Use Office 365 on your Windows Phone

Office

Quick Start Guide

Check email
Set up your Windows Phone to send and receive mail from your Office 365 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.

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 pre-installed Office Mobile app to view and edit documents right from your Windows 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
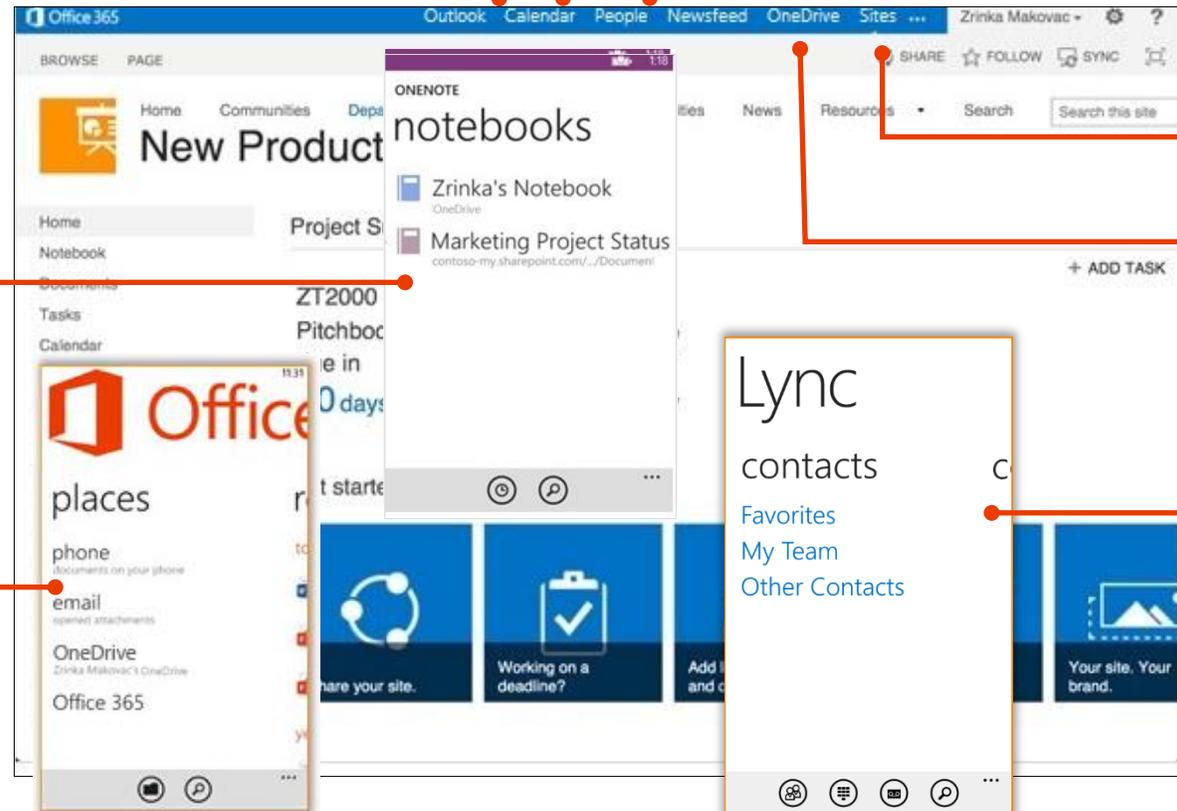
Use email

- **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 your 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**.
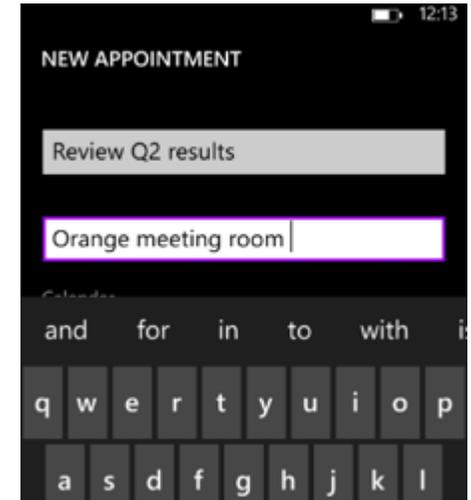
Manage your contacts

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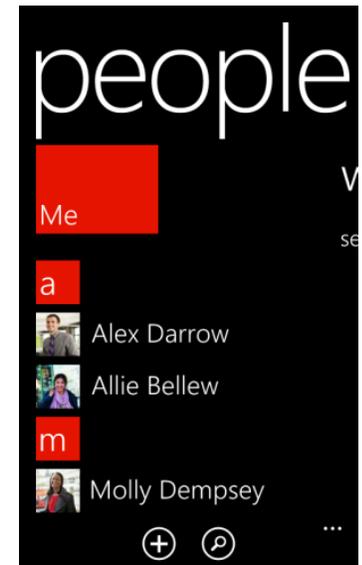
Collaborate and work on documents from OneDrive for Business or SharePoint team sites

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.com/personal/<YourUserName>_contoso_ onmicrosoft_com** 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.com/sites/contoso**. (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.

Site contents

Switch to PC View

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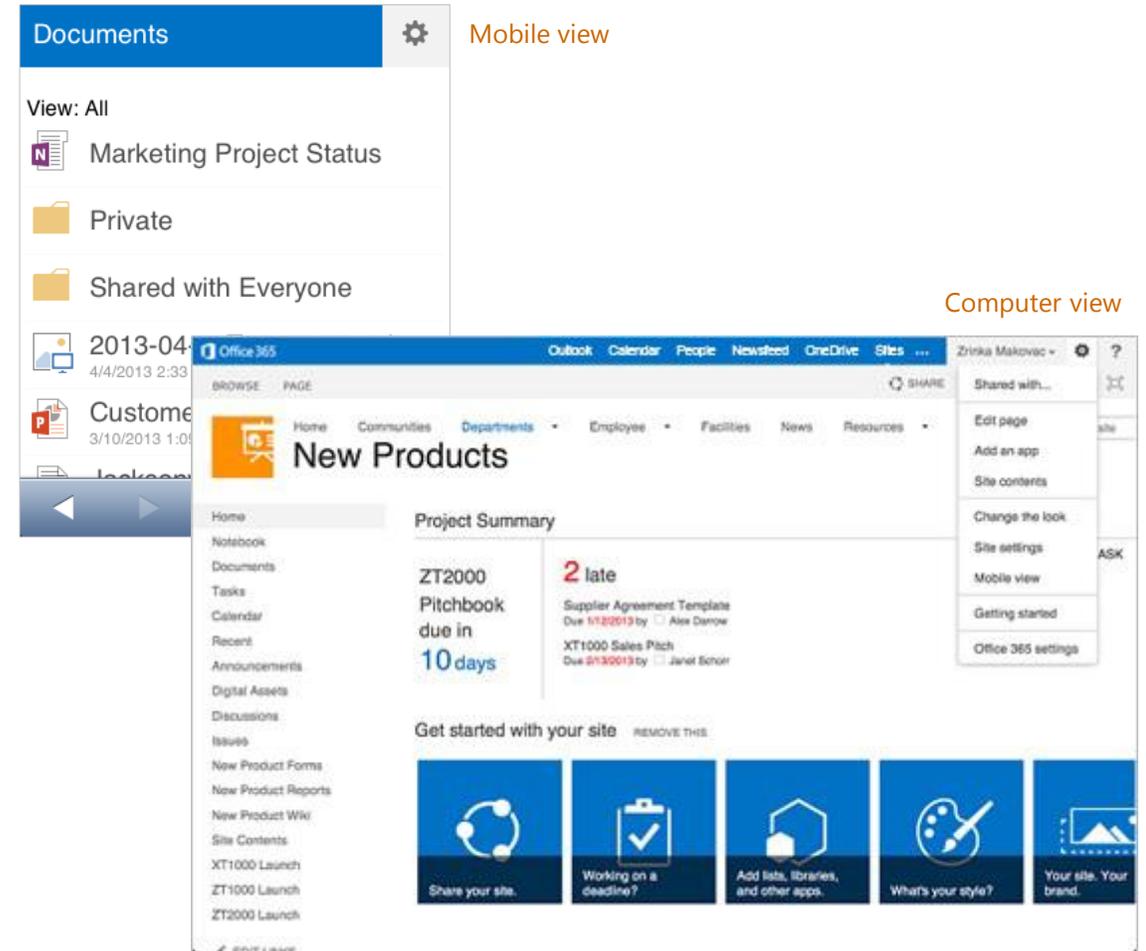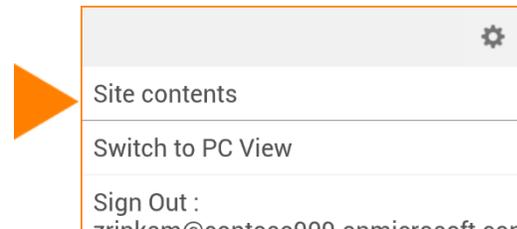
Tip   You can easily navigate between your OneDrive for Business site or any team site you're following by tapping **OneDrive** or **Sites** from the navigation header in the PC view.

Outlook   Calendar   People   Newsfeed   OneDrive   Sites   ...

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

Get documents on your Windows Phone

The pre-installed Office Mobile app is optimized to work with Windows Phone and Office 365. By adding your OneDrive for Business and team sites to the Office Mobile you can view and edit documents and easily share them with your colleagues.

1. In the App list, tap **Office**.

2. If your OneDrive for Business site or team site isn't already on the **Places** tab, add it. On **Places**, tap **New** 🔲 and add the URL for the SharePoint Site you want to add. For example, **https://contoso-my.sharepoint.com/personal/ <YourUserName>_contoso_onmicrosoft_com** 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.com/sites/contoso**. (Replace "contoso" with your organization's domain name.)

    Note If you're unsure what the URL is for the site you want to access, navigate to it from your computer's browser, copy the URL address and email it to yourself, and then copy and paste it.

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**.
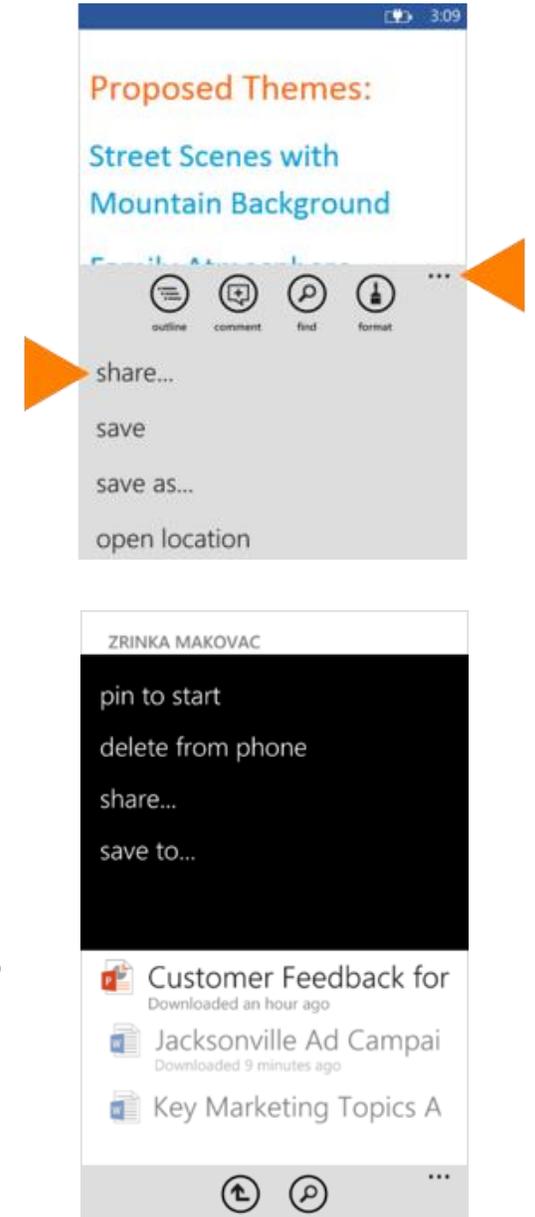
Share a folder

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).
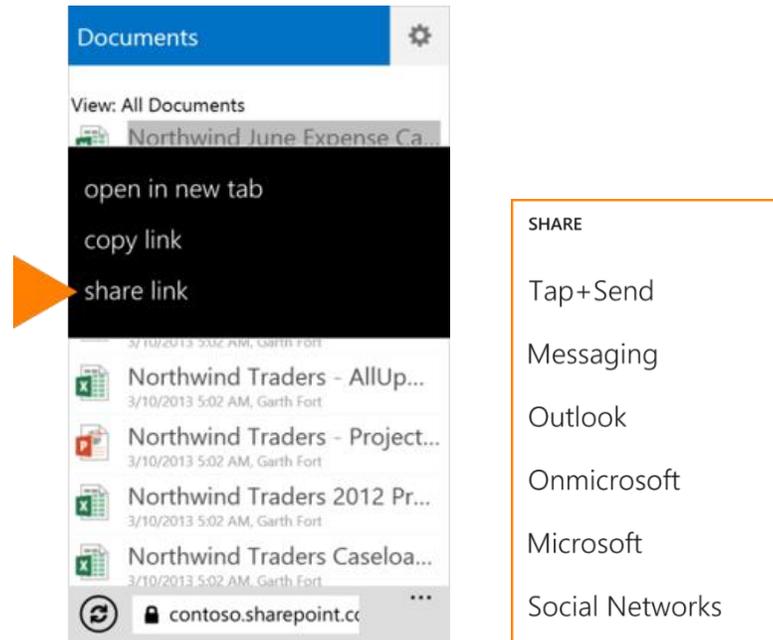
Work offline

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

If you have notebooks that you use regularly on Office 365 SharePoint sites, you can sync them with your Windows Phone.

Sync Office 365 notebooks

To add an Office 365 notebook to your OneNote app, simply open it from the Office Hub. This automatically adds it to your list of notebooks on the OneNote app.
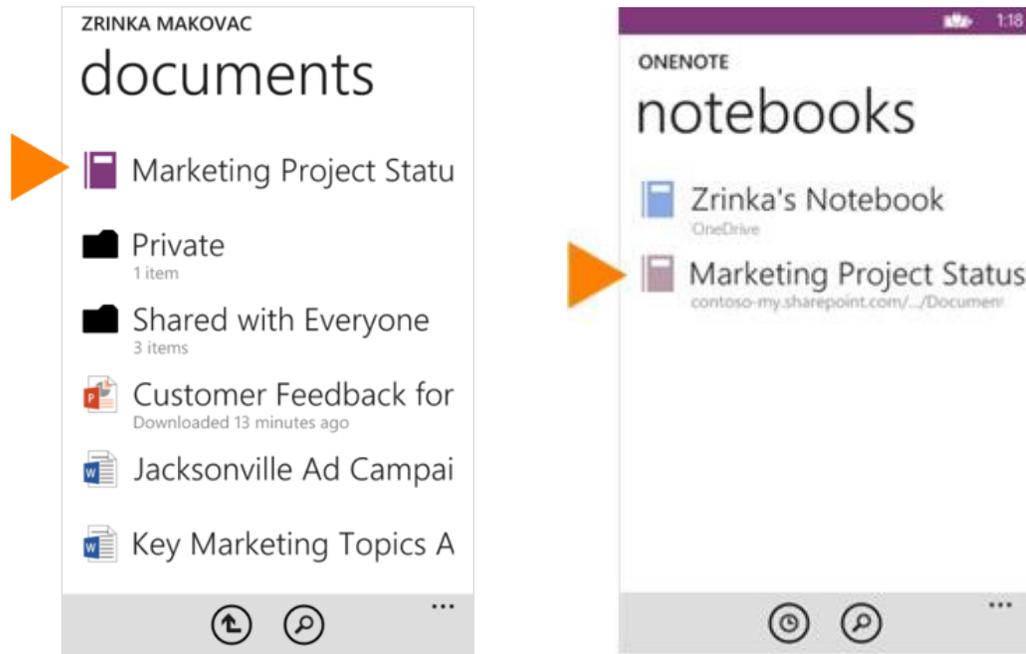
Work offline

Sync your notebook to your OneDrive for Business or SharePoint library, and after that OneNote automatically syncs your changes as you work. If you ever lose your Internet connection or turn it off, any pending changes will sync to your notebook in Office 365 as soon as you're back online.

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).
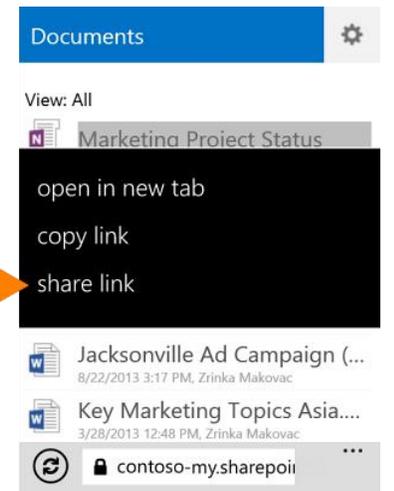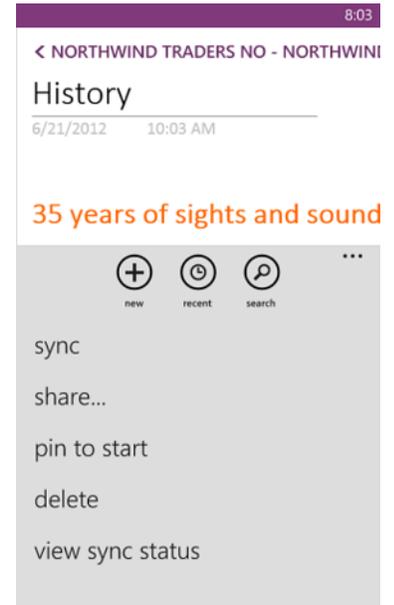
Use the Lync 2013 app to stay connected with your colleagues

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**.
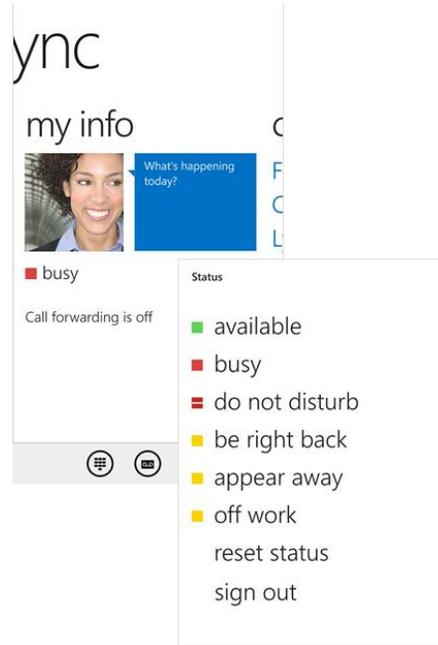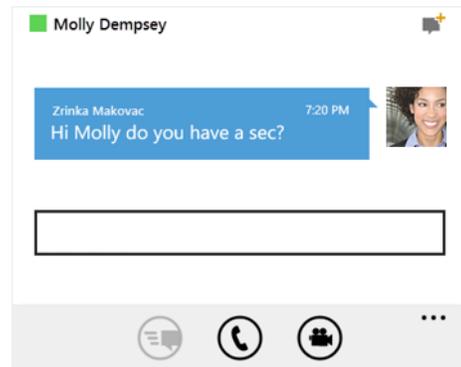
Search for a contact

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**.
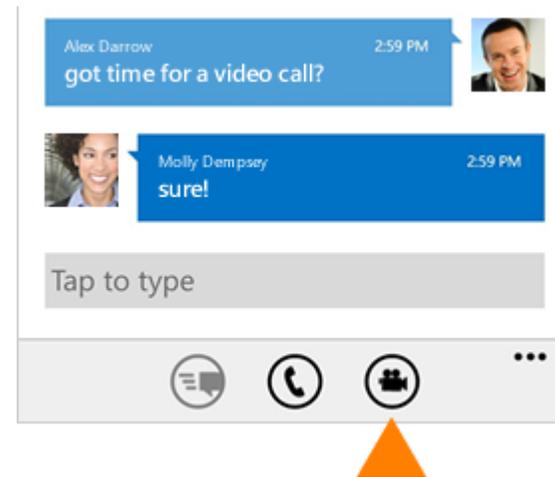
Add audio to an IM

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 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**.