Quick Start Guide
Oodrive Work mobile for iOS

∞odrive

∞odrive work

Search for a document
The search results include file names as well as document contents.

Access your documents quickly
Track 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 the number of new documents pending viewing in real time.

Browse your files
In each section of the app, you can quickly scroll through your files by swiping upwards.
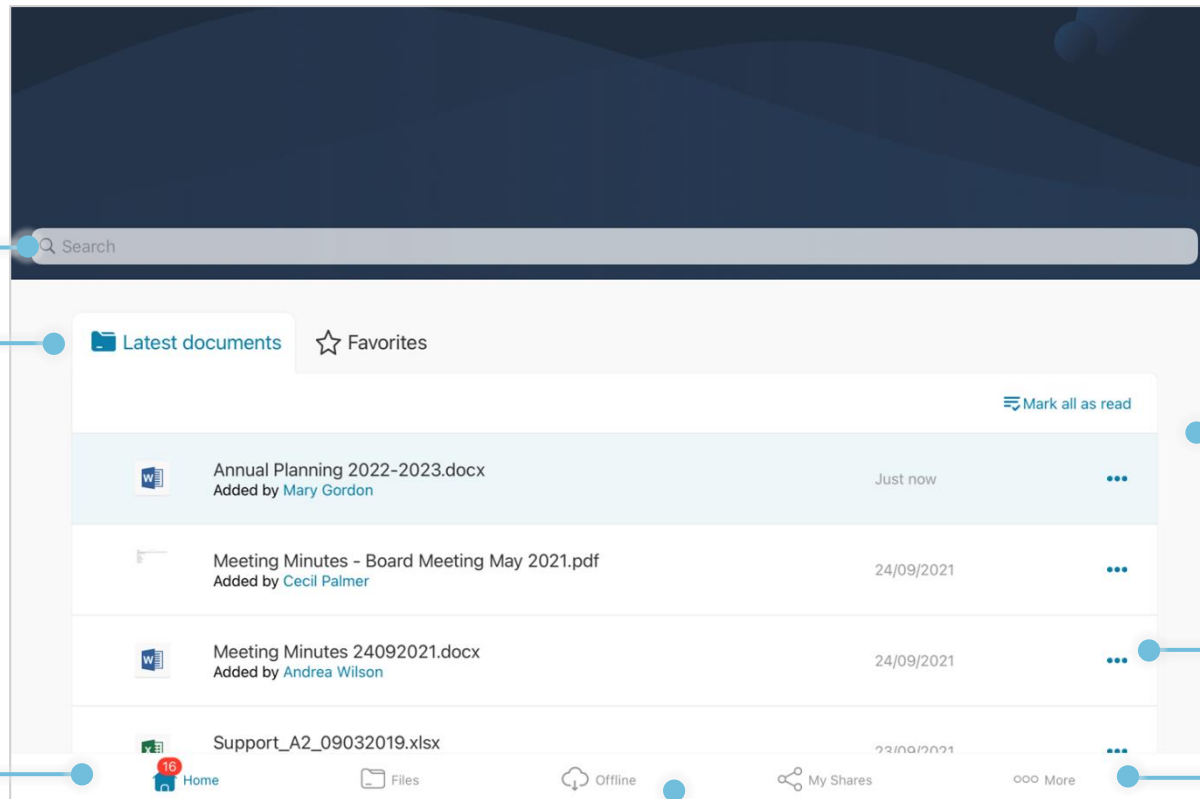
Go to the parent folder
Click the three dots to perform actions on the item (share, download, move…) or to display its Information (details, activities, tracking of related shares, memos…)

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 app.

Q Search

📁 Latest documents   ☆ Favorites

≡ Mark all as read

Annual Planning 2022-2023.docx
Added by Mary Gordon
Just now   •••

Meeting Minutes - Board Meeting May 2021.pdf
Added by Cecil Palmer
24/09/2021   •••

Meeting Minutes 24092021.docx
Added by Andrea Wilson
24/09/2021   •••

Support_A2_09032019.xlsx
23/09/2021   •••

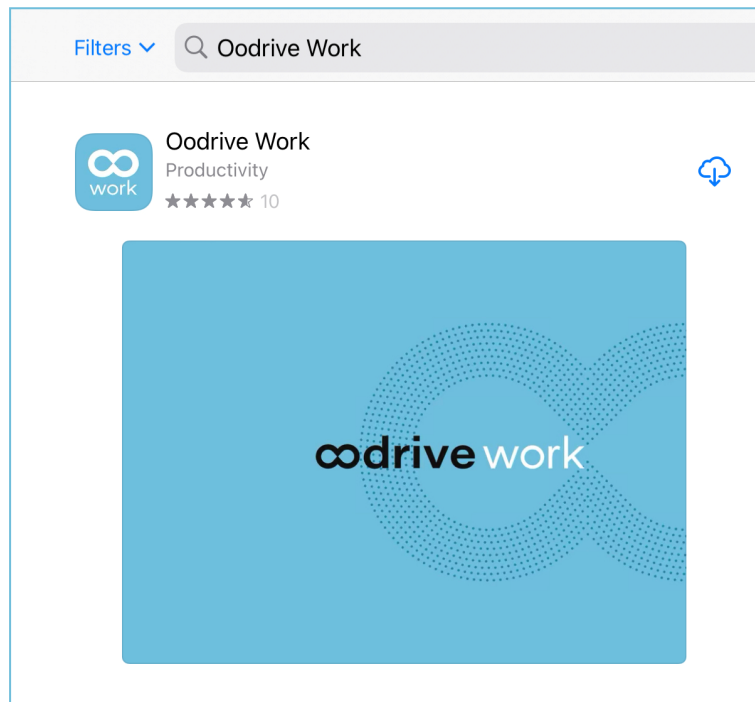🏠 Home (16)   📄 Files   ☁ Offline   ⤳ My Shares   ⦁⦁⦁ More

① Download Oodrive Work for iOS

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

2. Tap **Search** in the lower-right corner of the screen, then enter "Oodrive Work" in the search bar.

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

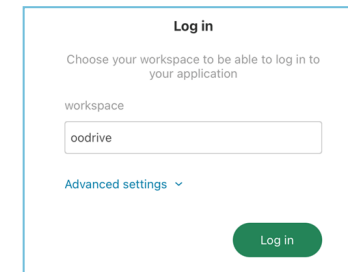4. To begin downloading the app, tap the icon ☁.

   Filters ⌄   🔍 Oodrive Work

   ∞ work **Oodrive Work**
             Productivity
             ★★★★½ 10   ☁

   oodrive work

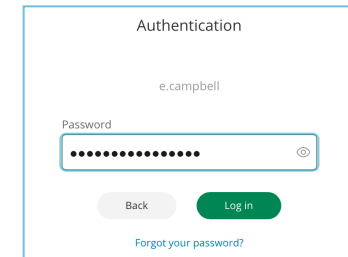5. Once the download is complete, tap **Open**.

② Log in to your workspace

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

   ∞ work

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

   Log in

   Choose your workspace to be able to log in to your application

   workspace

   oodrive

   Advanced settings ⌄

   Log in

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

   Authentication

   e.campbell

   Password

   ••••••••••••••• 👁

   Back   Log in

   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.
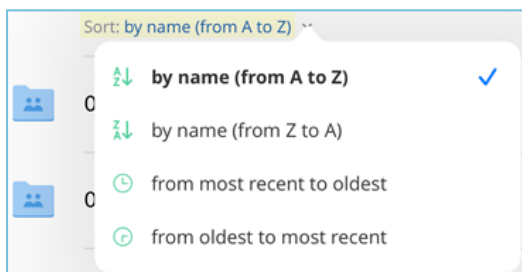
③ Browse your files

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

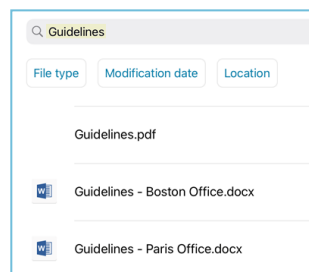2. You can now view all your files, including collaborative folders.
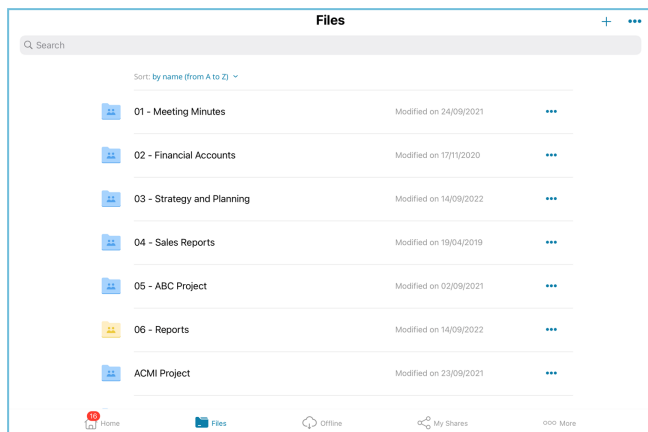
3. To refine your search, sort your files (by name or modification date) or use the search bar above your files.

Sorting options

Search bar

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.
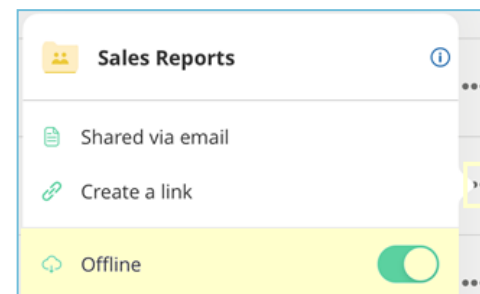
3. Once synchronized, a small green arrow will be displayed to the right of the synchronized file or folder's name.
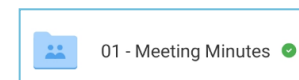

4. To access all items synchronized offline, go to the **Offline** section ☁️.

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**.

📄 Shared via email	
🔗 Create a link	
☁️ Offline	⚪
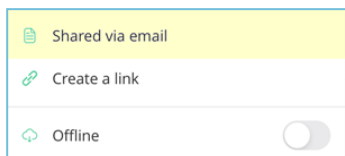
3. Browse for contacts or enter a new email address to add one or more recipients, then tap **Next**.

4. Select the share permissions you want to grant your recipients then tap **Next**.

👤 **All recipients (2)**	Download ⌄
👤 Andrea Wilson e.campbell@oodrive.net	
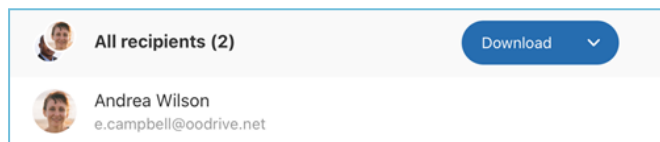
5. Enter the subject and contents of the email message.

6. Modify the sharing options according to your preferences:

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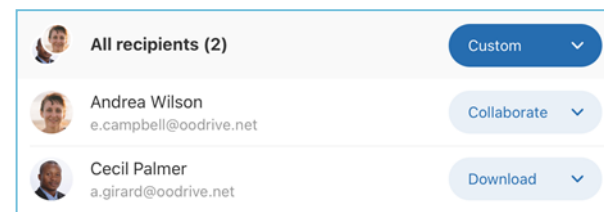   ☑ Apply watermark   ☑ Make recipients visible to one another

   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.

| 👤 **All recipients (2)**	Custom ⌄
👤 Andrea Wilson e.campbell@oodrive.net	Collaborate ⌄
👤 Cecil Palmer a.girard@oodrive.net	Download ⌄

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.
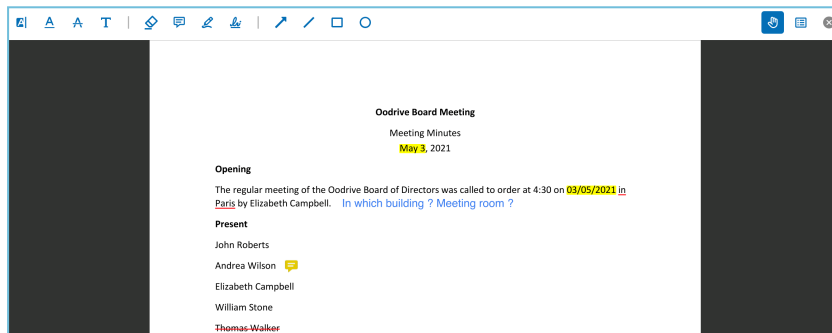
⑦ Annotate a document

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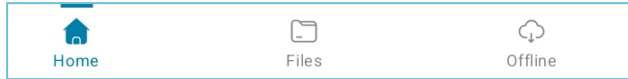
2. Tap the document you want to annotate.

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