



Connect OneDrive for Business to Your Android Phones/ Tablets

(This user guide is applicable to Android™ 5.0 or above)

- A. [Sync Your OneDrive for Business to Your Android Devices](#)
- B. [View Files in Your OneDrive for Business Offline](#)
- C. [Un-sync Your OneDrive for Business to Your Android Devices](#)

A. Sync Your OneDrive for Business to Your Android Devices

Please make sure you are connected to the internet beforehand. By doing the actions in Part A, the files at OneDrive for Business will not be downloaded to your devices. If you would like to check your files offline, please refer to Part B of this user guide.

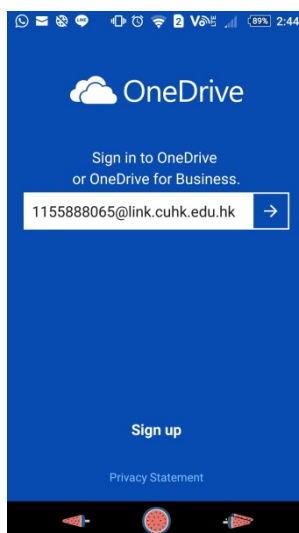
1. Download **OneDrive** in Google Play Store.



2. Open **OneDrive**. Enter your Office 365 login ID and click →.

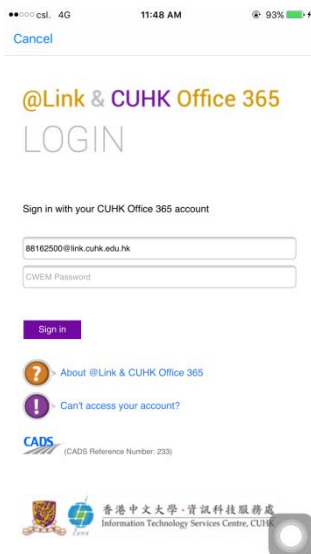
Staff Login ID: alias@cuhk.edu.hk

Students Login ID: Student-ID@link.cuhk.edu.hk

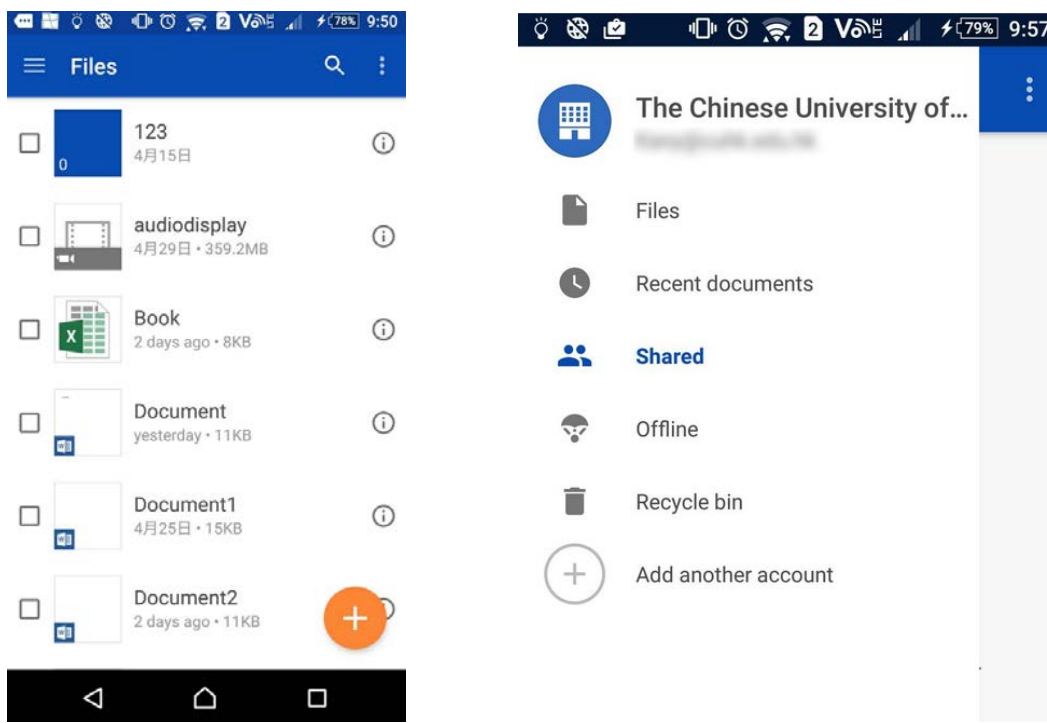




3. Enter your password and click **Sign in**.



4. You can now check your files at OneDrive for Business. To see what files other share with you, you can click the menu icon at the top right corner and choose **Shared**.

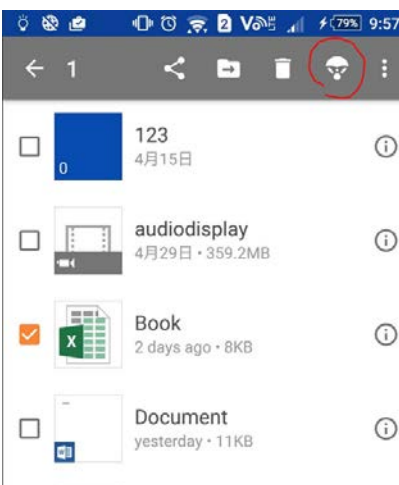




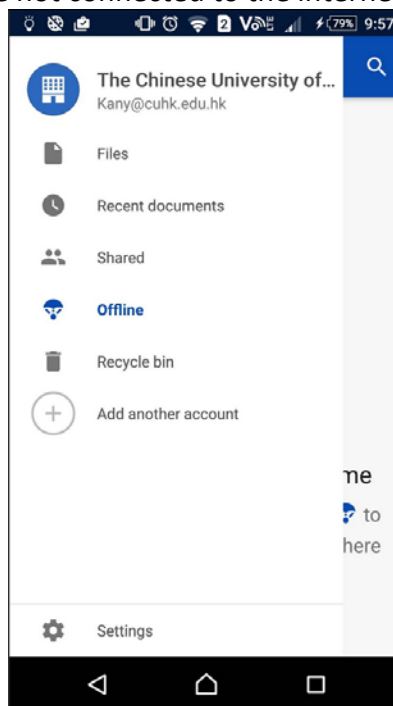
B. View Files in Your OneDrive for Business Offline

Your Android must be connected to the internet while syncing with your OneDrive for Business. Therefore, you can do the following actions beforehand so that you can view specific files offline in the future.

1. Check the file you would like to view offline. Then, click the **parachute icon** at the right top corner.



2. Go to the menu of your OneDrive app and choose **Offline**. In this section, all files could be viewed even if you are not connected to the internet.

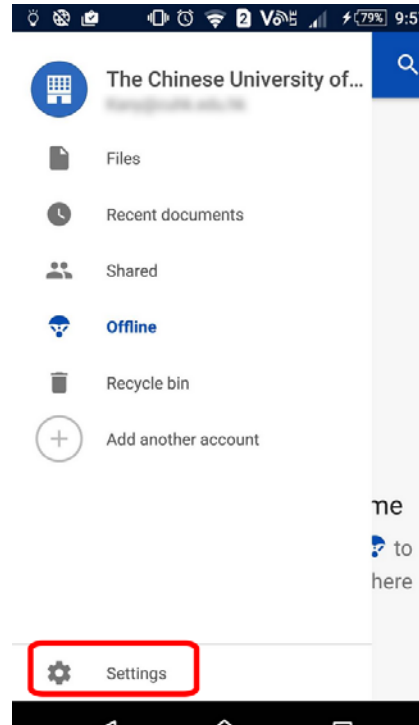




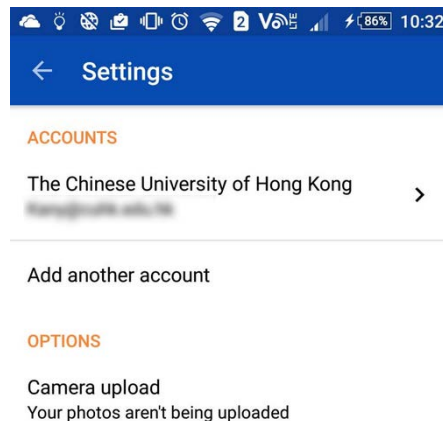
C. Un-sync Your OneDrive for Business to Your Android Devices

You will be disconnected from your OneDrive for Business after the following actions.

1. Click the menu icon at the top left corner and choose **Setting**.

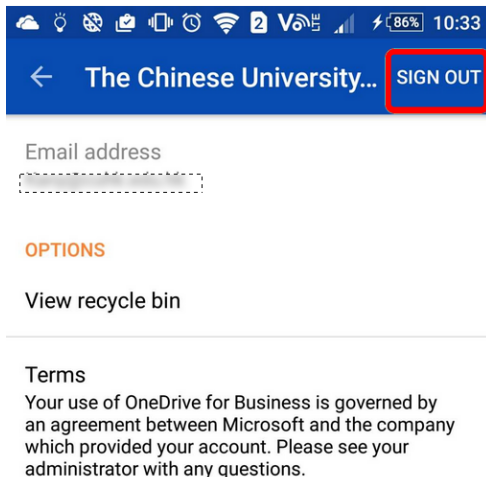


2. Click your account profile under **Accounts**.





3. Click **Sign Out** at the top right corner.



Prepared by: User Support Division, Information Technology Services Centre
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