

Quick Reference: iPad Tips and Tricks

Microsoft OneDrive for iPad

Microsoft OneDrive is a file hosting service that allows users to sync files and later access them from a web browser or mobile device.

Download the Microsoft OneDrive for iPad App

Download the OneDrive app from the App Store on your iPad. Choose **OneDrive for Business** From the UMMC login site - Sign in using your UMMC email address and password.

Understanding Files/Folders in Microsoft OneDrive for iPad

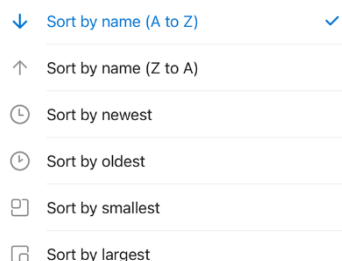
OneDrive features Toolbar: Located at the bottom of the screen the toolbar may vary. If you have used Photos, it will appear here as well and Sites may appear, if you have SharePoint Sites. The other icons should stay the same.



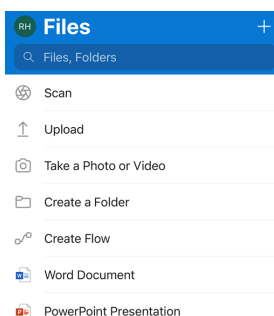
Files - Select Files to display your files and folders and to display icons and toolbars that can be used for files and folders.



Sorting files and folders – Alphabetically folders come first and then files. Choose from the selection under Sort.






Top right controls: The  displays the menu below:




- **Create a Folder** to organize your files.
- **Take a Photo or Video** - The camera backup feature (settings) allows you to automatically save the photos and videos you take to OneDrive. So even if you lose your phone or tablet, you won't lose your memories!

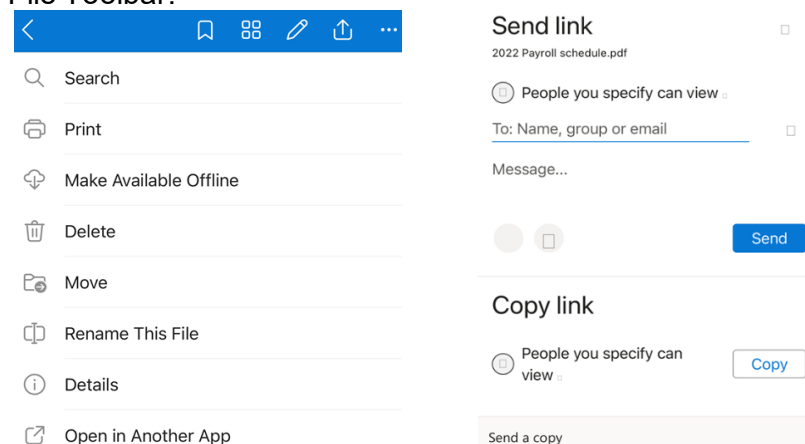
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- **Choose Existing** Photos or Videos
- OneDrive allows you access to your 365 office applications – Download and open the 365 apps and they will display on the menu list.
- Search your files and folders 
- Arrange files and folders in a list  on the Files page Arrange files and folders tiled  on the Files page.

File Features:

- **To Open a File** - Tap Files to open files and folders
- **To select a file** – press the file for a second before letting go- Files selected have a blue check mark  in the corner. To unselect tap the selected file again. Files and Folders must be selected in order for the file toolbar controls to work below.


File Toolbar:

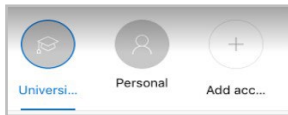


-  **Share files:** Choose from a variety of tools and resources to share your selected file or folders such as Message, Mail, OneNote, Invite People, Copy Link, Email in Outlook, Send file, View only, etc...
-  **Recycle Bin** – Delete this item and it will be moved to the recycle bin for 30 days or until the recycle bin is emptied.
-  **Offline** – Tap a file to copy to the Offline section – tap “me” on bottom toolbar - then tap “Offline Files” to go to the list of the files you have copied to Offline. If a file is selected and the Offline icon has a line through it – this indicates the file is already listed in the Offline section.
-  **Move** – Select files/folders, tap the move icon, tap a folder to move the file to, tap the Move icon (bottom right) to move items to this folder or tap New folder (bottom left) to create a new folder to move the selected file to.
-  **Show more** – Depending on the selected file/folder the list may consist of Details, Rename, Open in another app, Edit, etc...

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NOTE

- **Rename** can also have its own icon 
- **Photos** – If you have gone to your camera and shared any of your photos or videos they will appear under this icon. Under Settings – notice there is a Camera Upload Off/On slider to automatically upload photos to your personal OneDrive account.
- **Recent** – quick way to find recently opened files.
- **Sites** – Will load your SharePoint sites.
- **Shared** – List all files/folders that are being shared with you.
- **Personal settings** – Switch from UMMC OneDrive to your Personal OneDrive accounts (if applicable) or add another account.



Shows activity on files, access your Offline Files, Recycle Bin, Settings, Help and Sign Out of this Account.