

# Set up and Use Office 365 on your Windows Phone



## Quick Start Guide

**Note:** Please be aware that the Office Mobile app, the OneNote Mobile app, and 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 apps and 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.

### Check email

Set up your Windows 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 to your Windows 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 all your OneNote notebooks

Easily access any OneNote notebooks stored on a SharePoint team site or your OneDrive for Business site.

### View and edit your documents on the go

Use the Office Mobile app to view and edit documents right from your Windows Phone.

### Collaborate with your team

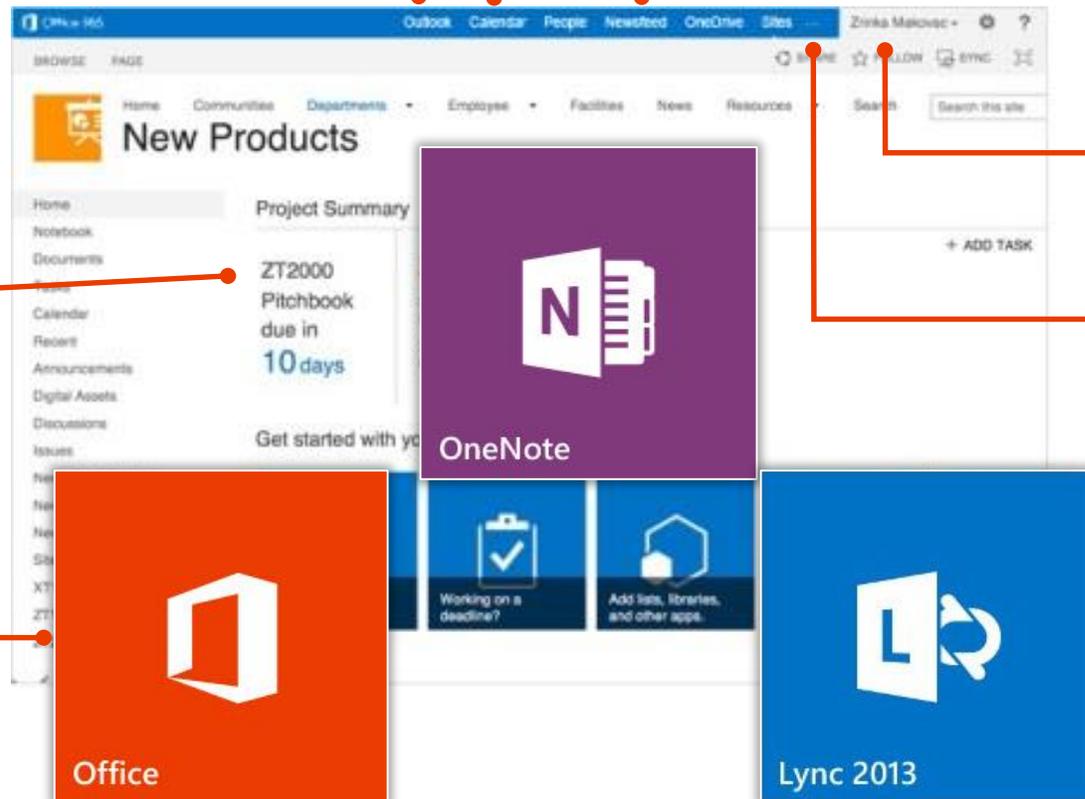
Access your team sites and share or edit files stored there.

### Work on your documents

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

### 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.



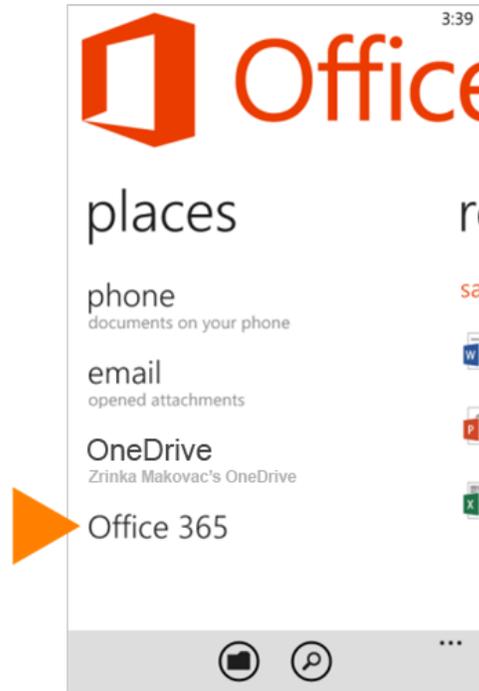
## Set up the Office Mobile app

Windows Phone is pre-installed with the Office Mobile app. Office Mobile is where you create new Office Word, Excel, and PowerPoint documents and where you can view and edit documents stored on OneDrive for Business or SharePoint sites.

How you choose to set up the Office Mobile app depends on whether you've already added your Office 365 operated by 21Vianet email account to your phone. Follow the procedure that best matches what you need to do.

### I need to set up my Office 365 email account and the Office Mobile app for the first time

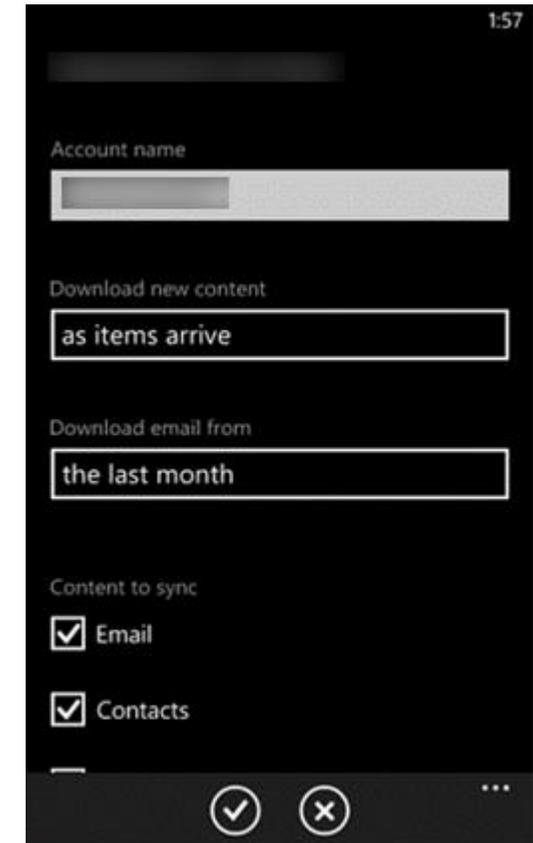
1. In the App list, tap **Office**.
2. On **Places**, tap **Office 365 > Set up**.
3. On **Add an Account**, tap **Outlook**. Type your full Office 365 email address, for example tony@contoso.cn and tap **sign in**. Your account takes a few minutes to set up.
4. Your mail, calendar, contacts, and OneDrive for Business account are set up by default on your phone. Tap **done**.



## Manage your email, calendar, and contacts

If you followed the procedures for setting up Office Mobile on the previous page, your Office 365 email, calendar, and contacts information are automatically synced. You can make changes to your Office 365 operated by 21Vianet account from the **Settings** menu.

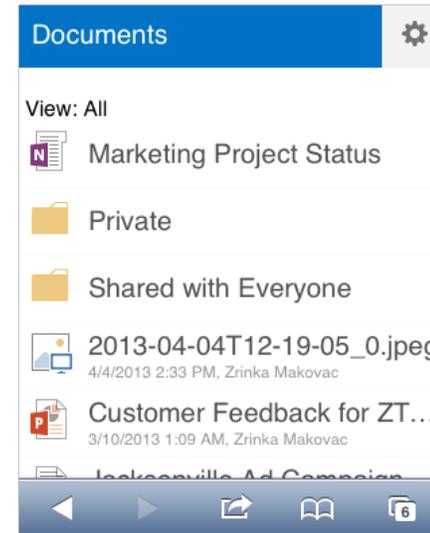
1. In the App list, tap **Settings > email+accounts**.
2. Tap your Office 365 operated by 21Vianet account.
3. From the account's settings, you can:
  - Rename the account
  - Set when you want new content to download
  - Set how far back you want to download emails
  - Uncheck any items such as email, contacts, calendar, and tasks that you don't want to sync
4. When you're finished making your changes, tap **Done** 



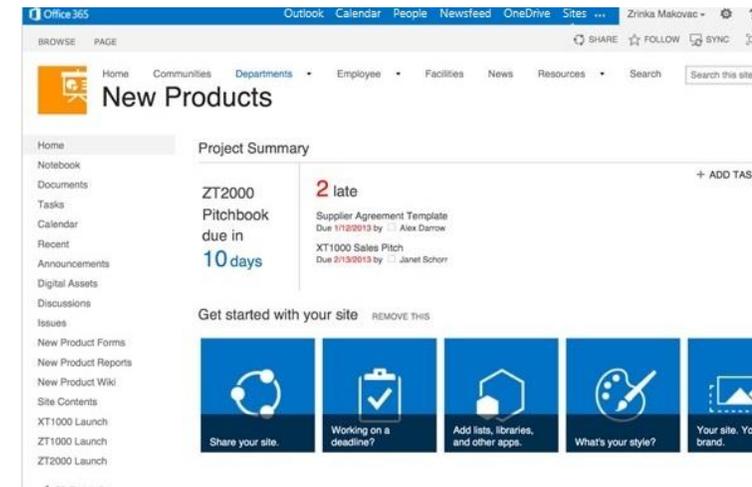
# Access SharePoint sites and OneDrive for Business from Internet Explorer

You can also access SharePoint Online sites and OneDrive for Business files using the Internet Explorer browser on your Windows Phone.

1. Open Internet Explorer, 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](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 tap **Sign In**. You can navigate between the mobile view and PC View by tapping **Settings** .



Mobile view



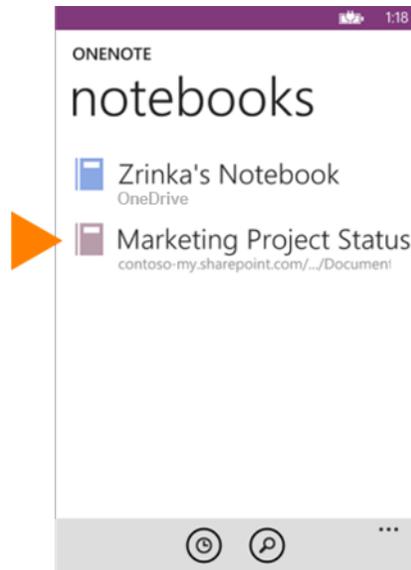
Computer view

## Set up the OneNote app

Like Office Mobile, other Windows Phone apps can make it easier to collaborate and working on the go. The OneNote app gives you instant access to notebooks in your OneDrive for Business library and team sites.

OneNote is pre-installed on Windows Phone. To get started, you need a Microsoft account.\*

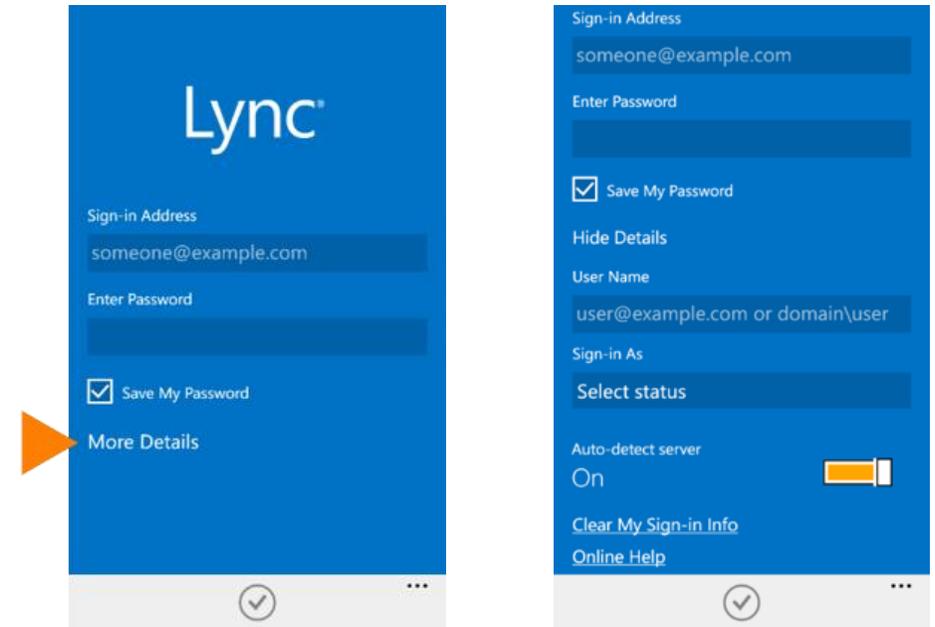
In the App list, tap **OneNote**. It automatically syncs with the OneNote notebook on your personal OneDrive. (Your personal OneDrive is included with a Microsoft account, such as Outlook.com or Hotmail.com.)\*



## Install the Lync app

With the Lync 2013 for Windows Phone 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. In the App list, tap **Store**, and search for **Lync 2013**.
2. Tap **Install**. As soon as the app is installed, it appears on your phone.
3. To sign in, use your sign-in address (name@domain.cn) and password. In some instances a user name should be provided in the **More Details** area. 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 Lync 2013 for Windows Phone app.



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## Use email

- **To check email** – On **Start** , select the email tile you want to open. Tap **Sync**  to check for new messages.
- **To send email** – Tap **New** , type your email, add recipients, and tap **Send** .
- **To reply to an email** – Tap **Respond** , and tap **reply**, **reply all**, or **forward**.
- **To add an attachment to an email** – Tap **Attach** , and then do one of the following. Note that you can attach multiple photos to an email, but if you want to send more than one Office file or video, you need a message for each attachment.

### To attach a document

1. In the **App list**, tap **Office** to open the **Office Hub**.
2. Tap to open the document you want to attach, and tap **More**  > **Share**.
3. On the **Send From** screen, tap the email account you want to send the message from, type your message, and tap **Send** .

### To attach a photo

1. On **Start** , tap the email account you want to use to send your message.
2. Tap **New**  > **Attach**.
3. Tap all the photos you want to add. When you're finished, tap **Done**.
4. Type your message, and tap **Send** .

### To attach a video you took on the phone

1. In the **App list**, tap **Photos** > **Camera roll**.
2. Tap the video to open it. Tap **More**  > **Share**.
3. On the **Send From** screen, tap the email account you want to send the message from, type your message, and tap **Send** .

- **To check other folders** – Tap the email account, tap **More**  > **folders**. Tap the folder you want to view (such as Sent, Drafts, and so on), and then tap **Sync** .

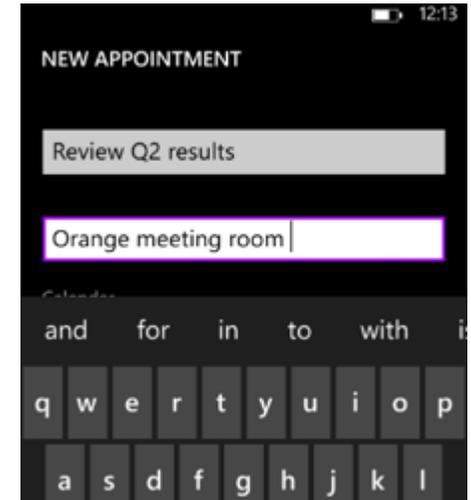
## Manage your calendar

Your calendar lets you create and track appointments and meetings.

**To view a calendar item** – Tap the **Calendar** app on your Windows phone, and tap the appointment you want to view.

### To create a new meeting or appointment

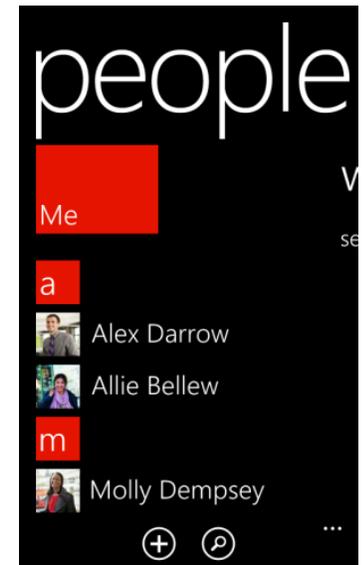
1. Tap the **Calendar** app and the time for your appointment.
2. Tap **Edit** .
3. Tap your Office 365 account to add the item to the calendar. When you're done, tap **Send** or **Save**.



## Manage your contacts

Add, edit, or delete contacts from your Office 365 account.

- **To add a contact** – From the start screen, tap **People**.
- **To add a contact** – Tap **New** , and type the contact information. When you're finished, tap **Save**.
- **To edit or delete a contact** – Tap the name of the contact and tap **Edit** . Modify the information, and tap **Save** . If you're deleting the contact, tap **Delete**.



# Collaborate and work on documents from OneDrive for Business or SharePoint team sites

A SharePoint team site is where your team communicates, shares documents, and works together on projects. OneDrive for Business is your personal site where you store files that only you can see but can still easily share with co-workers. You can access documents from either of those sites in the Office Mobile, but if you want to navigate the site, do that from the Internet Explorer browser on your Windows Phone.

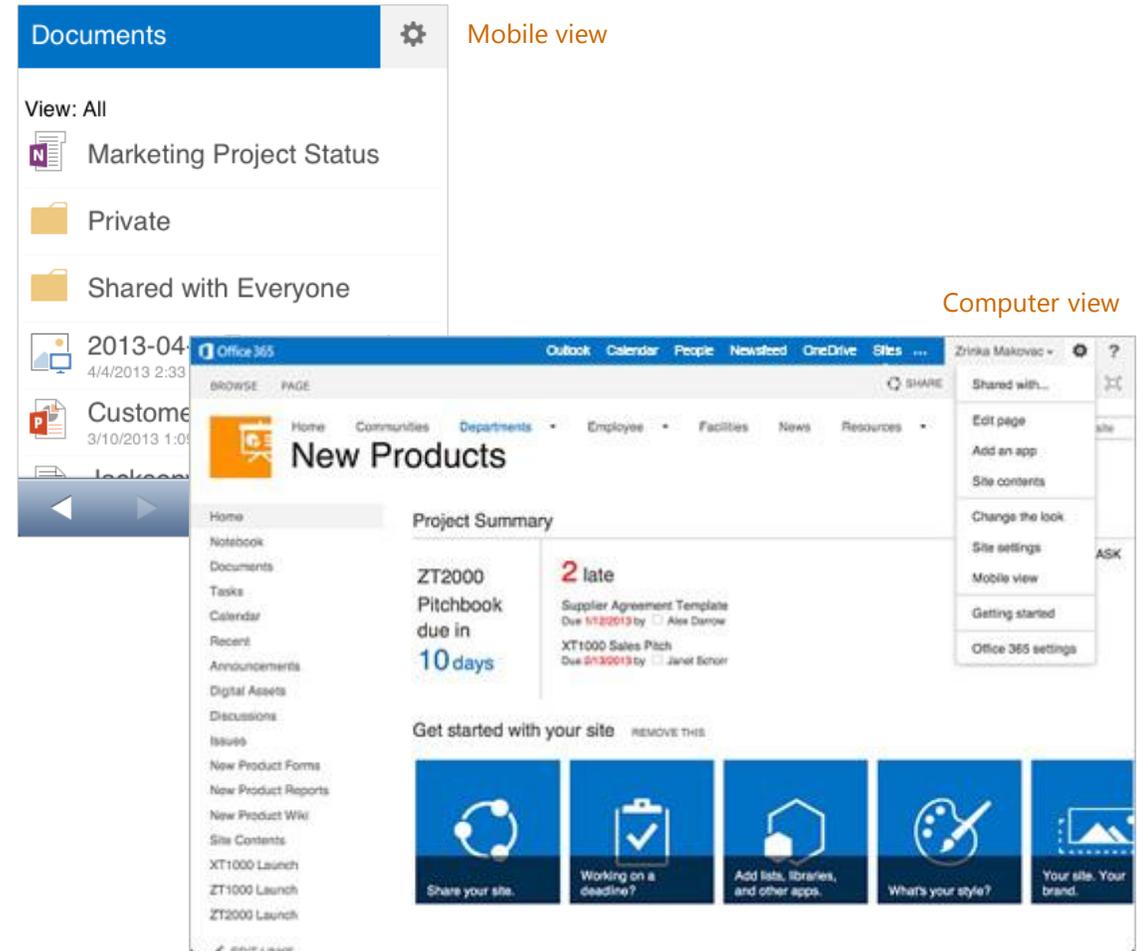
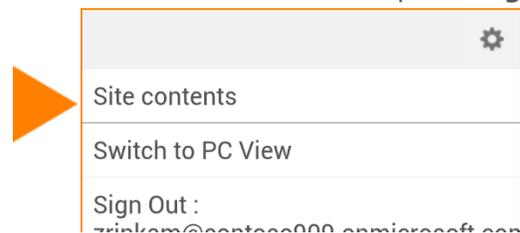
To open OneDrive for Business or a SharePoint team site:

1. From the App list, tap **Internet Explorer**.
2. 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 site 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.) is how the URL for a personal site like OneDrive for Business site 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.)

**Note** If you're unsure what the URL is for the site, navigate to it from your computer's browser, and note the URL in the address window, or email it to yourself so that you can copy and paste it.

3. When the Office 365 login screen appears, type your user name and password, and tap **Sign In**. (If the site opens in a mobile view and you want the PC view, tap **Settings**  > **Switch to PC View**. To switch back to the mobile view tap **Settings** > **Mobile View**.)

4. If you're in the mobile view, tap **Settings**  > **Site contents** to see a list of all content, such as document or list libraries on a site.



**Tip** You can easily navigate between your OneDrive for Business site or any team site you're following by tapping **OneDrive** or **Sites** from the navigation header in the PC view.



## Use Windows Phone apps

Use Windows Phone apps designed to make collaborating and working on the go with Office 365 easier. These apps include Office Mobile, OneNote, and Lync 2013.

## Use the Office Mobile app to view, create, share, and edit documents

### Work with documents in the Office Hub

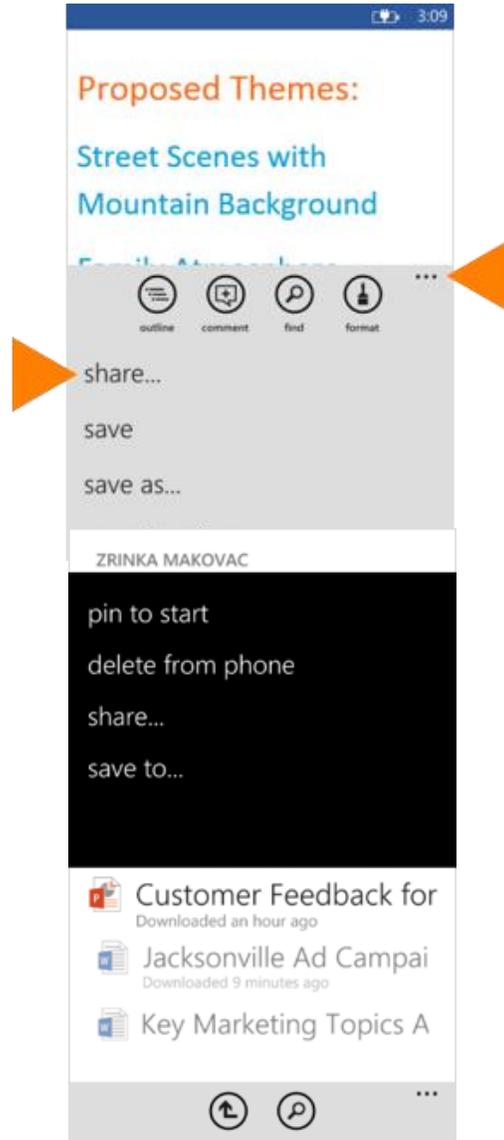
You can view, edit, and share most documents directly from **Office**.

**To edit or view a document** – Tap the document to open it. Make your changes, and tap **More**  > **Save**.

**To share a document** – If the document is already open, tap **More** > **Share**. Tap the email account you want to send the message from, type your message, and tap **Send** .

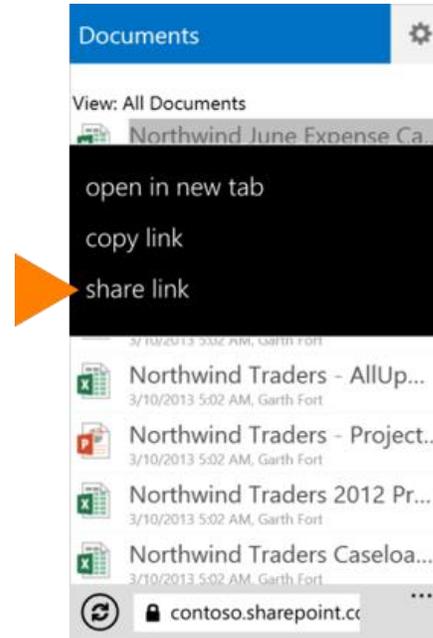
**To create a new document** – Tap **New**  . Select the type of document you want to create. Tap **More** > **Save**. On the **Save Document** screen, in **Save to**, select where you want to save the document to.

**To pin a document to Start or share, delete, or save it to another location** – Hold down the document name and select from the options: **Pin to start**, **Download now** (or **Delete from phone** if you've already saved it to your phone), **Share**, or **Save to**.



## Share a folder

1. In the App list, tap **Office**, and tap the folder you want to share.
2. Tap **Open in browser**. The SharePoint site where the folder is located opens.
3. Tap and hold down the name of the folder you want to share.
4. Tap **Share link** and in the **Share** menu, select how you want to share the folder (for example, by messaging, email, or social networks).



## Work offline

You can work on your Office documents when you're offline. Open a document to download it to your phone or create a new document. When you're ready to save your changes back to the server, be sure you're connected to the Internet, then tap **More**  > **Save**.

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 to view notebooks, take and share notes, and keep notes synced

## Work with OneNote on your phone

### To sync, share, delete, or pin a page to Start

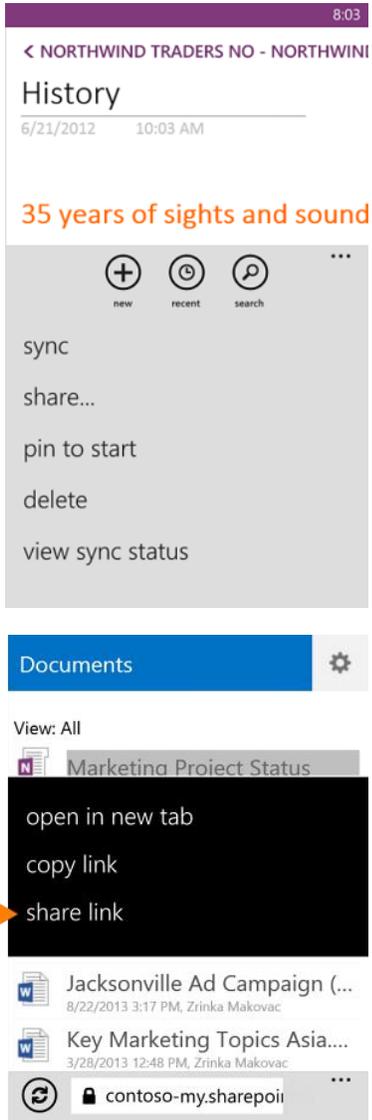
1. From the OneNote app, open the page and tap **More** .
2. Select from the options to **Sync, Share, Delete,** or **Pin** the page.

### To create a new page

- Tap **New** 

### To share an entire notebook

1. In the App list, tap **Office**.
2. Locate the folder that contains the notebook you want to share.
3. Tap **Open in browser**. The SharePoint site where the folder with the notebook opens.
4. Tap and hold down the OneNote notebook you want to share.
5. Tap **Share link**, and select how you want to share the notebook (for example by messaging, email, or social networks).



## Use the Lync 2013 app to stay connected with your colleagues

If your organization uses Lync, you can use the Lync 2013 app on your Windows Phone to communicate with your colleagues in different ways, including instant messaging (IM), audio calling, or video calling using either Wi-Fi or your cellular data connection when you're not connected to Wi-Fi.

### Set your status or sign out

To change your status, from the **My Info** screen, tap your status, and select your status or tap **Sign out**.

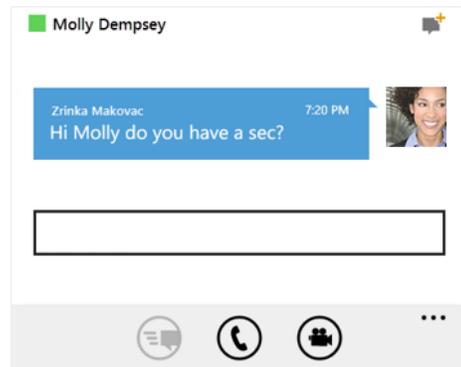
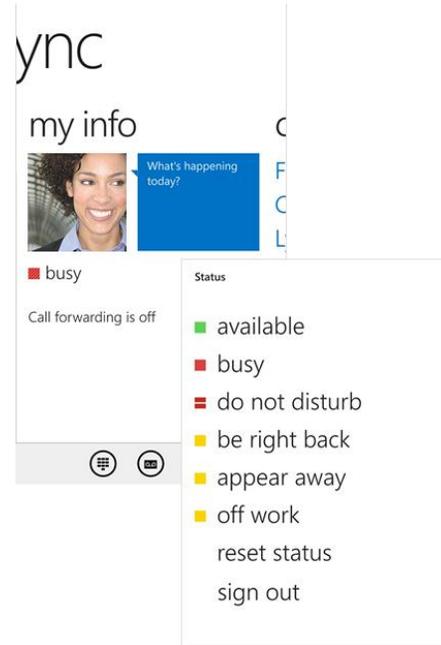
### Search for a contact

From the **Contacts** screen, tap **Search**. Start typing a person's name in the search box. The results appear below the box.

### Send an instant message

When you find the person you're looking for, tap their name, and then tap the **IM** icon. Type your message, and tap **Send**.

**Note** To send an IM while you're in a video call, tap the **IM** icon, type your message, and tap **Send**.

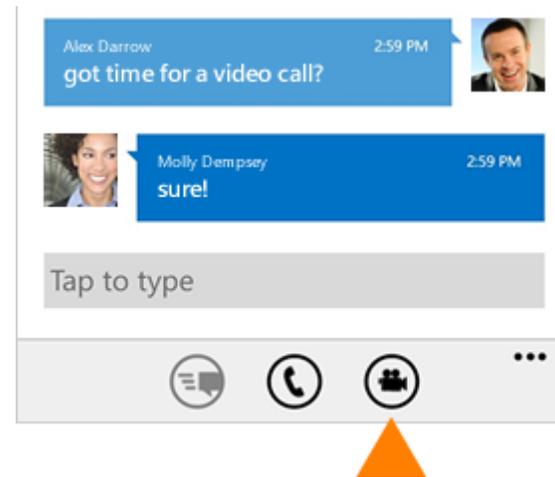


### Add audio to an IM

When you're in IM and you want to call the contact, tap the **Phone** icon and the number you'd like to call.

### Add video to a conversation

When you're on a call and you want to add video, tap the **Video** icon, and then select **Start my video**.



**Note** You can also switch between your front and back cameras, by selecting **Switch camera**.

### Join a Lync Meeting

To join a Lync Meeting, from the **Meetings** tab, tap the meeting you want to join, and tap **Join Meeting**.

