Set up 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 O365 contacts on your phone to make it easier to share documents, send email, or schedule meetings with colleagues.

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

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

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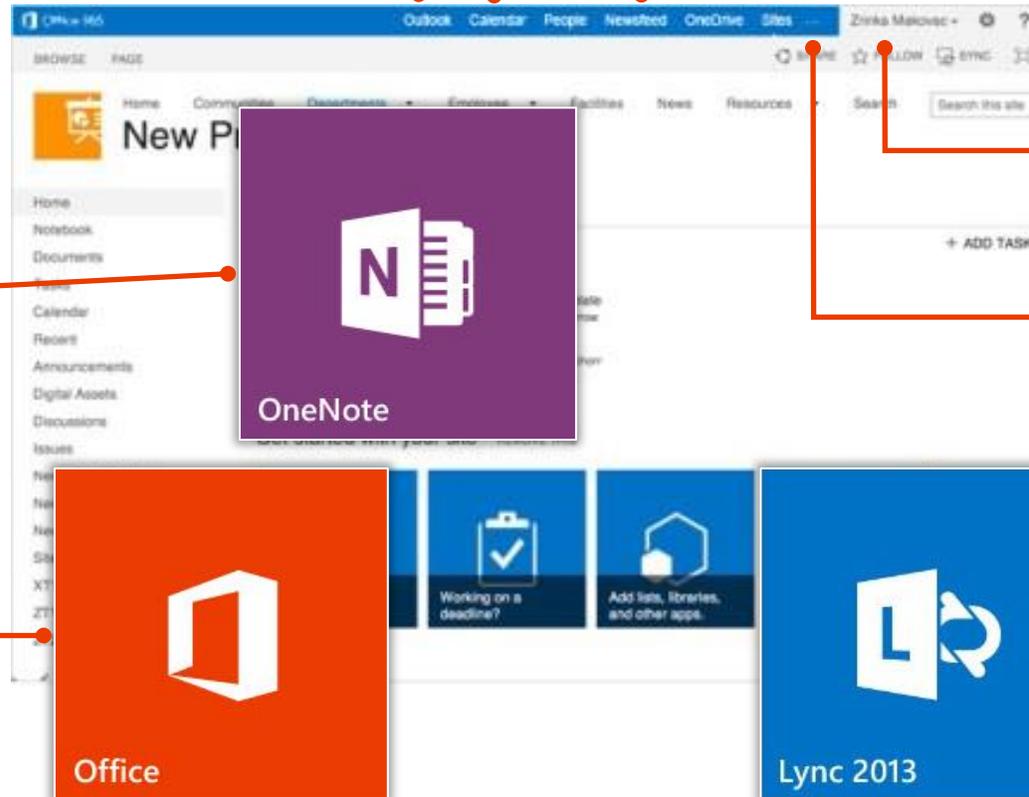
Join a meeting face-to-face
Use the Lync 2013 app to join meetings, use instant messaging, or make video calls to colleagues and stay connected even when you're not in the office.

Microsoft

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 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.com 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**.

5. On the Office 365 page, sign in with your Office 365 username and password. Check **Keep me signed** if you don't want to sign in each time you open an Office 365 document. Tap **Sign in**. Your OneDrive for Business and team site are now added to **Places**.
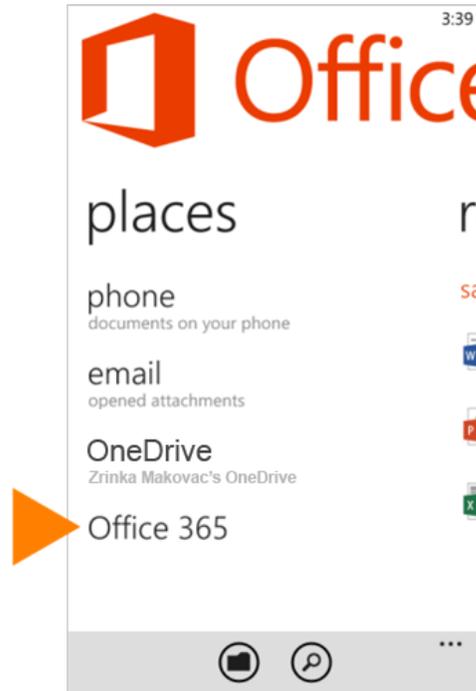
I've already added my Office 365 email account, but I want to add my OneDrive for Business site and other team sites to the Office Mobile app

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

2. On **Places**, tap **new**.

3. On the Add a SharePoint site screen, type the URL for your OneDrive for Business site. For example, https://contoso-my.sharepoint. com/personal/<YourUserName>_contoso_on microsoft_com is how the URL for a personal site like OneDrive for Business may look.

4. You may be prompted to sign in with your Office 365 username and password. Check **Keep me signed** if you don't want to sign in each time you open an Office 365 document. Tap **Sign in**. Your OneDrive for Business and team site are now added to places.

5. Repeat step 2 to add a SharePoint team site. For a team site, your URL may look something like https://contoso.sharepoint.com/sites/contoso. com/sites/contoso. (Replace contoso in the URL with your organization's domain name.)

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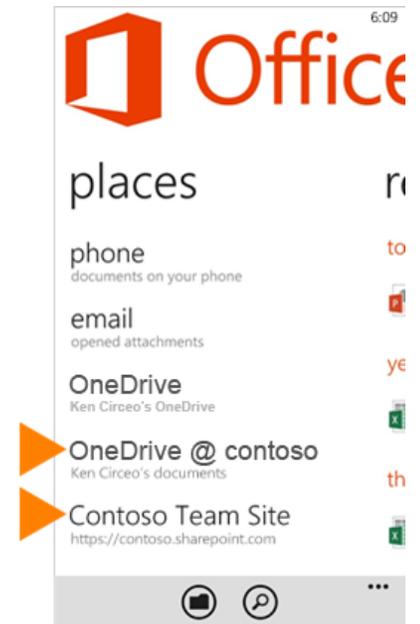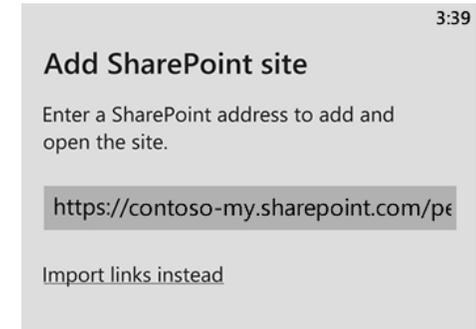
Manage your email, calendar, and contacts

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 account from the **Settings** menu.

1. In the App list, tap **Settings > email+accounts**.
2. Tap your Office 365 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**
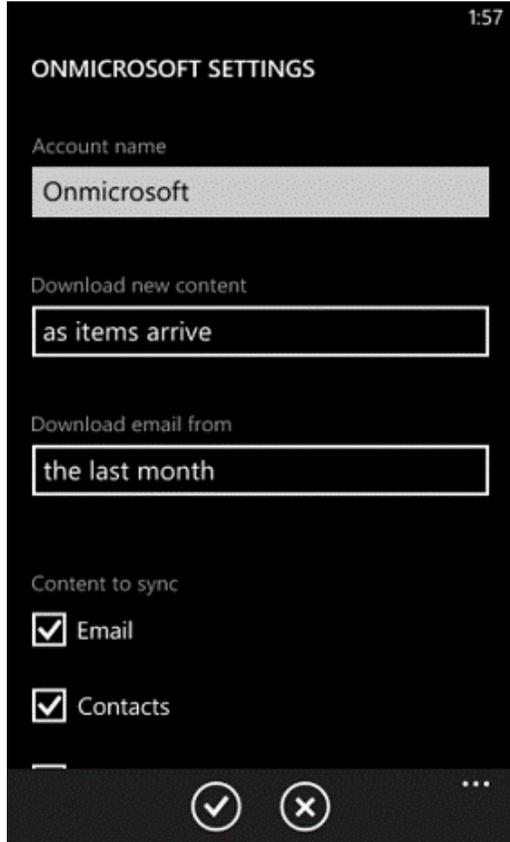
Access SharePoint sites and OneDrive for Business from Internet Explorer

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.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" in the URL with your organization's domain name.)
2. When the Microsoft Office 365 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
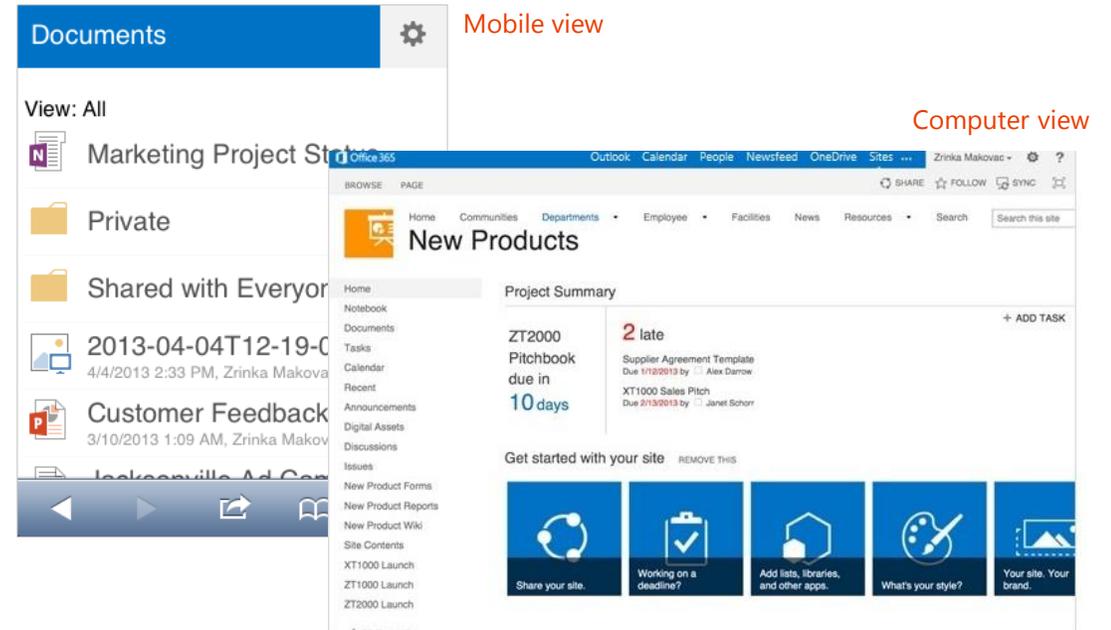
Set up the OneNote app

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, all you need is a Microsoft account.

1. 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.)

2. To access a OneNote notebook on Office 365, in the App list, tap **Office**.

3. Tap the OneNote notebook you want to view from the Office Hub. The notebook opens in OneNote.

4. In the OneNote app, tap **Notebooks** at the top of the screen. The Notebook you launched from the Office Hub is now added to the list of notebooks in the app. You can now access it directly from the OneNote app any time.
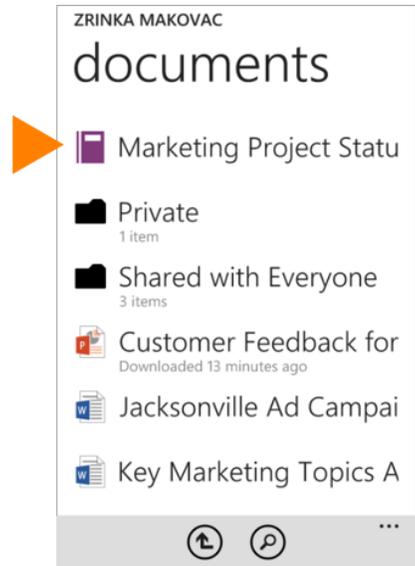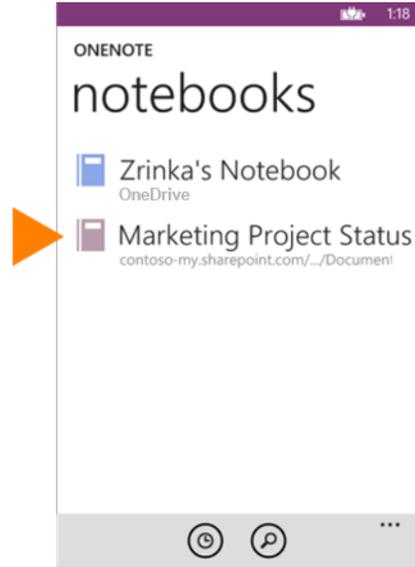
Install the Lync app

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.com) 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.