

Instructions for using OneDrive on iOS devices

Microsoft OneDrive is a cloud storage service similar to Dropbox. After registering an account, you will receive 15GB of free storage. With OneDrive, you can store multimedia files, documents, etc., so you can easily manage and share files on many different platforms.

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OneDrive can be used on different mobile operating systems, including iOS. In the article below, Network Administrator will show you how to use OneDrive on iPhone.

Part 1: Sign in to OneDrive

Step 1:

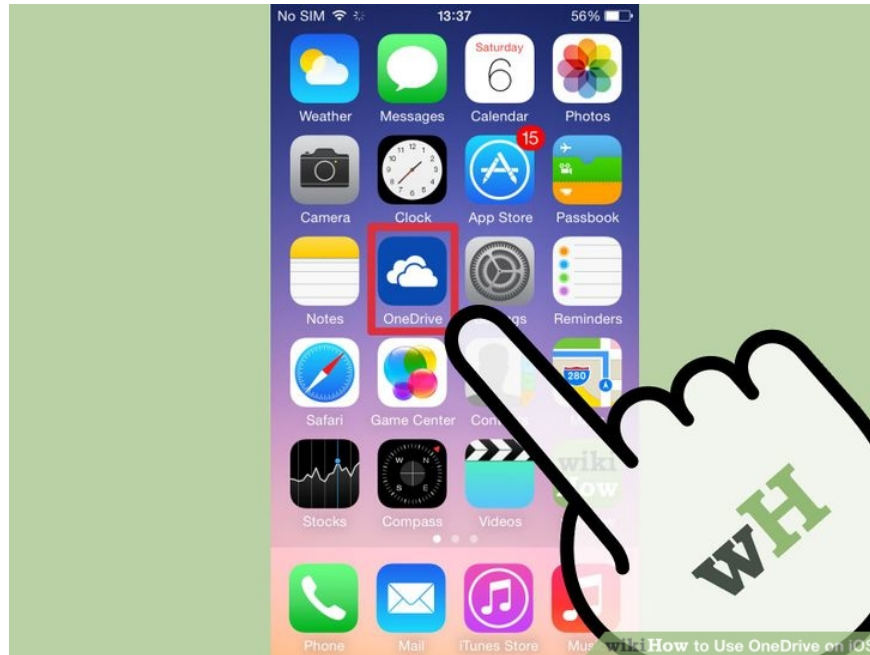


Download the OneDrive app to your device and install it.

Open the iTunes app store on your iOS device and then search and download the OneDrive app to your device.

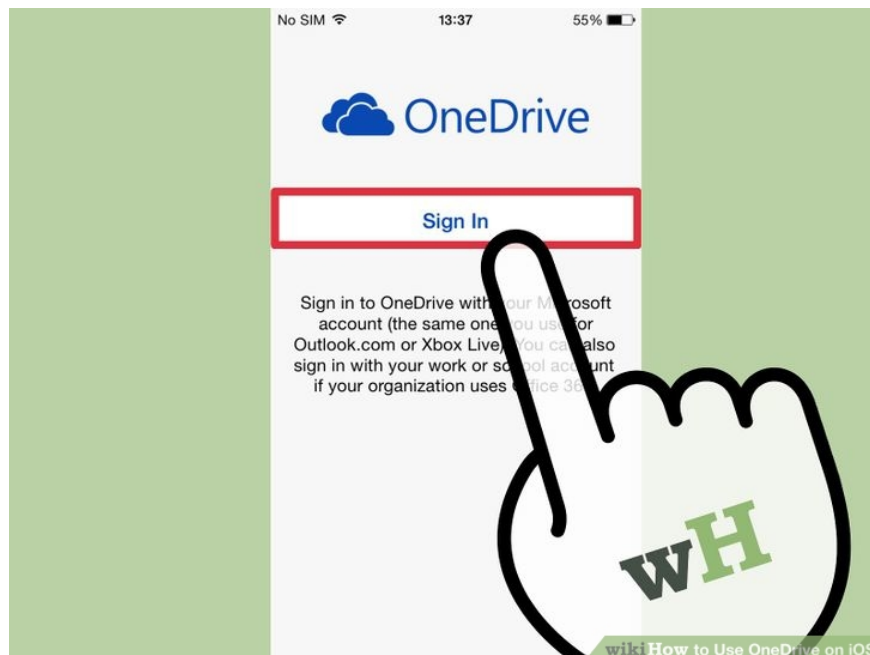
Note : You must enter Apple ID and password.

Step 2:



Click the OneDrive app icon to open the application.

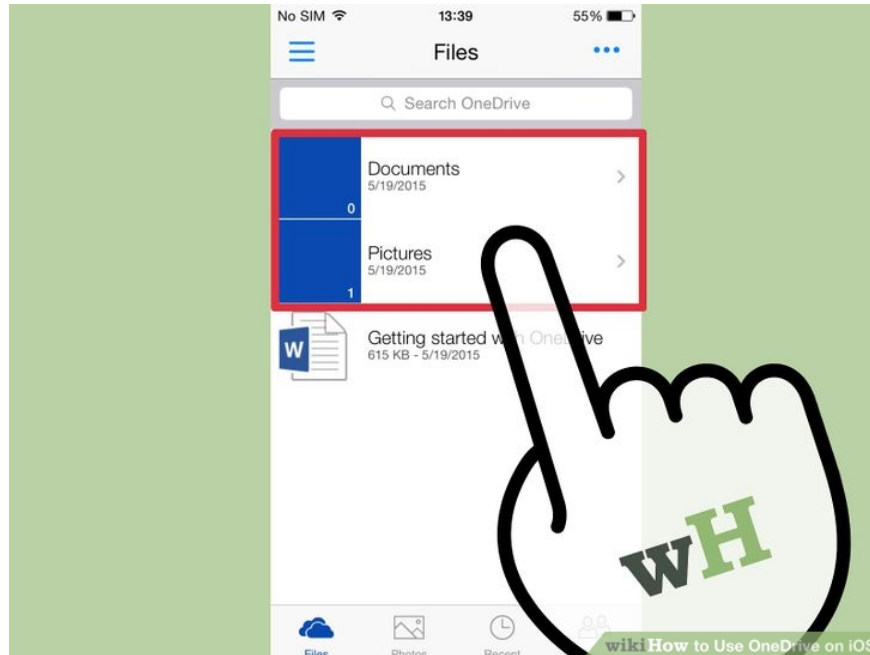
Step 3:



Log in to your account.

Part 2: View any file on the OneDrive app

Step 1: View the folders



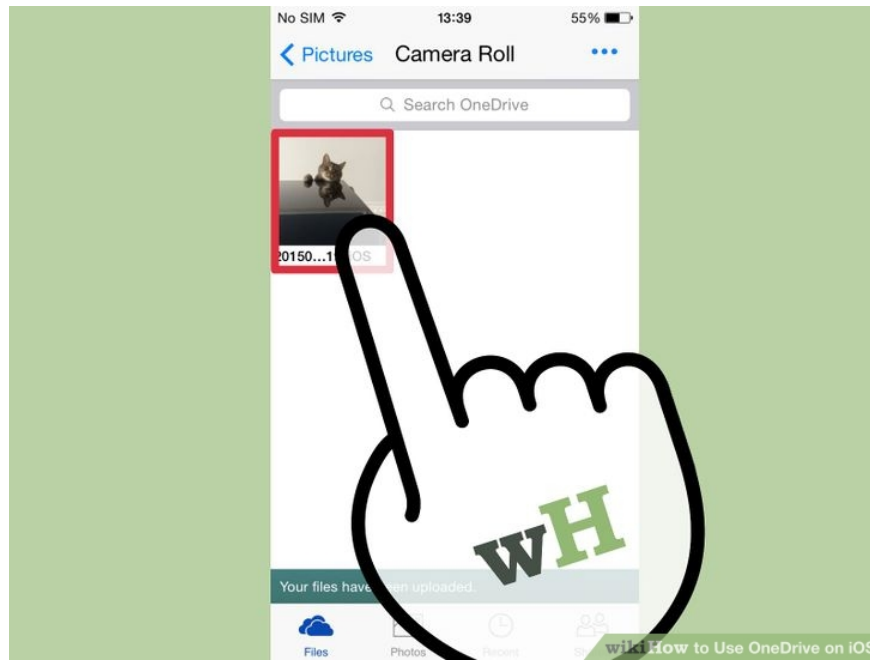
After you sign in, the OneDrive home page will display all the folders in your account.

Step 2: View the files in the directory



Select the folder containing the file you want to view and then click on that folder.

Step 3:



You browse files in the same folder as you would browse them on your computer.

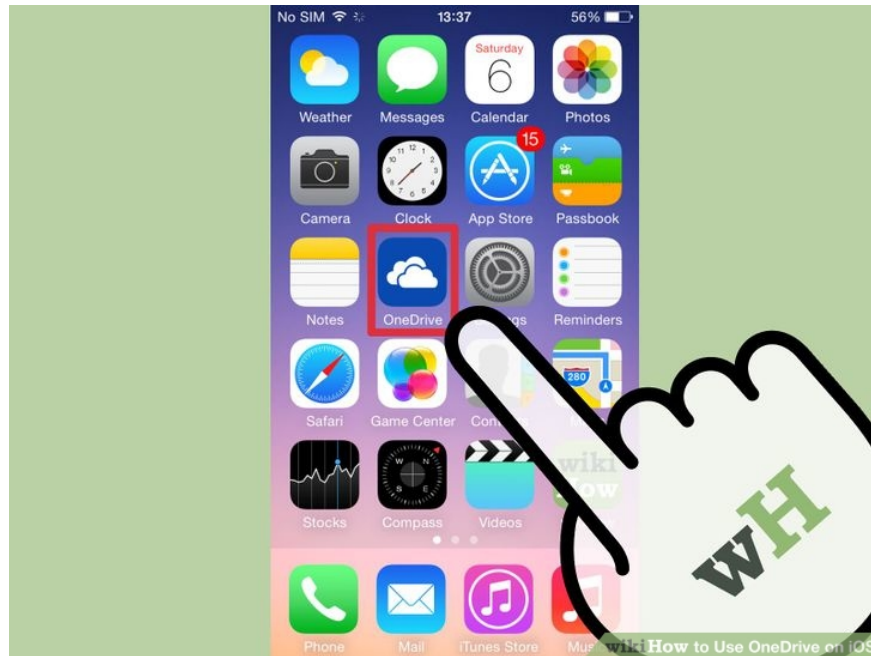
Step 4:



Files that can be viewed from OneDrive include: images, audio, video, text, Excel spreadsheets, PowerPoint presentations, Word documents, and PDF.

Part 3: Create a new folder

Step 1:



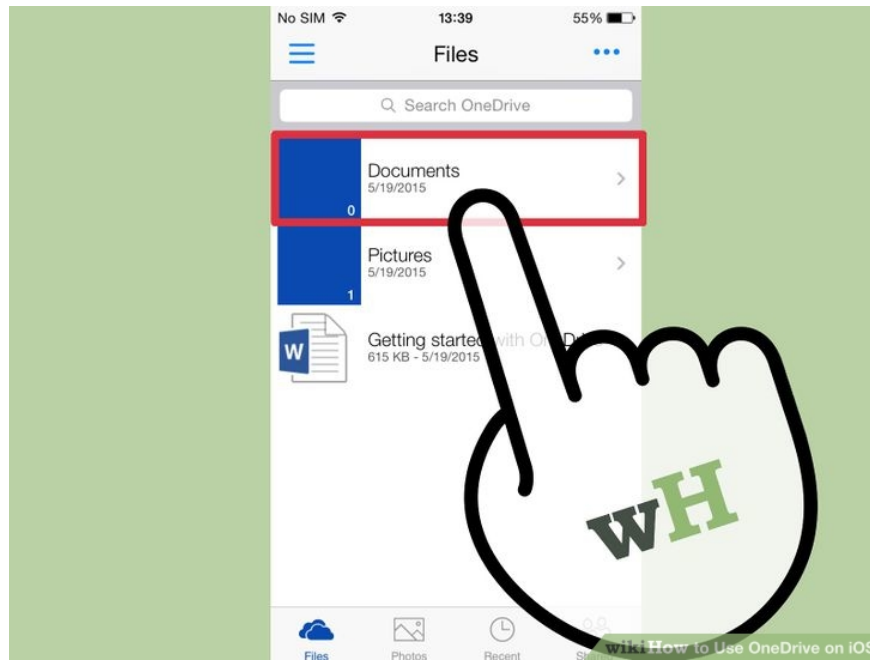
Open the OneDrive app.

Step 2:



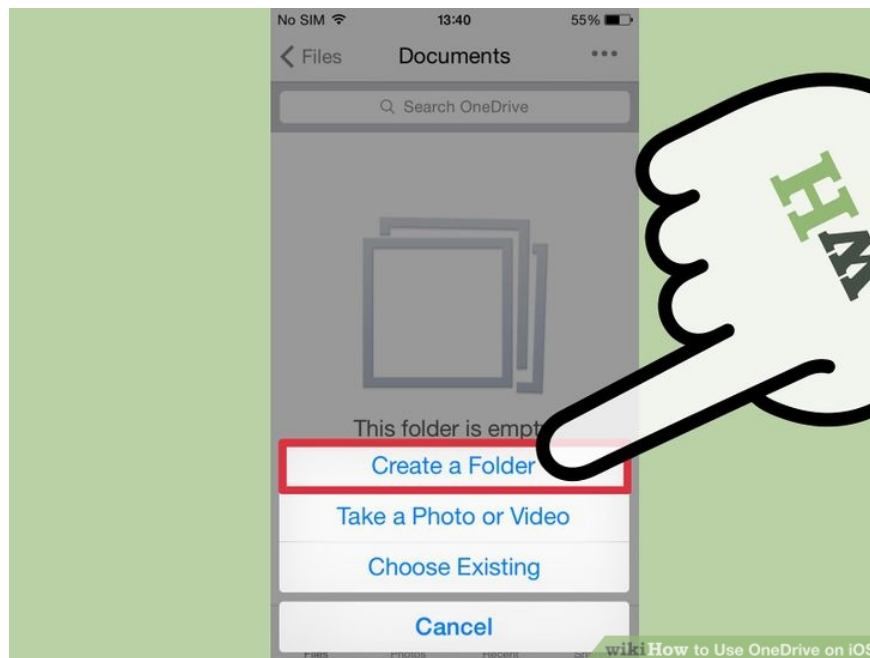
Log in to your OneDrive account.

Step 3:



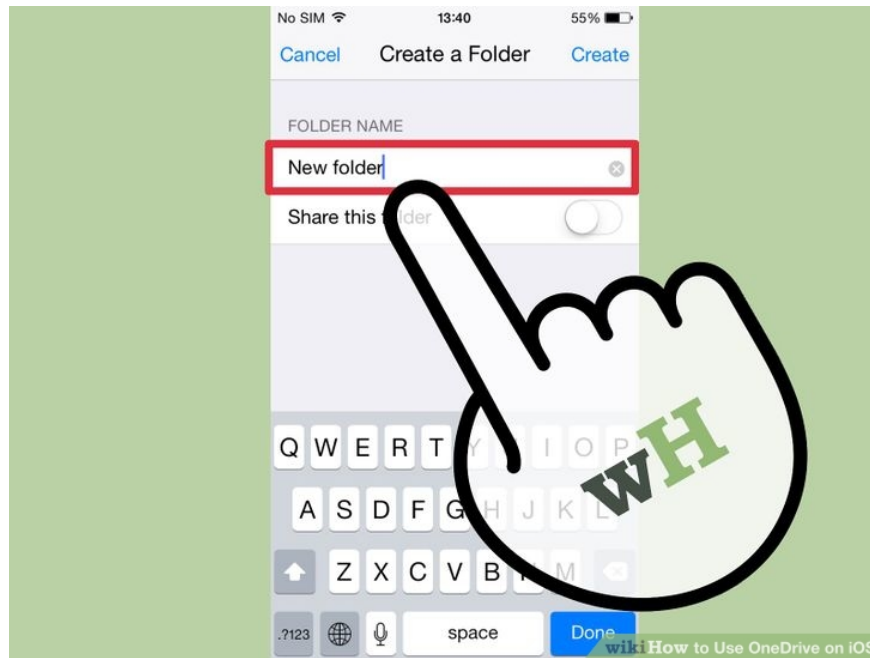
Go to the root directory - where you want to create a new folder.

Step 4: Create a new folder



Click the three small circle icon in the upper right corner of the app screen. Tap on **Add Items** , then click **Create a Folder** .

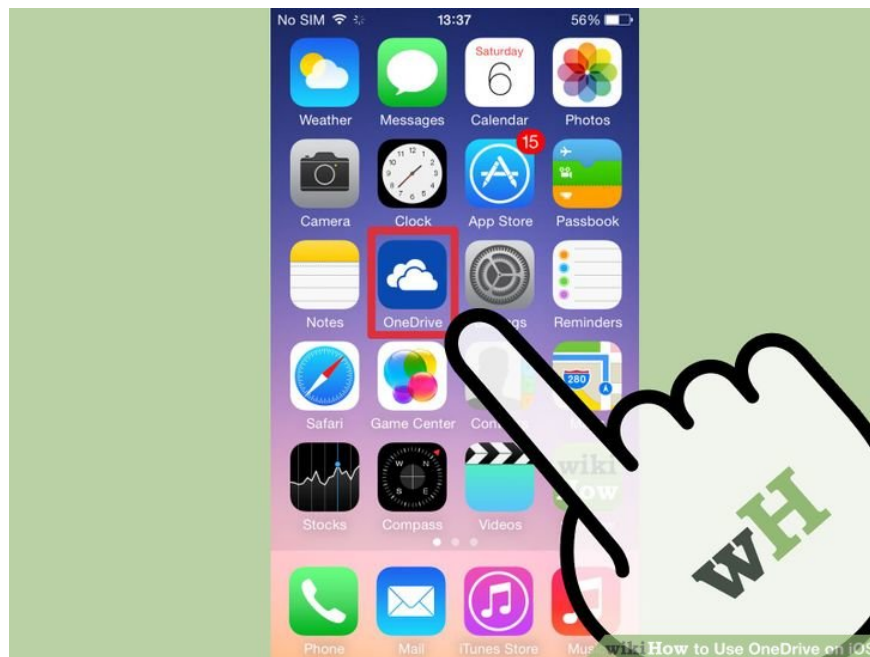
Step 5:



Name the folder you just created.

Part 4: Add files to the directory

Step 1:



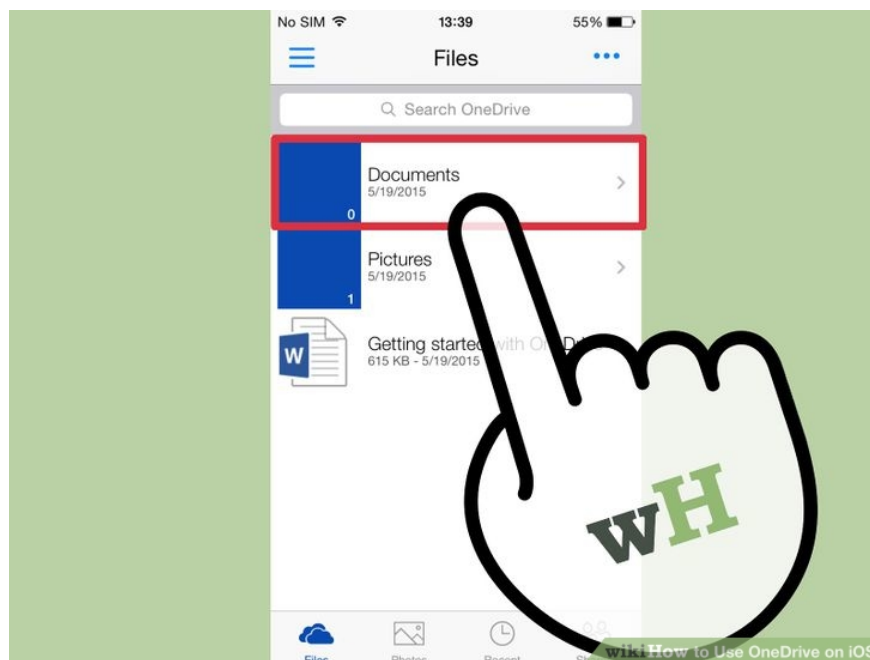
Open the OneDrive app.

Step 2:



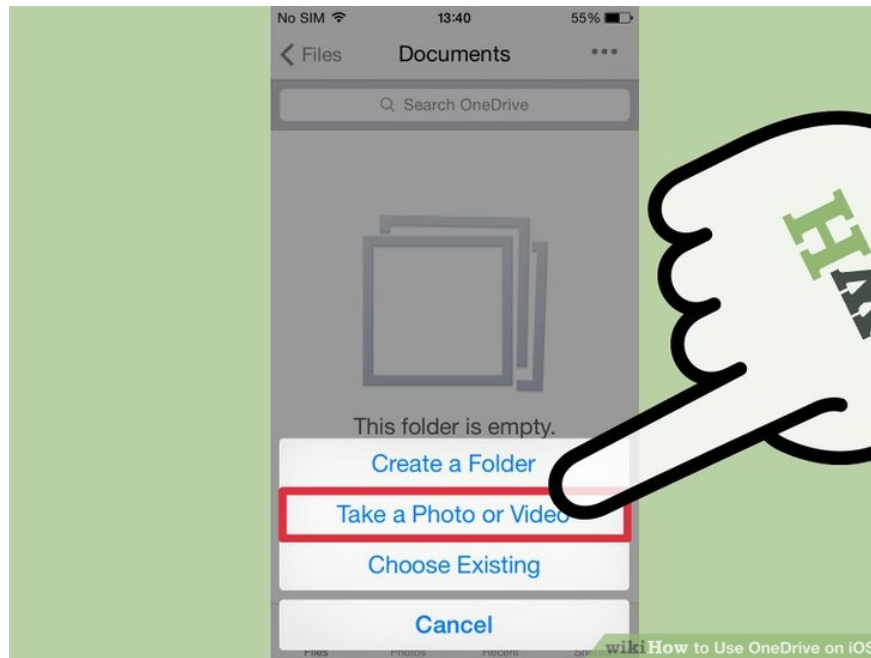
Log in to your account.

Step 3:



Go to the folder where you want to add or download files. You can only upload images and videos from the iPhone OneDrive app, and other files you must upload from your computer or upload directly with the OneDrive website.

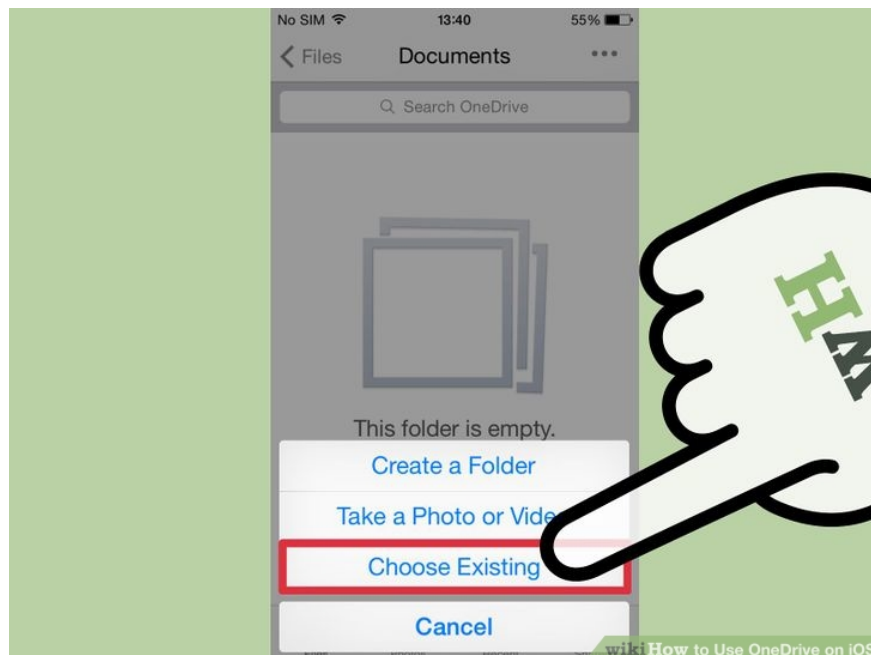
Step 4: Take a picture or shoot a new video to upload to OneDrive



Click on the 3 small circles icon in the upper right corner. Then click **Add Items** => **Take a Photo or Video**. Then, OneDrive will launch the camera app on the iPhone and you can take photos and record videos.

After shooting a movie or taking a picture, OneDrive will automatically upload it to the folder.

Step 5: Download images or videos available



Click the small circle icon in the upper right corner, then click **Add Items** => **Choose Existing** . Then, OneDrive will show up a folder, you select the image files to the video you want to upload.

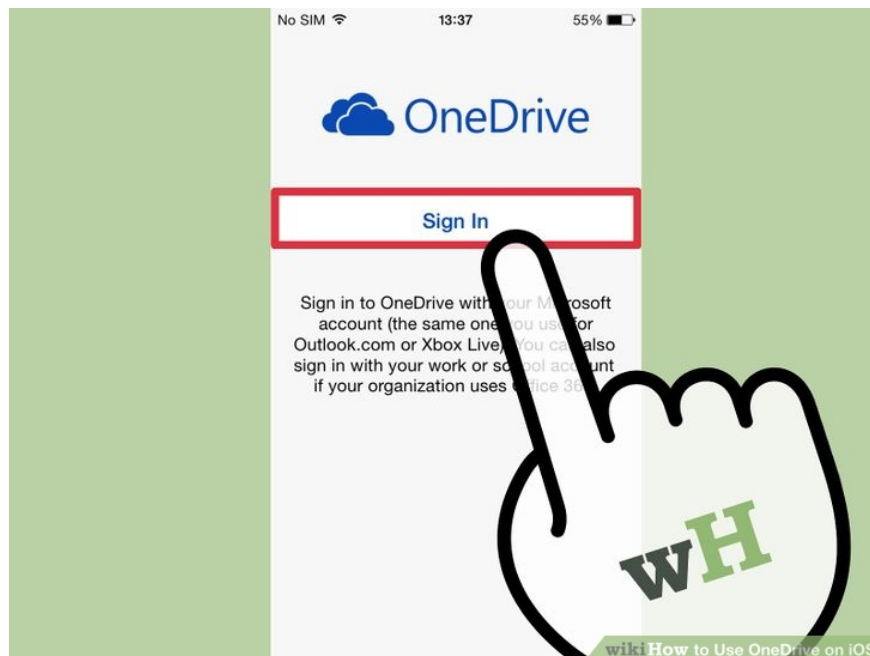
Part 5: Rename or delete a file or folder

Step 1:



Open the OneDrive app.

Step 2:



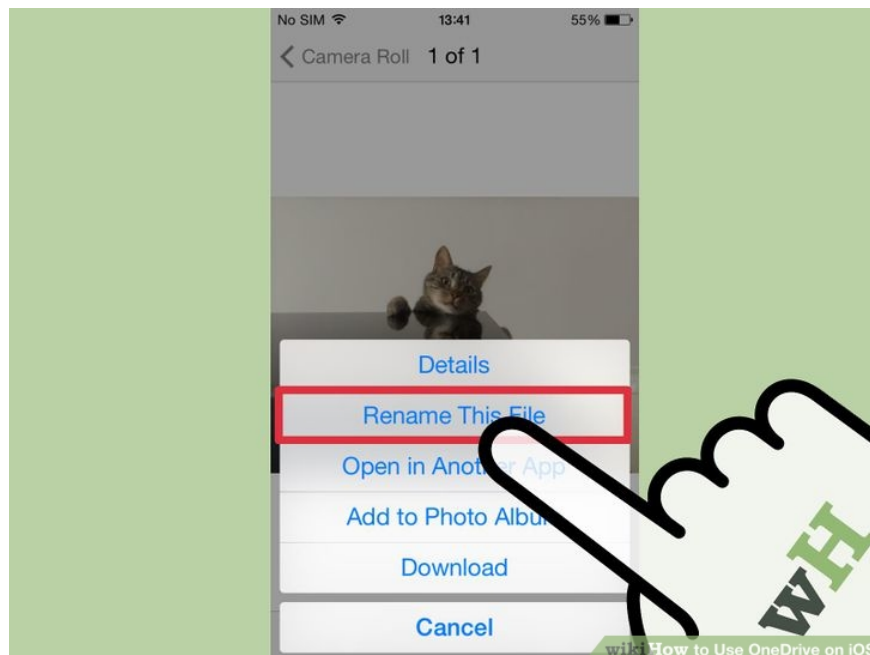
Log in to your account.

Step 3:



Find the file or folder you want to rename or delete.

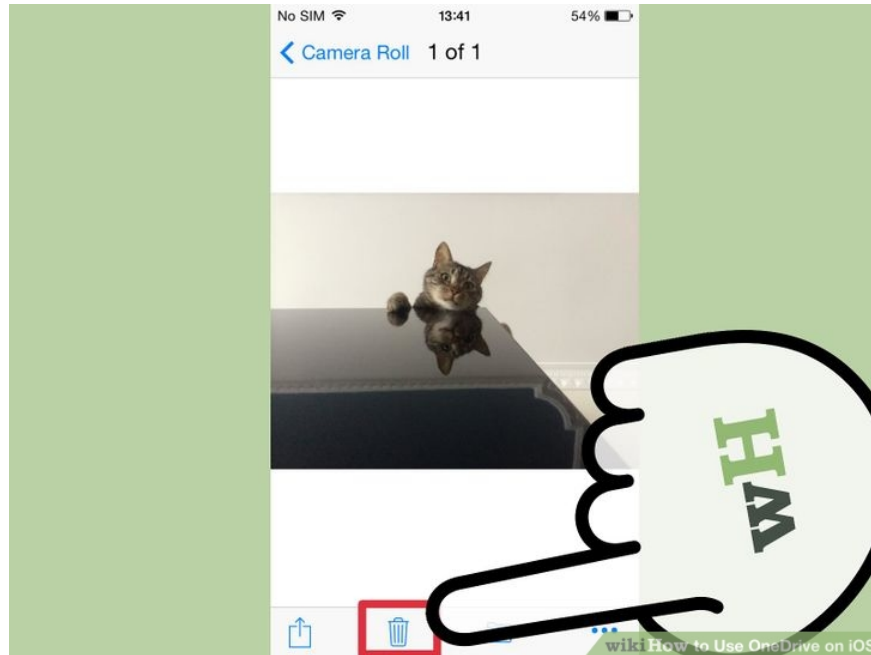
Step 4: Rename the file or folder



Click on the 3 small circles icon in the upper right corner. Select **Rename This File** or **Rename This Folder** and edit the name you want to set.

Finally click **Done**.

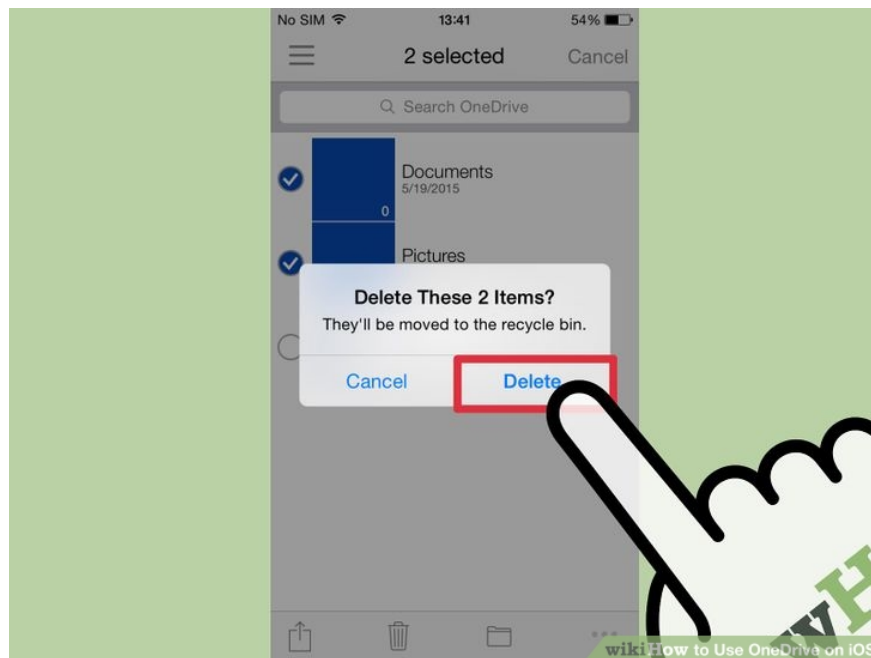
Step 6: Delete a file



Open the file you want to delete and then click the trash can icon in the bottom corner.

Click **OK** to confirm the file deletion.

Step 7: Delete a folder



Click on the 3 small circles icon in the upper right corner and click **Select Items** . Select the folder you want to delete, then click the trash can icon at the bottom, click **OK** to confirm.

Refer to some of the following articles:

1. **How to share photos from the OS X Photo application to OneDrive**
2. **Instructions for completely removing Onedrive application on Windows 10**
3. **5 ways to share files and folders from OneDrive in Windows 10**

Good luck!

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