∞drive meet

Configuration Guide

Oodrive Meet for Android tablets

oodrivemeet

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1. Overview of app settings

You can configure the Oodrive Meet application for Android tablet to customize its behavior to suit your preferences. You can view and modify the default settings for the following sections:

Account settings	
My account	**My Account** • Edit your personal info • Change the password
Delegations	**Delegations** • Log in as a person so you can act on their behalf • Delegate your account to someone else so they can act on your behalf Access delegations documentation
Security	**Security** • Lock via code • Change the security code • Biometric authentification locking • Delete data at logout
Offline	**Offline** • Enable automatic offline meetings and meeting document synchronization to ensure you always have access to the latest versions even when offline • View the synchronization status of your files and meetings
Data	**Data** • View the volume of documents synchronized offline • Empty the cache

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2. Managing app data

2.1. Enable offline mode

In the app settings, you can enable offline mode, which allows you to automatically synchronize your meetings and meeting documents. Offline mode also guarantees you continuous access to your meetings and files at all times, and without any internet connection.

1. In the menu along the bottom of the screen, tap **More** [••• More] .

2. Tap **Offline** [☁⬇ Offline] .

3. Tap the toggle switch accross from **Automatic offline** to enable offline mode.
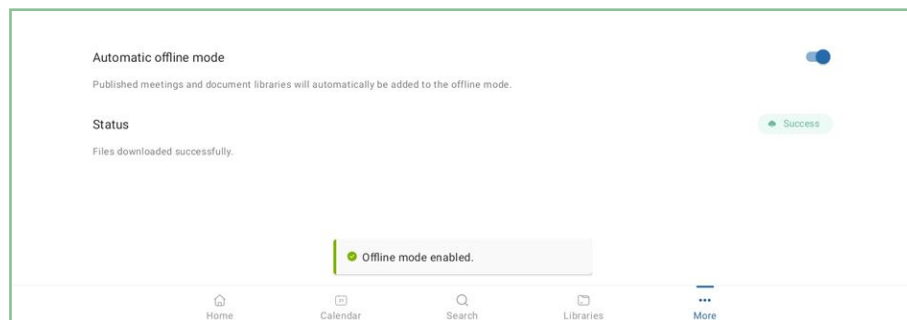
To stop auto synchronization, tap the toggle switch a second time.

Note: To synchronize meeting documents for offline viewing, you must have both access and synchronization permissions for the documents you wish to access offline.

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2.2. Manage workspace info

View workspace info

If you want to check the name of your workspace, server, or username, you can do so via the **More** section of the app.
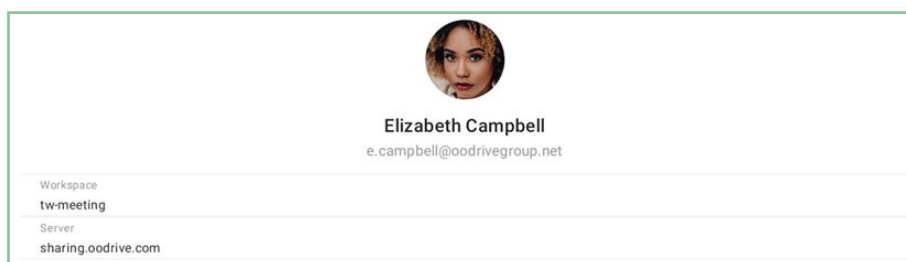
1. In the menu along the bottom of the screen, tap **More** ... **More** .

2. You can view your login information at the top of the **More** section.

Edit your personal info

You can edit the personal information linked to your account at any time, for example to update your contact details or correct inaccurate information.

1. In the menu along the bottom of the screen, tap **More** ... **More** and select **My account**.

2. In the **Profile** section of **My Account**, tap **Change**.

3. Make changes to your personal information, then tap **Save** to confirm your changes.

Note: If you do not save your changes, they will be lost.

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2.3. Empty the cache

Empty the cache to clear the Oodrive Meet app's short-term memory and save storage space on your Android tablet. Please note that his action can slow down app performance.

Note: This action will have no impact on files that are synchronized offline.

1. In the menu along the bottom of the screen, tap **More** .

2. Tap the **Data** section to view storage information for the app on your device, such as:

    - the volume of data synchronized offline,

    - the volume of cache data,

    - the volume of data still available on the device

3. Tap **Clear application cache**.

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3. Security settings

The Oodrive Meet app for Android tablet gives you the option to configure advanced data protection on your device.

3.1. Change your password

1. In the menu along the bottom of the screen, tap **More** [More] and select **My account**.

2. In the **Password** section of **My account**, tap **Change**.

   A message confirms that you will receive a password reset email.

3. Access your personal email and open the **Request to reset your password** email.

4. Tap **Reset password** in the body of the email.

   A new tab opens in your browser.

5. Enter and confirm your new password.

6. Tap **Submit** to save your changes.

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3.2. Enable lock via code

To add an additional layer of security to your Oodrive Meet application, you can set up a security code that will be required in addition to your password.

1. In the menu along the bottom of the screen, tap **More** .

2. Tap **Security** to access the security settings.

3. In the **Security** section, tap **Enable** to enable the lock via code

4. Enter a security code (numeric or alphabetic) and confirm it, then tap **Confirm**.

The next time you open the Oodrive Meet app, you will need to enter your security code to unlock the app.

Note: if you fail to log in with your security code 5 times in a row, you will be logged out and your local data will be deleted. Your security code will be reset and you will need to set a new one the next time you log in.

Go back to the security section at any time to modify or disable the security code:

- Tap **Change security code** to modify your security code.
- To disable the security code, tap the toggle switch to the right of **Security code**, enter your security code, then tap **Confirm**.

Note: If your administrator has chosen to require lock via code for all workspace users, you will not be able to disable this security setting.

3.3. Enable biometric authentication locking

If you have already configured biometric authentication on your Android tablet, you can go directly to the Oodrive Meet app settings to enable this option. Otherwise, you need to start by configuring biometric authentication in your tablet settings.

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Please note: Biometric authentication for Oodrive Meet depends on your device biometric options, their compatibility with the app, and their security level.

- If facial recognition and fingerprint have the same level of security, you can choose your authentication method. However, if one of those methods has a higher level of security than the other, Oodrive Meet will require the use of the most secure method.

- If the detected security level is below required standards for both types of biometrics, you will not be able to enable biometric authentication on the mobile app.

Configure biometric authentication locking in your device

1. Tap the **Settings** icon on your tablet.

2. From your Android tablet general settings, go to the left side panel and select **Biometrics and security** .

3. Tap **Face recognition** or **Fingerprints** depending on the available options.
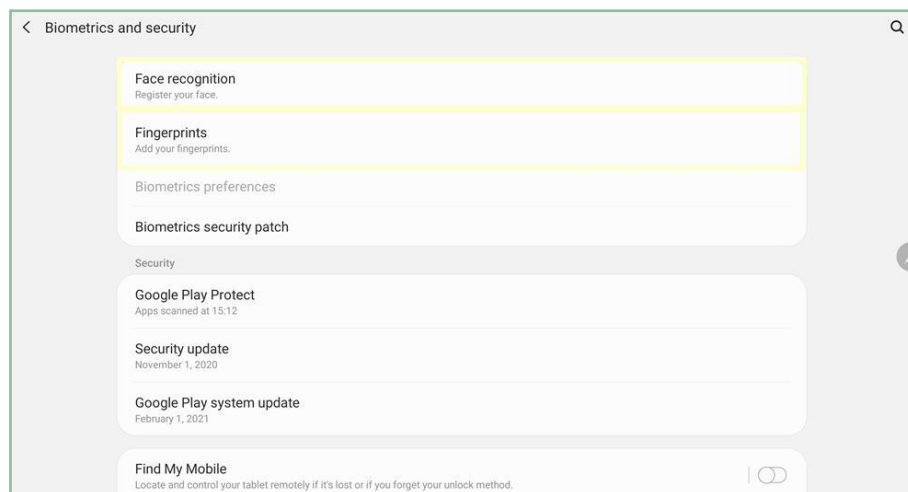

4. Follow the instructions provided by your Android tablet to register your biometric information.

   Please note: If you haven't already set a secure screen lock, you will be required to do so before enabling biometrics on your device.

When you have finished, tap the Home button and go back to the Oodrive Meet app.

Enable biometric authentication locking in the app

1. In the menu along the bottom of the screen, tap **More** [More] .

2. Tap **Security** [Security] to access the security settings.

3. In the **Security** section, check that the **Security code** option is enabled. If not, enable it.

4. Tap the toggle switch to the right of the **Biometric authentication** option.

5. In the pop up window, enter your security code, then tap **Next**.

6. Confirm the activation of biometric authentication using your fingerprint or facial recognition depending on settings on your device.
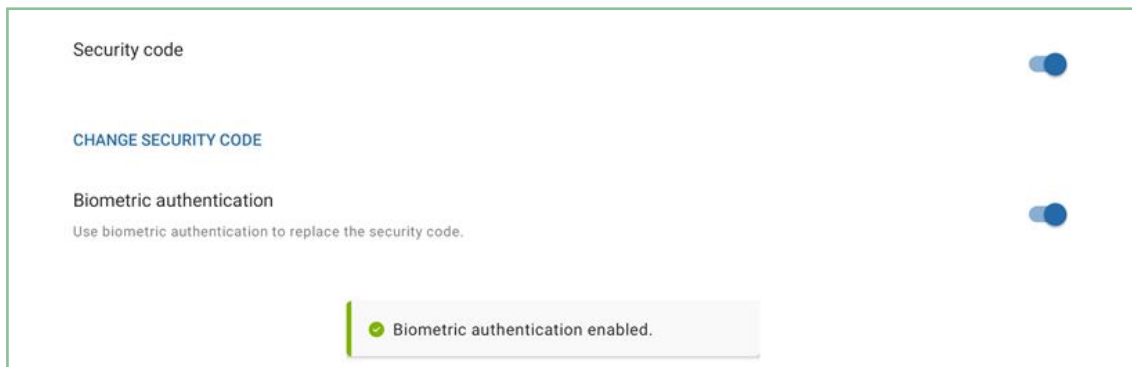
When prompted to provide your biometrics to access the app, you have the possibility of selecting **Switch to security code** if you prefer to enter the Oodrive Meet security code instead of using a fingerprint or facial recognition.

To disable biometric locking for the Oodrive Meet app, disable the toggle switch to the right of **Biometric authentication**.

3.4. Enable data deletion at logout

For security reasons, the user data related to Oodrive Meet is automatically deleted from the device after five failed security code attempts. To increase your account security, you have the option of enabling data deletion when logging out of the app.

Data deleted at logout	
Connection information	• Name of your workspace • Server address to which the application connects
App configuration	• Security code • Auto synchronization with offline mode **Note:** You will need to re-enabled these options next time you log in to the app
App cache	• Cache memory that the Oodrive Meet app stores on your tablet
Offline documents	• Locally synchronized documents for offline consultation

Note: Document annotations are not impacted by data deletion at logout.

To log out and delete your data:

1. In the menu along the bottom of the screen, tap **More**

2. Tap **Log out of application**.

3. In the pop up window that appears, check **Delete my local data (options and files)** and tap **Log out of application**.

You will be logged out and your data will be erased.

To control the availability of your data, you will be able to choose at each logout whether or not you want to delete the data from the app. If you want to keep your data, just tap **Log out of application**.

Note: Your administrator can choose to require workspace users to delete user data (cache, saved files, etc.) when logging out. In this case, this operation will be done automatically each time you log out and you will not be able to disable this security setting.

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