

365OMNIDRIVE ANDROID APP USER GUIDE



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GETTING STARTED

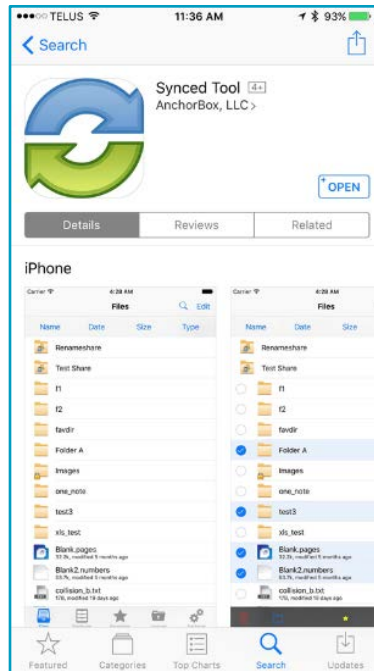
If you use an Android device, you can download the Android app in Google Play. The app allows you to:

- View, rename, delete, and move content.
- Upload content from your device.
- Easily edit Microsoft Office content.
- Lock files and folders.
- Share files and folders (including secure shares).
- Pin files to fully download to your device.

IMPORTANT NOTE: Google Play lists the 365OmniDrive App as “Synced Tool.” Search for “Synced Tool” to download the correct app.

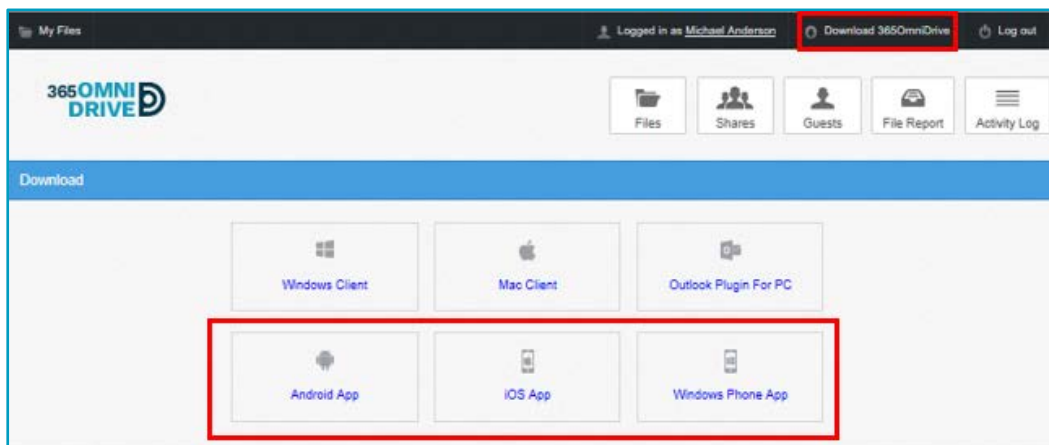
DOWNLOADING 365OMNIDRIVE ANDROID APP

Locate the app for your Android device by searching for “Synced Tool” in Google Play.



Alternatively, you can access a direct link to your device-specific app in the web portal. To find your device-specific app, login to 365OmniDrive through your mobile device’s web browser:

1. Click the **“Download 365OmniDrive”** button in the web portal.
2. Select **“Android App.”** The system will redirect you to a page to download and install your device’s app.



Logging in to Your Mobile App

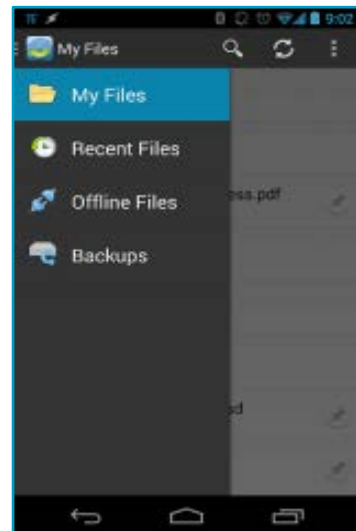
1. In your Android device, press the “**Synced Tool app**” icon to launch the app. The “Login” screen opens, prompting you to enter your login credentials:
 - a. **Host:** enter 365omnidrive.ca
 - b. **User:** enter your username (for example, user@mail.com).
 - c. **Password:** enter your password.
2. Press the “**Sign in**” button when finished.



Open, View and Manage Content

When you have access to your account, you can use the app to open, view, and manage content. For example, press:

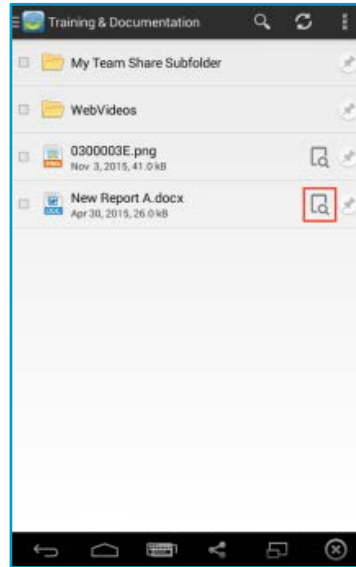
1. **My Files:** to view and manage your files and folders. You can rename, move, or pin an item for offline viewing.
2. **Recent Files:** to view your most recent files.
3. **Offline Files:** to view a list of pinned files to view offline.



Viewing Files in the Web Preview Tool

You can view files using the “Web Preview” tool, which allows you to preview content without fully downloading it to your mobile device. This allows you to review content without using local storage.

1. Press the **“My Files”** link. The “My Files screen” opens.
2. Find the file that you want to view in the “My Files” screen.
3. Press the **“Preview”** icon.



4. The file opens in the “Web Preview” tool, allowing you to review content without utilizing mobile resources.

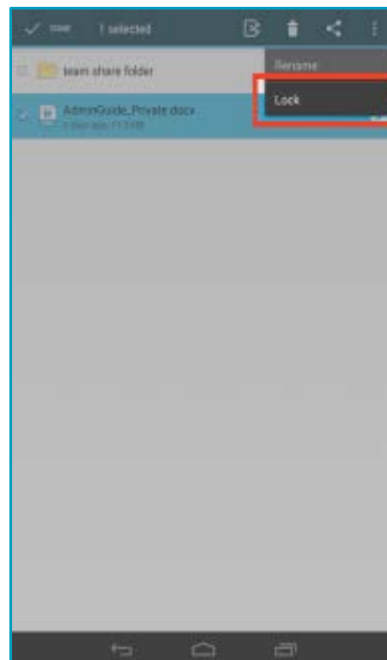


Locking a File or Folder

You can lock a file or folder if required. For more information on locking files and folders in 365OmniDrive, please refer to the “365OmniDrive End User Guide.”

To lock a file or folder:

1. Press the “**My Files**” link. The “My Files” screen opens.
2. Select the file or folder within the Team Share that you want to lock.
3. In the top right-hand corner of the screen, press the more options button.
4. Press the “**Lock**” link to lock the file or folder.



Editing Files and Folders

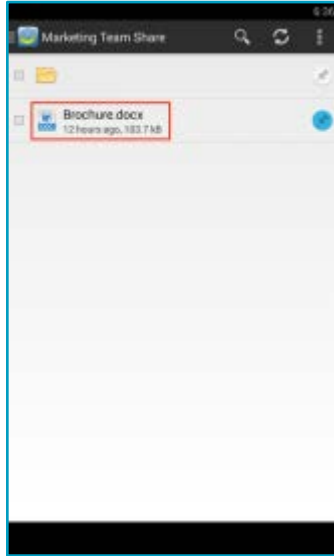
IMPORTANT NOTE: To edit content in your mobile app, you must first install a third-party editing tool.

These instructions refer to Microsoft mobile apps (Microsoft Word app, Microsoft Excel app, and Microsoft PowerPoint app). You can download these tools at no cost. To use these tools, you must first create a free Office 365 account.

To edit files or folders:

1. Download the Microsoft Word app, Microsoft Excel app, or the Microsoft PowerPoint app, depending on your needs and preferences.

2. With the Microsoft app of your choice installed, press the appropriate file that you want to edit.

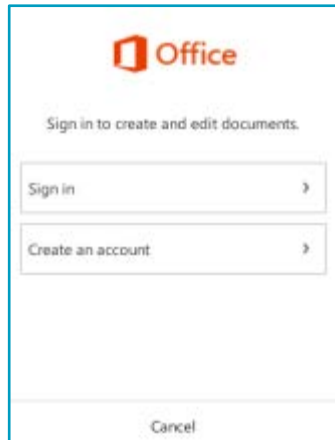


3. The file will open in the Microsoft app. If you have not logged into your Office 365 account, the system will prompt you to login to your account before you can open the file.

4. Press the “**Sign In**” button.



- If you have not signed into your Office 365 account, the “Office 365 Sign In” page opens, asking you to either sign in or create a new account.



- When you finish signing in, the file will open in the Microsoft app. Use the toolbar to edit the file.

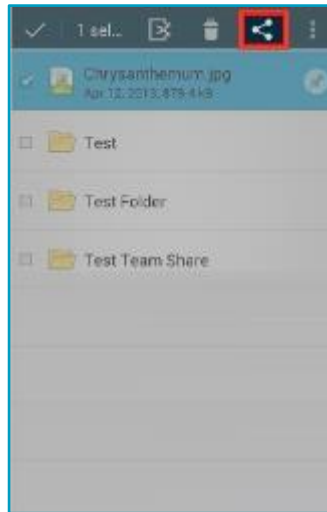


- Save your file when finished. The file will synchronize immediately with your connected devices.

Sending Share Links

You can also send share links directly from your mobile app. To send a secure or public share:

1. Press the **“My Files”** link. The “My Files” screen opens.
2. Select the file or folder that you want to share in the “My Files” screen, and press the **“Share”** button.



3. In the “Choose a share type” window, select **“Public share”** to send a standard share, or select **“Secure share”** to send a secure share. Secure share requires the recipient to login before accessing the shared item.



4. Press **“OK”** to confirm your selection.

NOTE: If your administrator has configured settings to only allow secure shares, you will only have the option to send a secure share.

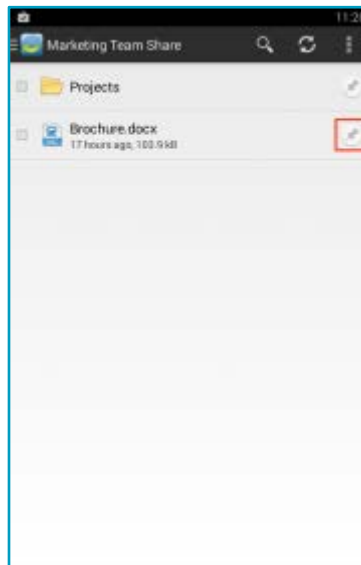
5. In the “Create a secure share” window, enter your recipient's email address and press the “**OK**” button to share with the specified recipient.



Pinning Files for Offline Viewing

You can pin files so that they download to your device. You can decide to pin and unpin files based on space limitations and access needs.

1. In the “My Files” screen, select the “**Pin**” button next to the file or folder that you want to download to your device. If you pin a folder, the full contents of the folder will pin.



2. When you unpin a file, it will remain on your mobile device until your cache clears. You can manually clear your cache through the “Settings” screen.

365 Technologies Inc.
200-555 Plinguet Street
The FaQtory
Winnipeg, MB R2J 0G2

Phone: 204-488-3655
Fax: 204-942-4843

Support: 1-877-343-3155
Email: support@365tech.ca

Website: www.365tech.ca