.

Search for a contact

Tap the **Contacts** icon 👤 , tap **Search**, and start typing a person's name in the search box. Your search results will appear below the box.

You can also scroll through your Lync Contacts group to find the person you're looking for.

Send an instant message

1. When you find the person you're looking for, tap their name, and tap the **IM** icon to send an instant message.
2. Type a message, and then tap **Send**.

Add audio or a video to an IM

1. When you're in an IM and you want to call the contact, tap the **Phone** icon, and then tap one of the call buttons.
2. To add video to an IM or audio conversation, tap the **Video** icon.
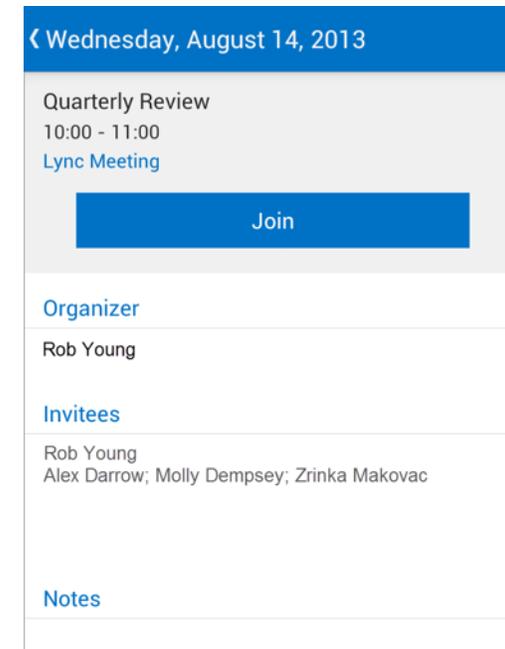
Send an IM, add audio, or add video.

Join a Lync Meeting

To join a Lync Meeting, tap the **Meetings** icon select the meeting you want to join, and then tap **Join**.

Start your video in a meeting

Tap the **Video** icon to start your video in the meeting.

Use the Office Mobile app

Get documents on your Android phone

The best way to get your Office 365 documents onto your Android phone is to save them online, in places like OneDrive for Business. You can then view them on your Android phone using the Office Mobile app.

1. If you're not already connected to your Office 365 documents and want to connect to OneDrive for Business, tap, the **Open** folder.

2. Tap **Add a Place**, and tap **Office 365**.

3. Type your Office 365 operated by 21Vianet username and password, and tap **Sign in**.
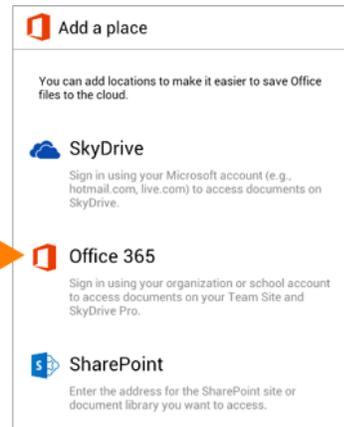
Share documents

You can share documents by sending them as an email attachment.

1. From the document list, tap and hold the document you want to share.

2. Tap the **Share** icon ⟳.

3. Tap **Email**.

4. In the **New Message** window, type your message, and tap **Send**.
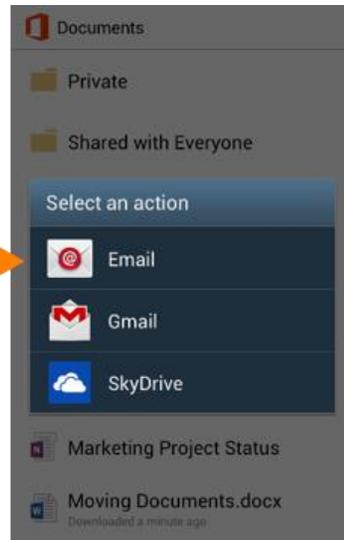
Work offline

You can continue to work on your Office document when you're offline. When you're ready to save your changes back to the server, be sure you're connected to the Internet.

What you can do in Word	
Open these file types - .doc, .docx, .dot, .dotx, .dotm, .docm	Share files through email
Edit these file types - .docx, .dotx	Find text
Add, delete, and display comments	Format text

What you can do in Excel	
Open these file types - .xls, .xlsx, .xlt, .xltx, .xlsm, .xltm	Find text within a workbook
Edit these file types - .xlsx, .xltx	Sort selected data
Navigate through sheets in the Outline View	Format cells
Apply a filter	Clear cells
See the sum, average, etc. of a range with AutoSum	Undo/Redo
Add, delete, and display comments	Share files through email

What you can do in PowerPoint	
Open these file types - .ppt, .pptx, .pps, .ppsx, .pptm, .ppsm	Navigate through the slides in the thumbnail view
Edit these file types - .pptx, .pptm	Share the presentation via email
Add and edit slide notes	

Use the OneNote app

Sync Office 365 notebooks

If you have notebooks that you use regularly on OneDrive for Business, you can sync them with your Android phone by adding the Office 365 operated by 21Vianet account after you've signed in with a Microsoft account*. Make sure the notebooks you want to open are ones you've viewed recently from your computer or another device. Notebooks that you haven't accessed for a long time will not sync when you sign in.

1. If you have a notebook open, tap **Notebooks**.
2. Tap ⋮ , and then tap **Settings**.
3. Tap **Account > Add an Office 365 account for work/school notebooks**.
4. Type your email address and password, and tap **Sign In** to add your Office 365 account.

Any notebooks your recently opened now appear under **Other Notebooks**.

Work offline

Syncing happens automatically when you move between notes and sections. For example, if you type a new note and then tap backwards to the sections view, the new note syncs with Office 365 notebook.
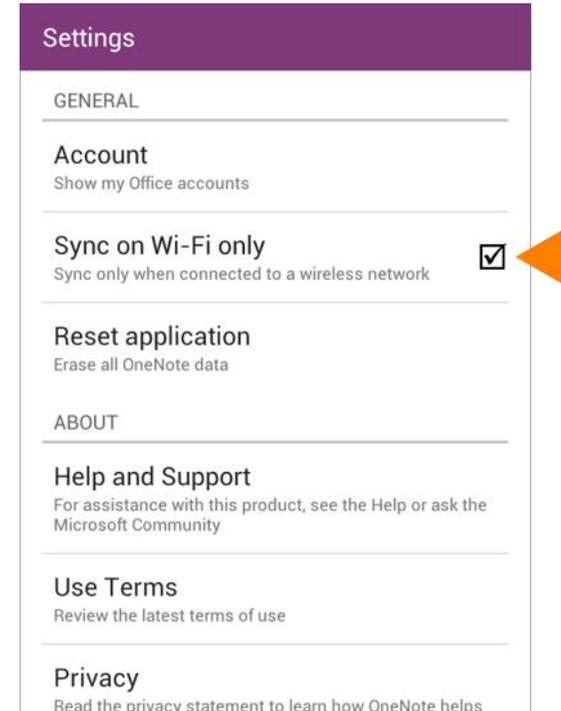
- To sync all notes and sections and any new notebooks on Office 365, on the Notebook page, tap ⋮ , and tap **Sync All**.
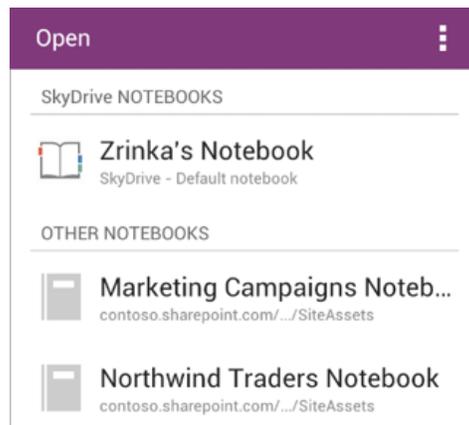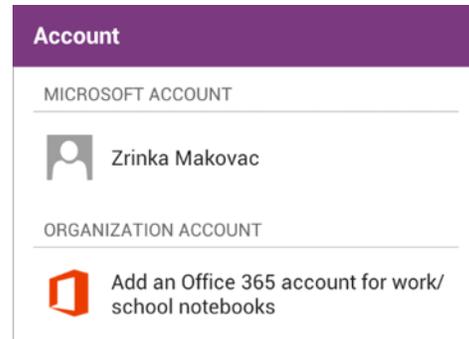
Sync your notes using Wi-Fi

If you prefer not to use your data plan to sync notes, you can choose to sync only when a Wi-Fi network is available.

- Tap **Settings**, and then select the **Sync on Wi-Fi Only** check box.

*Please be aware that Microsoft accounts such as Outlook.com and Hotmail.com are provided by Microsoft Corporation and are subject to Microsoft's terms and conditions and privacy statements. The use of these accounts may result in customer data being transferred, stored and/or processed in the United States or any other country where Microsoft, its affiliates or service providers maintain facilities.