OneDrive for Business for Business on Mobile Devices

1. Open the **App Store** and search for **OneDrive for Business for Business**. Install it on your device.

2. **Launch** the app and enter your information, in the form of **NetID@furman.edu** and your network password.
3. You will now be at your OneDrive for Business Documents page.
The OneDrive for Business app has many features. Here is a breakdown of the OneDrive for Business Documents screen.
Clicking on a document will open that document for editing. Here are the functions of the buttons in that window.

- **Test document**
- **Button to make document available offline, so you can edit it without a cell or data connection**
- **Two options here: Edit, which will open the document in your web browser. Open in another app, which will allow you to edit the document elsewhere, if you have a compatible app.**
- **Share button, where you can add people to the document**
- **Delete this item (permanent)**
- **Rename document**
- **Open document in web browser in OneDrive**