365OMNIDRIVE
IOS APP USER GUIDE

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GETTING STARTED

If you use an iOS device, such as an iPhone or iPad, you can download the iOS app in iTunes. This app allows you to:

- Open and view files and folders.
- Lock files and folders.
- Share files and folders.
- Send secure shares of files and folders.
- Upload content from your device.
- Rename, delete, and move items.
- Favorite items for offline viewing.

IMPORTANT NOTE: The iTunes App Store lists the 365OmniDrive App as "Synced Tool." Search for "Synced Tool" to download the correct app.

DOWNLOADING 365OMNIDRIVE IOS APP

1. Locate the app for your iOS device by searching for "Synced Tool" in the iTunes App Store.
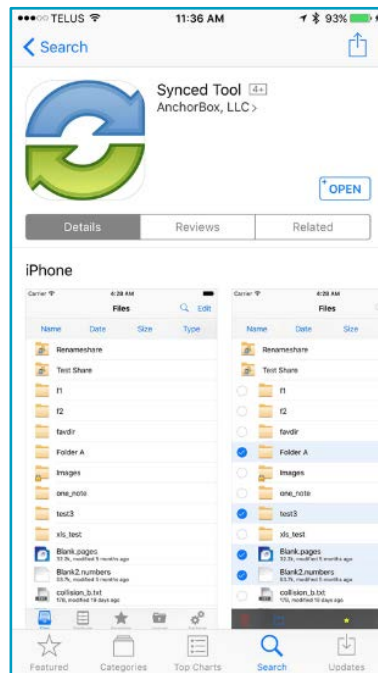
2. Alternatively, you can access a direct link to your device-specific app in the web portal. To find your device-specific app:

   a. Login to 365OmniDrive through your mobile device's web browser.

   b. Click the **"Download 365OmniDrive"** button in the web portal.

   c. Select **"iOS App."** The system will redirect you to a page that allows you to download and install your device's app.
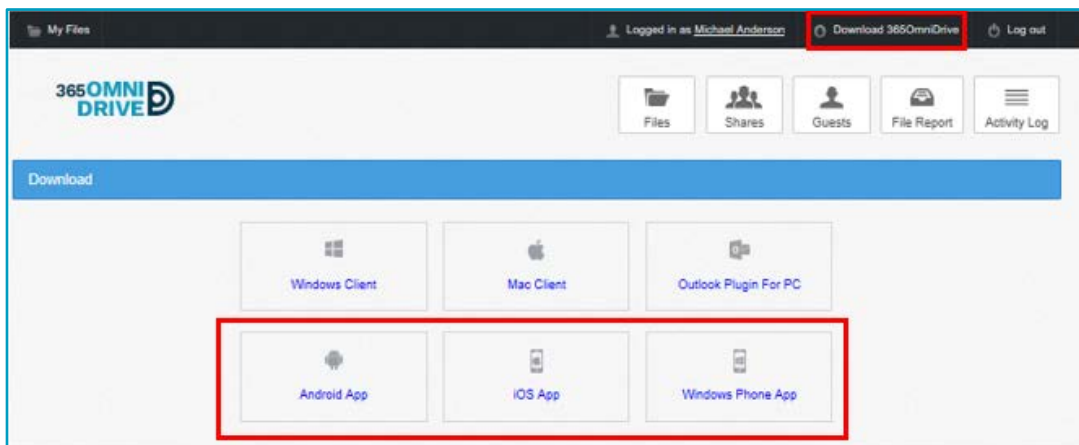
Logging in to Your Mobile App

1. On your device, press the "Synced Tool" app icon to launch the app.

2. The "Login Screen" opens, prompting you to enter your login credentials, including:

   a. **Host:** enter 365omnidrive.ca

   b. **User:** enter your username (for example, user@mail.com).

   c. **Password:** enter your password.

NOTE: This is the same username and password you use to login to your 365OmniDrive.ca web portal.
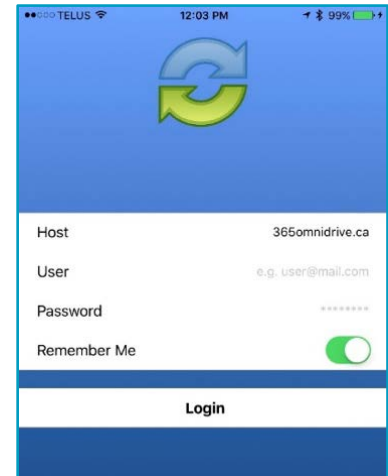
When you have access to your account, you can use the app to open and view files, manage files, and upload content. For example, select the:

- **Files button** to view and manage your files and folders. You can rename or move an item or mark it as a favorite.

- **Backups button** to view a list of your backups (if enabled).

- **Favorites button** to view a list of items that you have marked as favorites.

- **Upload button** to upload content from your phone to the server.

- **Settings button** to view your account information, such as app revision, user name, space usage, passcode lock settings, and local storage settings. You can also turn on an option to only upload content over a Wi-Fi connection.

Viewing Files in the Web Preview Tool

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

1. Press the **"Files"** button. The "Files" screen opens.

2. Find the file that you want to view.

3. Click on the title of the file. The file opens in the "Web Preview" tool, allowing you to review content without using local device storage.
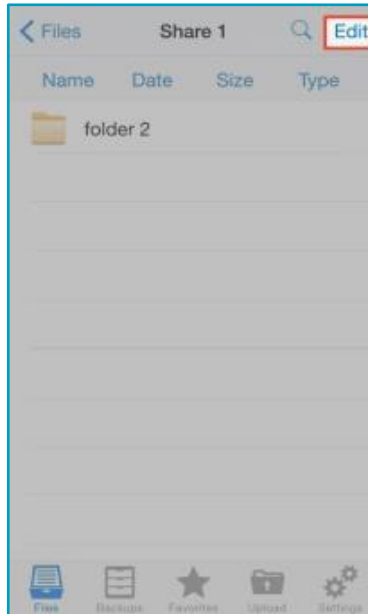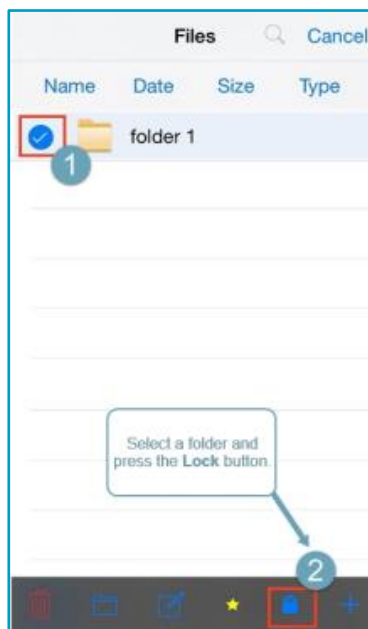
Locking Files and Folders

Optionally, you can lock a file or folder within a Team Share. 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 **"Files"** button. The "Files" screen opens.

2. Press the **"Edit"** link at the top right-hand corner of the "Files" screen.


3. Select the appropriate file or folder and press the **"Lock"** button at the bottom of the screen. You've now locked the item, preventing other users from accessing your content.

Editing Files and Folders with Third-Party Applications

You can view and edit files using third-party applications. To view and edit files:

1. Press the **"Files"** button. The "File" screen opens.

2. Select the file you want to edit in the "File" screen.

3. While inside the file, press the **"Share"** button at the bottom of the screen.
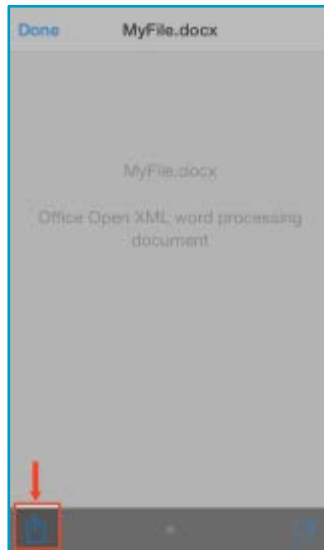
4. In the "Share" menu, press the **"Open In"** link, and then select a third-party file editing application to edit the file.
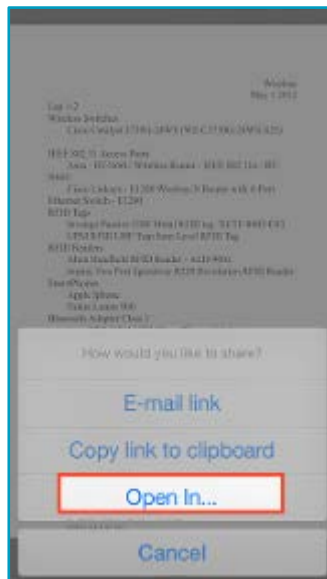
Sharing Files and Folders

You can share files and folders directly within your app. To share a file or folder, or send a secure share:

1. Press the **"Files"** button. The "Files" screen opens.

2. Locate the file or folder that you want to share and slide it to the right. Press the **"Share"** button.

3. To send a share link, press the "**E-mail link"** option, or to send a secure share, press the "**E-mail secure link"** option.
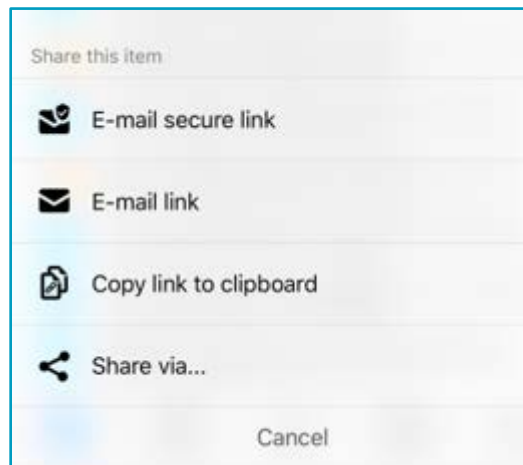

NOTE: If your administrator has configured settings to only allow secure shares, your only option is to send a secure link.

4. The system will prompt you to select a recipient and compose an email message.

Setting a File or Folder as a Favorite for Offline Viewing

You can mark files and folders as a favorite, so they download to your device. You can also unfavor files and folders based on space limitations and access needs.

1. In the "Files" screen, slide the appropriate file or folder to the right to reveal a set of options for that file or folder.

2. Press the **"Favorite" (star icon)** button to mark the file as a favorite. If you select an entire folder as your favorite, the folder's entire contents will become favorites.

3. To view a full list of favorite files and folders, press the **"Favorites"** button.
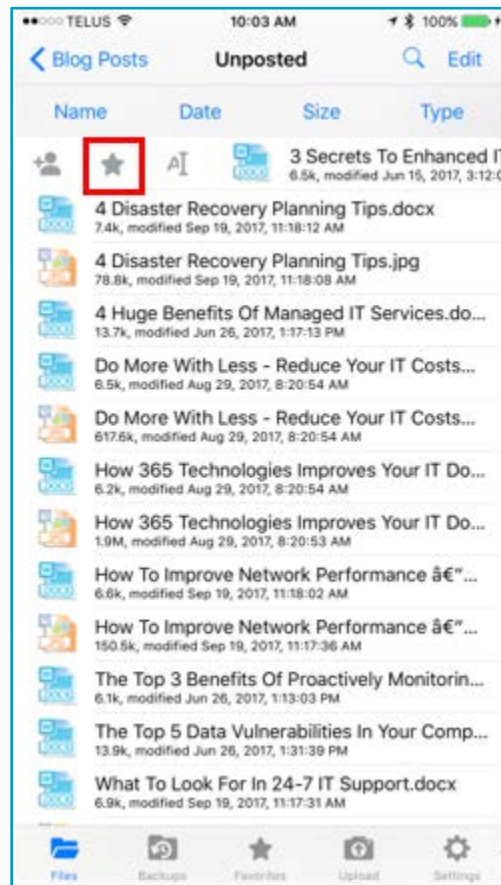
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