Quick Start Guide
Oodrive Work mobile for Android

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Home (17) | Files | Offline | My shares | More

Access your documents quickly
Follow the latest documents made available to you or access your favorites from the home page. Tap a document to view it directly.

Notifications
In the navigation panel, the notification bubble allows you to follow, in real time, the number of new documents waiting to be read.
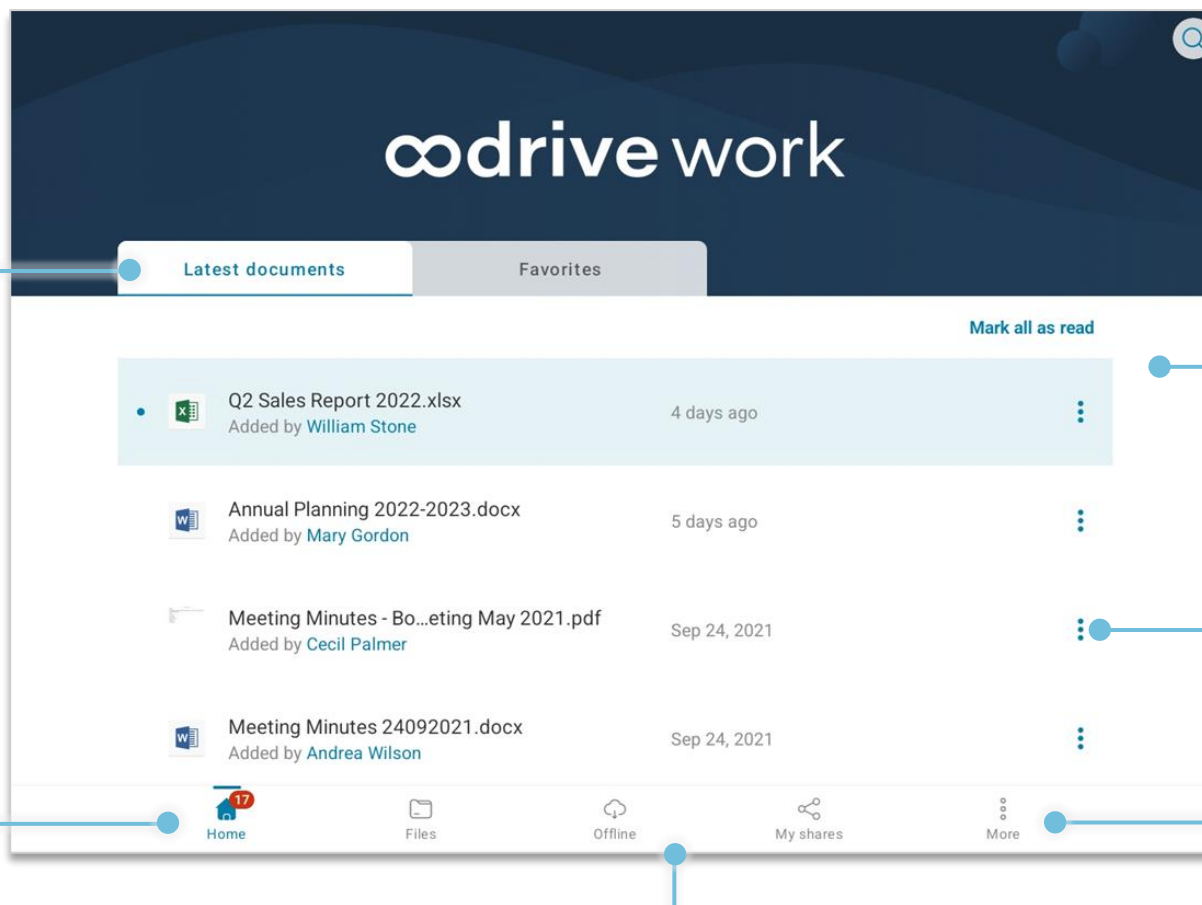
Browse your files
In each section of the application, you can scroll through your files quickly by swiping upwards.

Go to the parent folder
Click the three dots to perform actions on the item (share, download, move…) or to display its Information (details, activities, tracking of related shares, memos…)
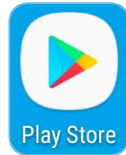
Access more options
View your account information, edit your preferences and log out from your session.

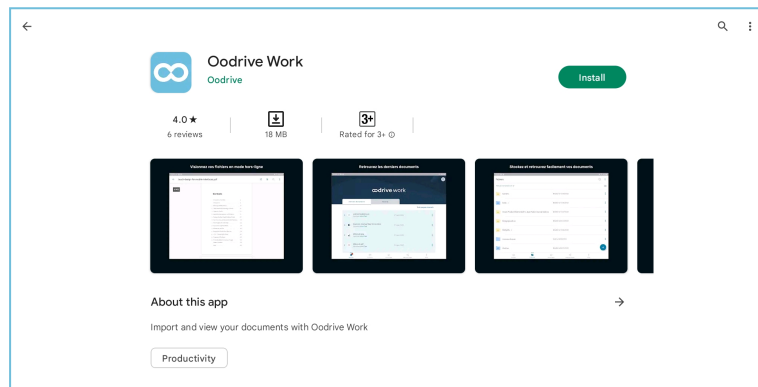**Browse all your files and shares**
View your files, your documents synchronized offline and your shares, from the menu along the bottom of the application.

① Download Oodrive Work for Android

1. Go to the **Play Store**:

2. In the search bar, enter "Oodrive Work".

3. Select the **Oodrive Work** app in the search results.

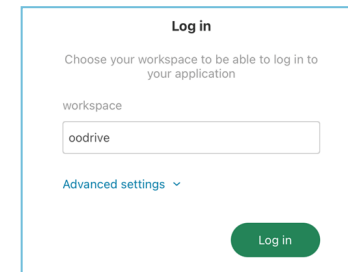4. To begin downloading the app, tap **Install**.

5. Once the download is complete, tap **Open**.
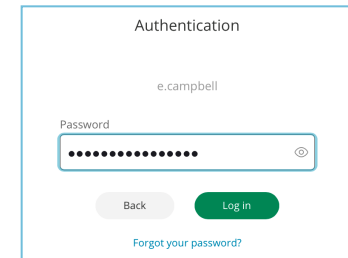
② Log in to your workspace

1. Tap the icon for the Oodrive Work application icon on the home screen :

2. Enter the name of your workspace, then tap **Log in**.

3. Log in to your account by entering your username and password. If you have forgotten your password, select **Forgot your password?**

Please note: After 5 failed login attempts, a security code will automatically be sent to your email address. This code will be required in addition to your password. Moreover, a high number of failed login attempts can result in the deletion of the user data on your mobile device.
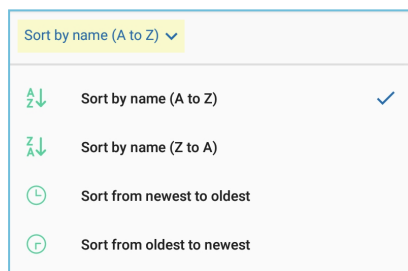
③ Browse your files

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

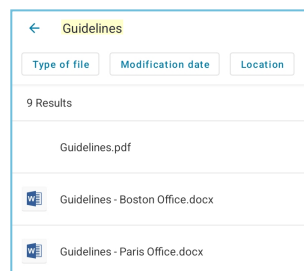2. You can now view all your files, including collaborative folders.
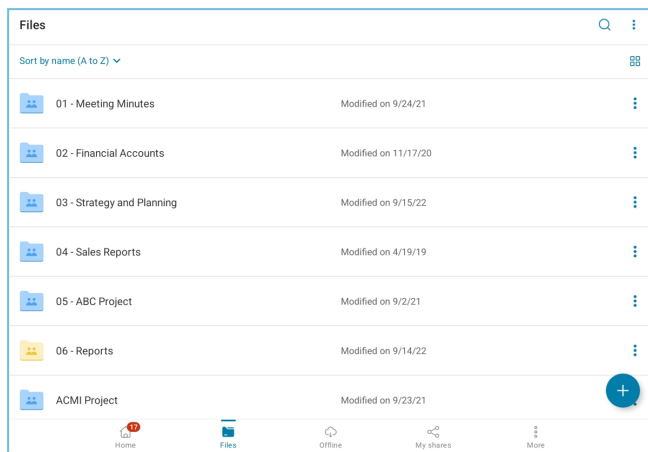
3. To refine your search, sort your files (by name or modification date) or use the search bar above your files.

<div style="text-align:center">

**Sorting options**   **Search bar**

</div>

Tip: You can add the documents of your choice to your favorites for quick access from the home page. To do this, tap the three dots to the right of the file name, then tap the **Add to favorites** toggle switch.

④ Synchronize files offline

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

2. In your files, tap the three dots to the right of the item name, then tap the toggle switch to synchronize the file offline.
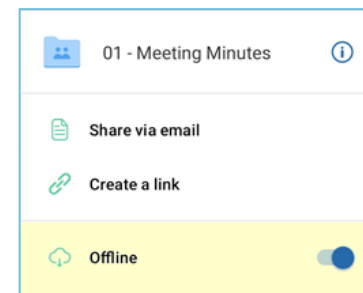
3. Once synchronized, a small green arrow will be displayed to the right of the synchronized file or folder's name.
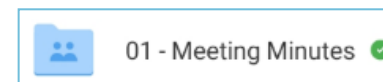

4. To access all items synchronized offline, go to the **Offline** section ☁.

Desynchronize an item at any time, from the **Files** and **Offline** sections, by selecting the three dots to the right of the item's name, then tap the toggle switch to the right of the **Offline** option.

⑤ Share files via email

1. Tap one of the following two sections along the bottom of the screen: **Files** 📁 or **Offline** ☁.

2. In your files, tap the three dots to the right of the item name, then tap **Share via email**.
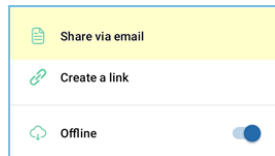
3. Browse for contacts or enter a new email address to add one or more recipients, then tap **Next**.

4. Select the share permissions you want to grant your recipients then tap **Next**.
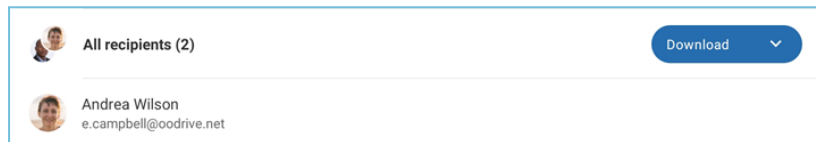
5. Enter the subject and contents of the email message.

6. Modify the sharing options according to your preferences:

   ☑ Share end date   ☑ Max download limit
   ☑ Password   ☑ Receive an activity summary
   ☑ Apply watermark   ☑ Make recipients visible to one another

   Please note: The password must contain at least 8 characters, including one letter and one number, as well as one special character.

7. When you are finished, tap **Share**.

To edit or deactivate a share, go to the **My Shares** ⤴ section.

⑥ Create a collaborative share

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

2. Create a new folder by taping on the **+** sign, then **Create a folder**.

3. Add all the items you'd like to share to the new folder.

4. In your files, tap the three dots to the right of the new folder, then tap **Create a collaborative share**.

5. Use the address book to add one or more recipients, then tap **Next**

6. Select the share permissions you want to grant your recipients.
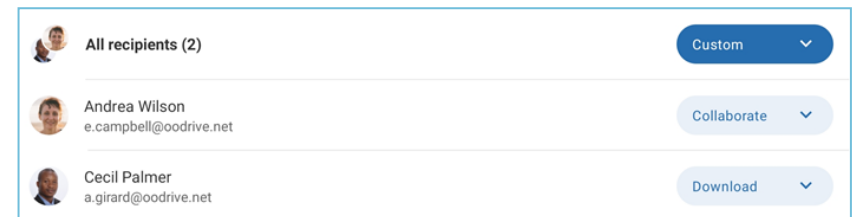

   When you create a collaborative folder, you can configure the permissions for all recipients at once or individually.

7. Tap **Next**, then modify the sharing options according to your preferences:

   ☑ Share end date   ☑ Receive activity summary
   ☑ Apply watermark   ☑ Send recipients an activity summary

8. When you are finished, tap **Share**.

Tip: To subscribe to or unsubscribe from the notifications of a collaborative share, tap the three dots to the right of the share in the **Files** menu, then enable/disable the **Notifications** toggle switch.
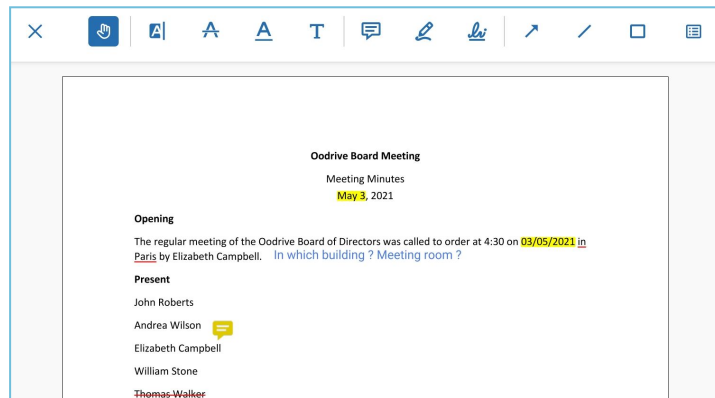
⑦ Annotate a document

1. Tap one of the four following sections located along the bottom of the screen: **Home**, **Files** or **Offline**.
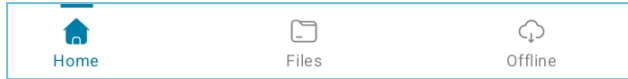
2. Tap the document you want to annotate.

3. Once you view the document, tap the annotation button in the upper-right corner of the screen.

4. Use the tool bar along the top of the document to annotate it.

Once added, annotations are automatically saved and are immediately available to you across all Oodrive Work applications (web and mobile).

5. To share an annotation, touch it and select **Make public**.

Once made public, the annotation can be viewed by all users with access to this document.

To return to your files, tap the small cross in the upper-left corner of the screen, then tap the small arrow.

⑧ Access additional options

You can access all additional options from the **More** ⋮ menu.

- **My account**

  - Your personal information
  - Your account details
    - Workspace
    - Username

- **Preferences**

  - Security code
  - Notifications
  - Cache
  - Mobile data

- **Help**

  - Find the latest version of this quick start

- **Sign out of the application**

  - Log out of your session

- **Storage space**

  - Available and used space