Work on the Go with OneDrive

Share a file from your mobile device

1. Open the OneDrive app on your mobile device.
2. Select a file or folder - press and hold until the checkmark appears next to it.
3. Tap the  **Share** icon.

Open a file in an Office app

1. Open an Office app like Word, Excel, or PowerPoint on your device.
2. Tap **Open**, then tap **OneDrive - Arkansas State University - Jonesboro**.
3. Browser to the file and open it.
4. If you would like to share the file, tap the  **Share** icon.

Open your files on your mobile device

1. Open the OneDrive app on your mobile device.
2. Tap a file to preview it.
3. Tap the **More** icon (three vertical dots) in the upper right corner.
    1. For Office files, tap **Open** to open the file in the default Office app.
    2. For other files types, select **Open in another app**

Additional Microsoft resources

- Quick Start Guide
- OneDrive Training
- OneDrive Restrictions and Limitations
- OneDrive Help
- Download PDF: OneDrive Quick Start Guide

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