



## Connect OneDrive for Business to Your iPhones/ iPad

(This user guide is applicable to iOS 8 or above)

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

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### A. Sync Your OneDrive for Business to Your iOS 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.

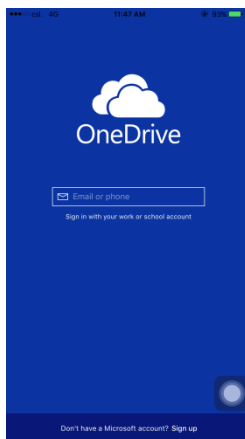
1. Download **Microsoft OneDrive – Cloud storage for files & photos** in Apple App Store.



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

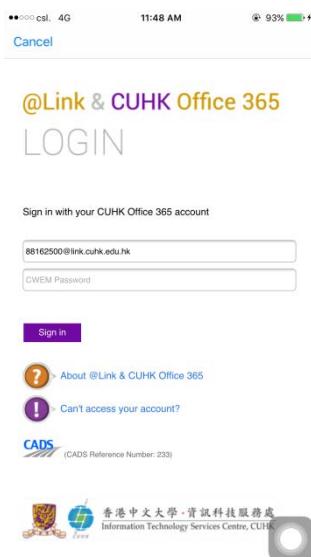
Staff Login ID: [alias@cuhk.edu.hk](mailto:alias@cuhk.edu.hk)

Students Login ID: [Student-ID@link.cuhk.edu.hk](mailto:Student-ID@link.cuhk.edu.hk)

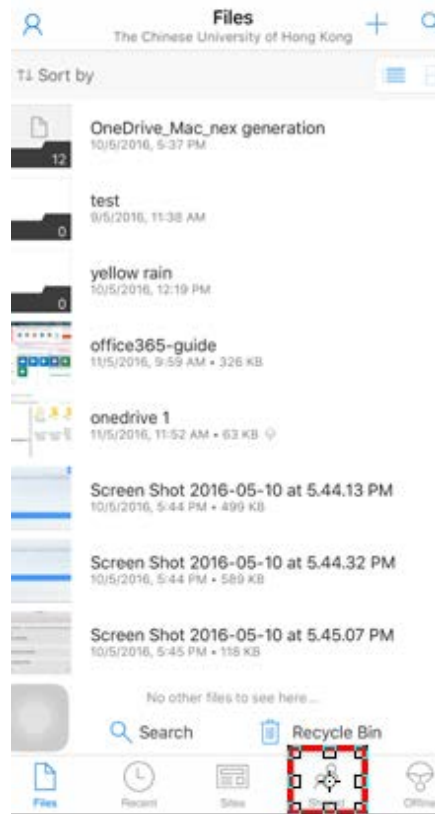
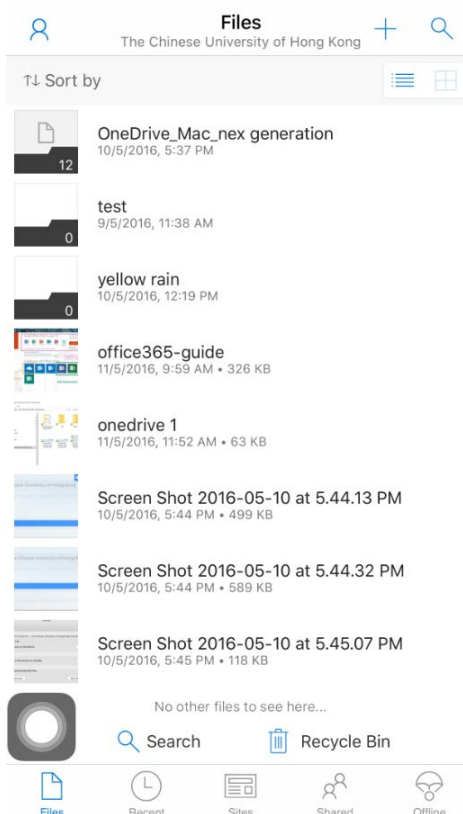




### 3. Enter your password and click **Sign in**.



### 4. You can now check your files at OneDrive for Business. To see what files other share with you, you can click the **shared** icon at the bottom menu bar.

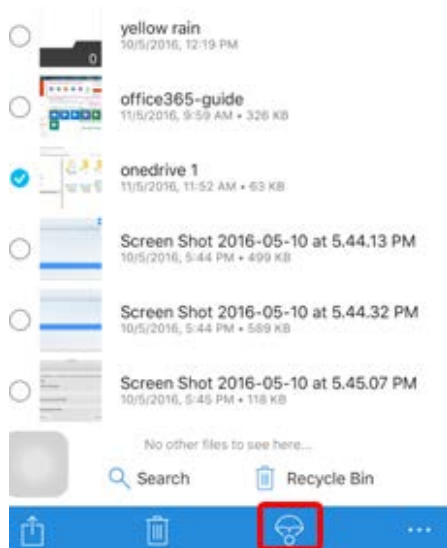




## B. View Files in Your OneDrive for Business Offline

Your iOS device 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 bottom bar.



2. Click the **parachute icon** at the bottom menu bar. All files could be viewed even if you are not connected to the internet.

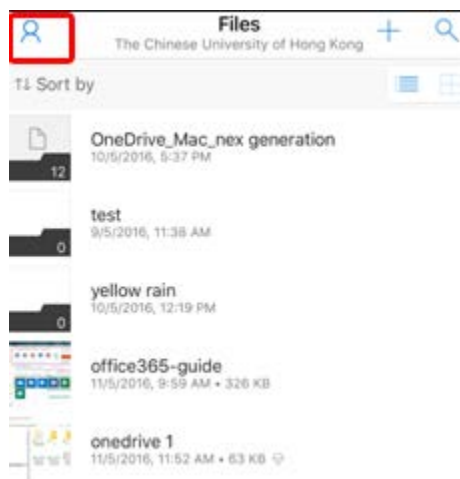




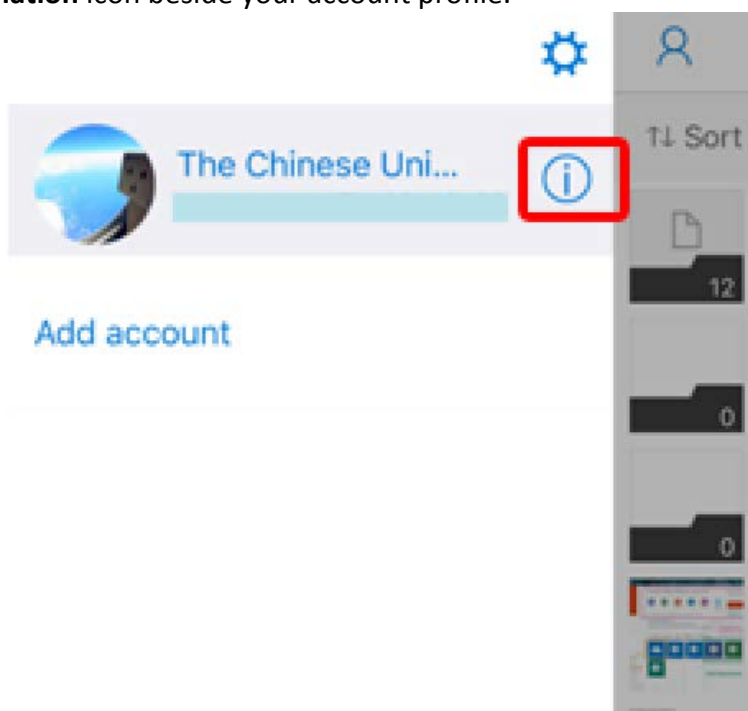
### C. Un-sync Your OneDrive for Business from Your iOS Devices

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

1. Click the user icon at the top left corner.



2. Click **information** icon beside your account profile.





3. Click **Sign Out of this Account** at the bottom.

A screenshot of the OneDrive account settings page for a CUHK user. At the top, it says 'The Chinese University of Hong Kong' with a 'Done' button. Below this is a grey bar. The 'Email' field is redacted with a red bar. The 'Enable Spotlight Search' toggle is turned on (green). The 'View Recycle Bin' option has a right-pointing arrow. A 'Terms' section contains text about the Microsoft agreement. Below that is 'Clear Account Cache'. At the bottom, the 'Sign out of this Account' link is highlighted in red. A final grey bar is at the very bottom.

Prepared by: User Support Division, Information Technology Services Centre  
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