# Guide to Installing and Using OneDrive on your iPad or iPhone

Installing

The iOS OneDrive app is available in the App Store. Type OneDrive into the search box to find the app. Instructions are identical for all iOS devices, screenshots for iPad shown.
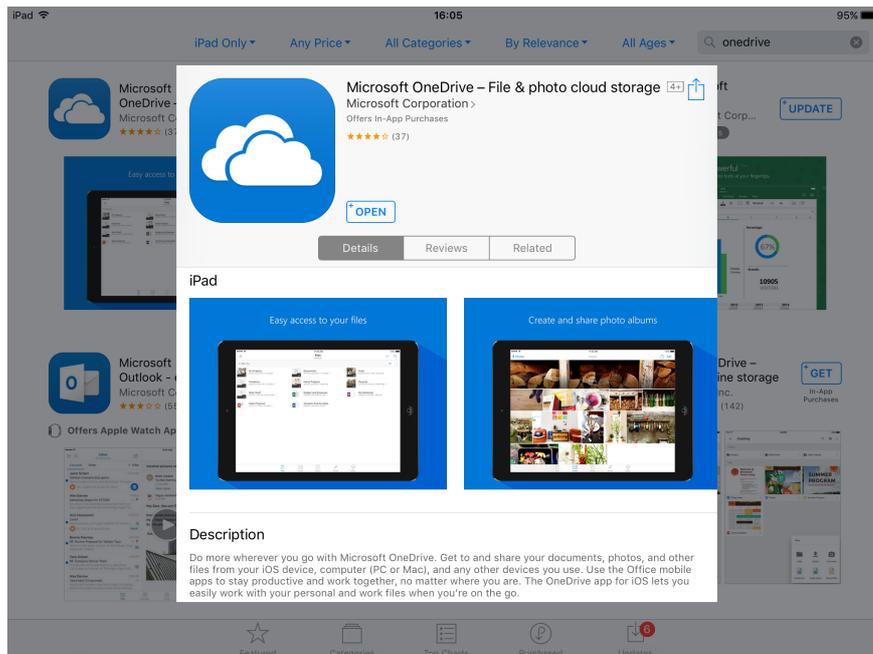

Once OneDrive is installed and opened it will ask you to log into your University OneDrive account. Your University of Exeter OneDrive files and SharePoint Sites are displayed ready to use.
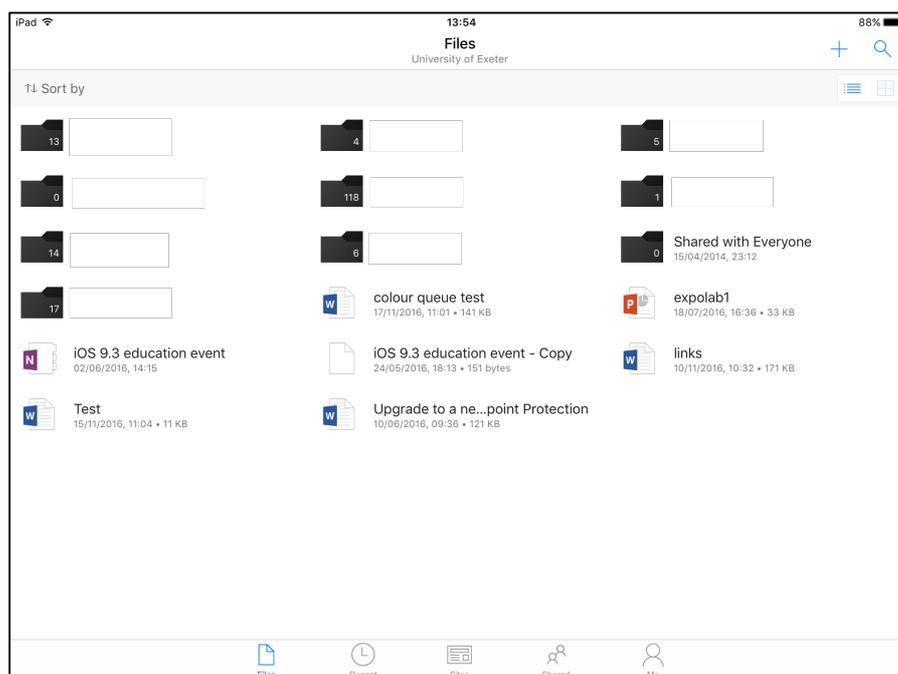
Saving to OneDrive

⬆️ Tap the 'ShareSheet' icon in *any app* to save directly to OneDrive. In the screenshot below a photo is selected from the photos app. Tap OneDrive to save. If the OneDrive icon does not appear, then tap 'More ...' and turn on the 'OneDrive' activity using the slider.
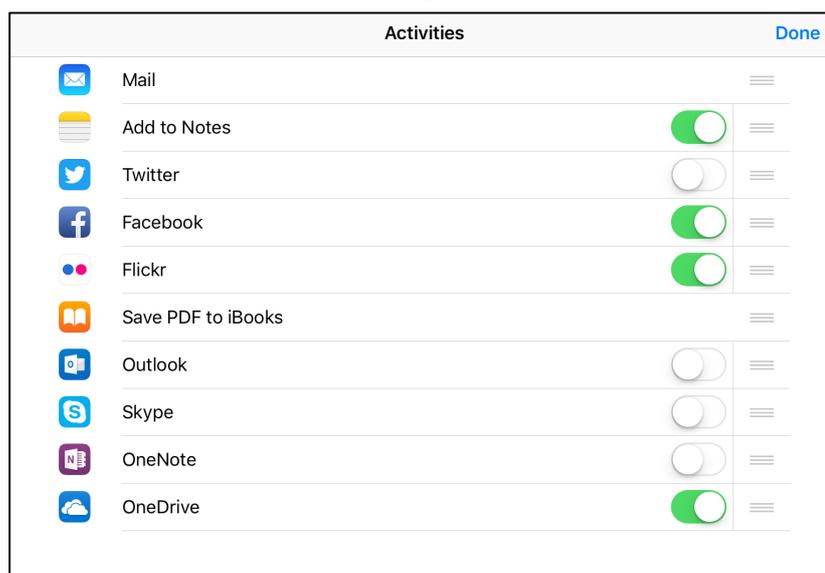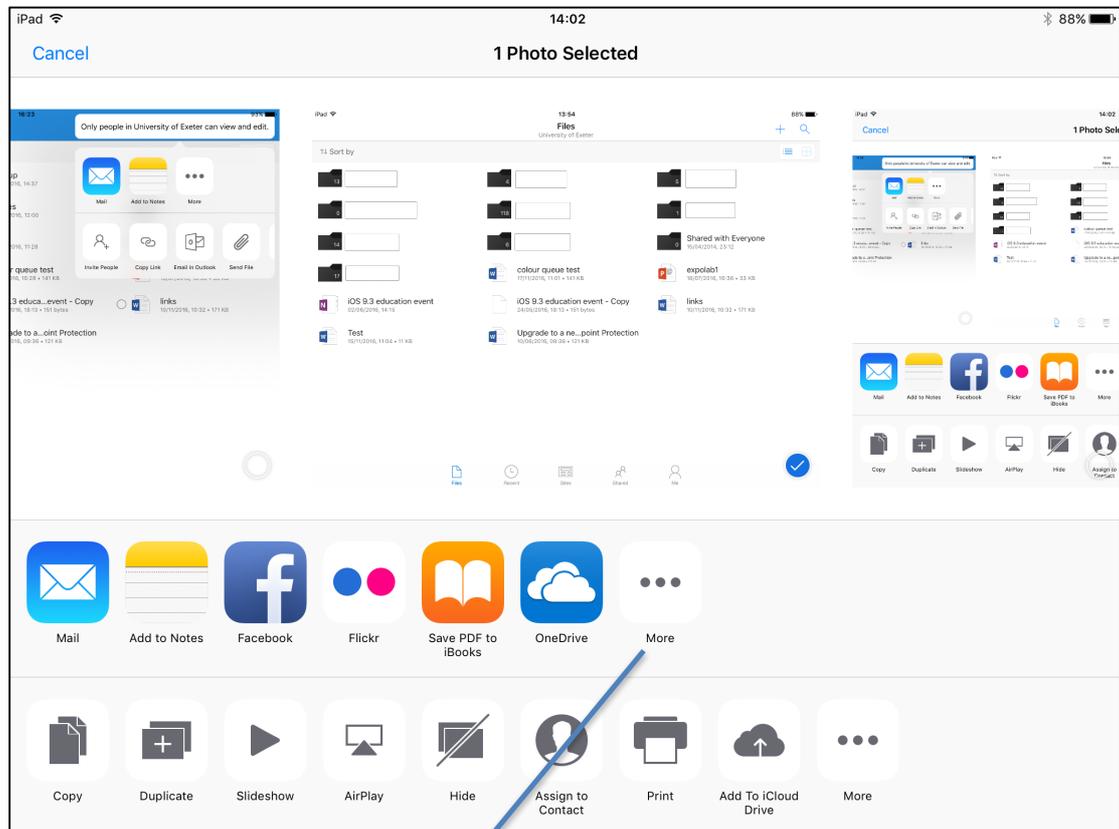
Tap 'Upload to OneDrive' to save...
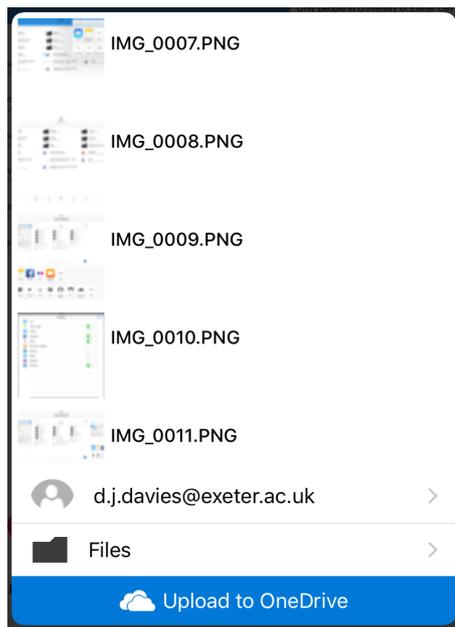
Editing Office files directly

You can connect to your University OneDrive storage directly from Office365 apps, allowing you to load, save & perform simple sharing of files without swapping between apps.
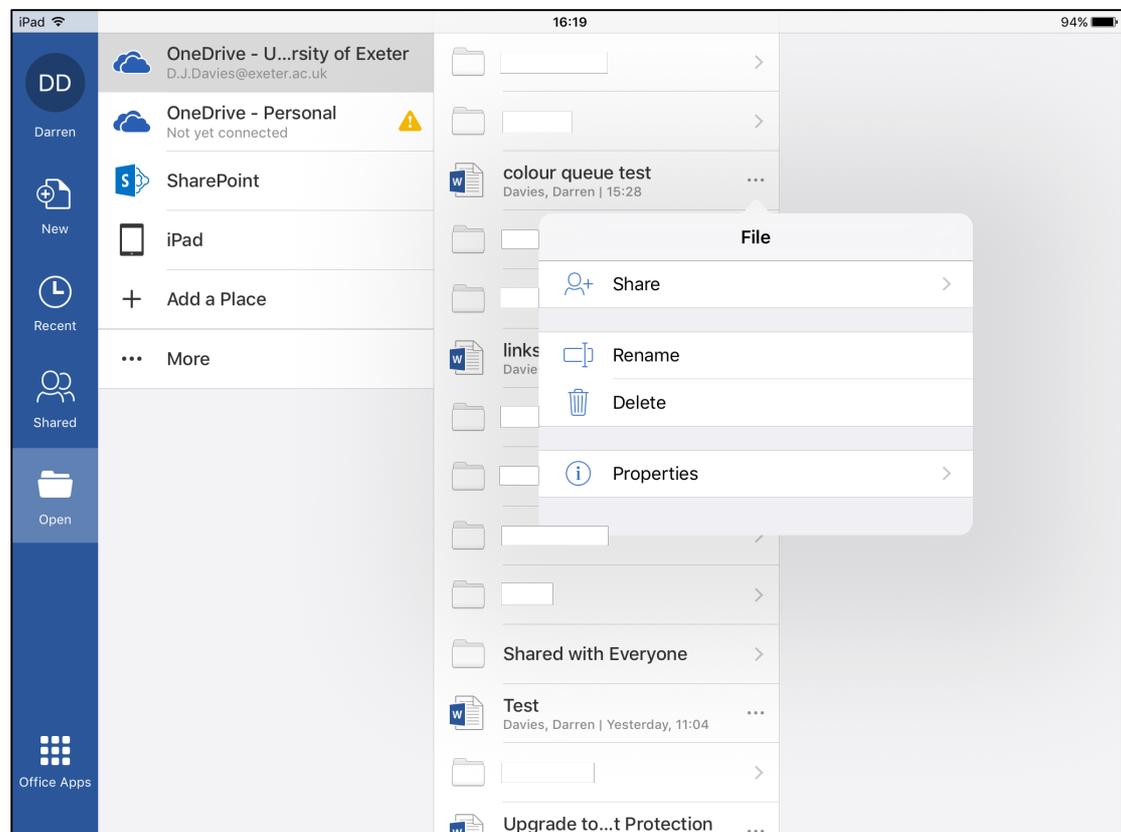
Sharing

It is possible to share files using the OneDrive or Office365 apps, however these sharing options are more limited. For advanced sharing options, see the section on 'advanced sharing'.
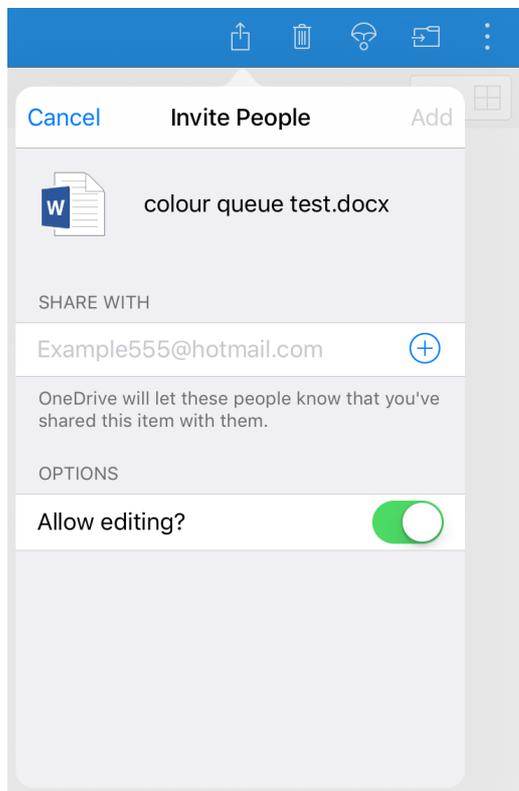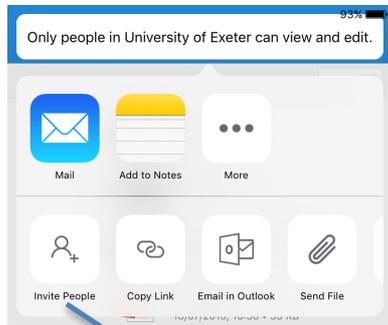
Advanced Sharing

Setting up advanced sharing options or restoring files are tasks best done from O365 on the web. If you are not already logged in, go to http://office365.exeter.ac.uk/ and tap on the OneDrive link from the O365 menu. It would be a good idea to save this link as a favourite website for future access.
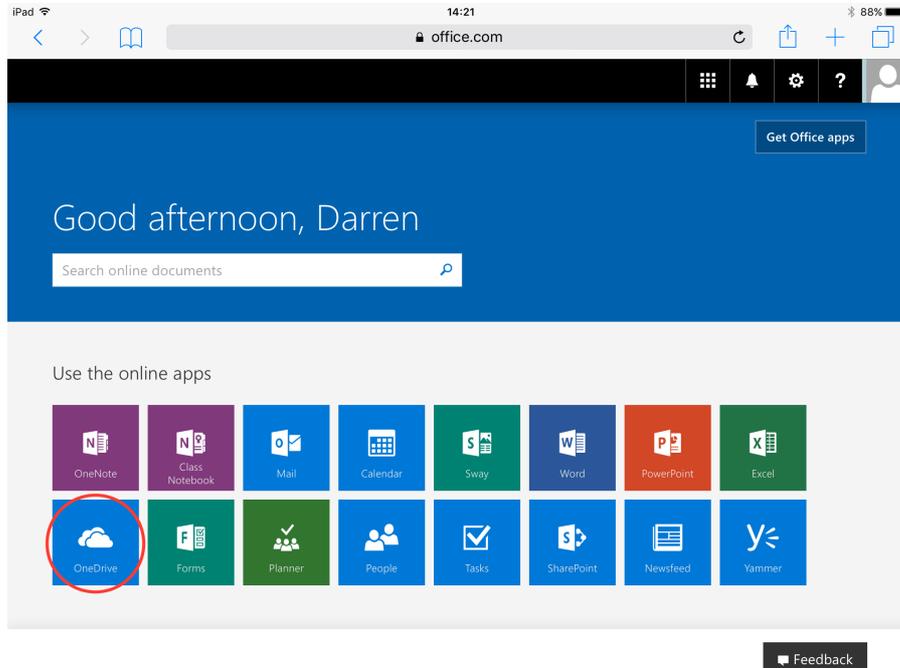
Long tap the file you'd like to share and tap the 'info' icon, scroll down to show the sharing options…
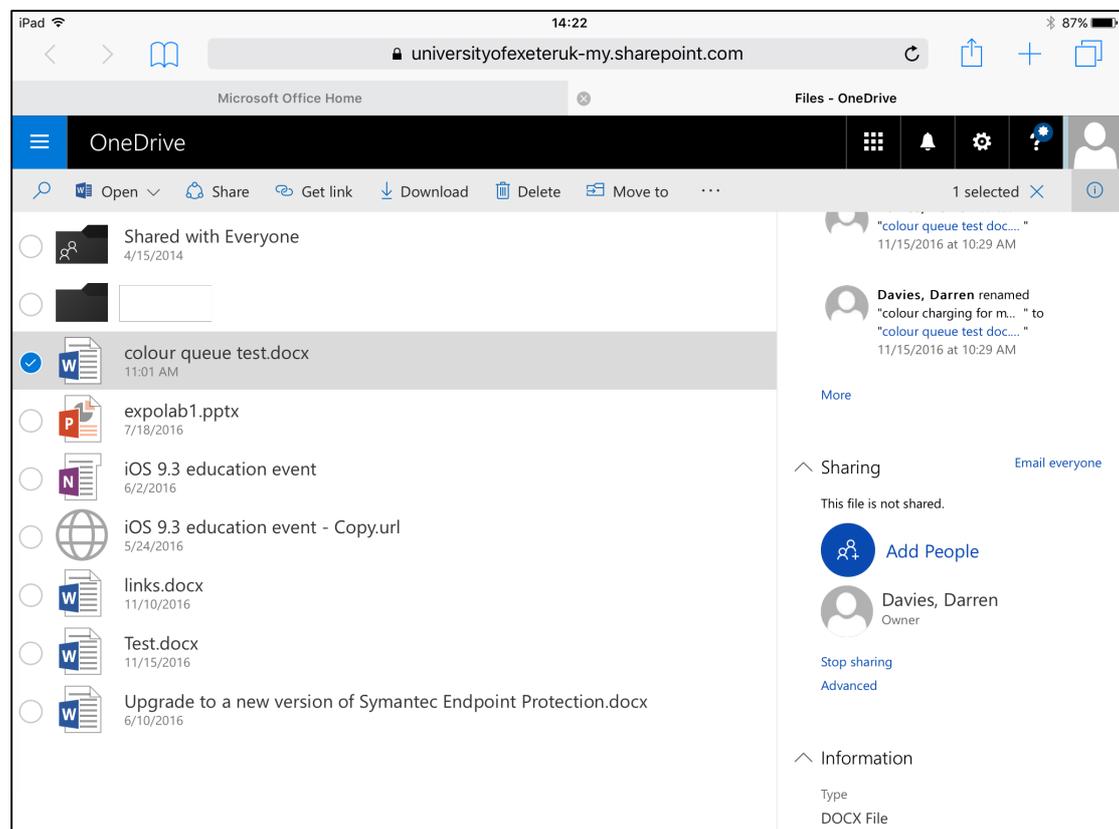
Files can be shared with multiple people, each person can be added with View or Edit rights, either requiring sign-in or not.
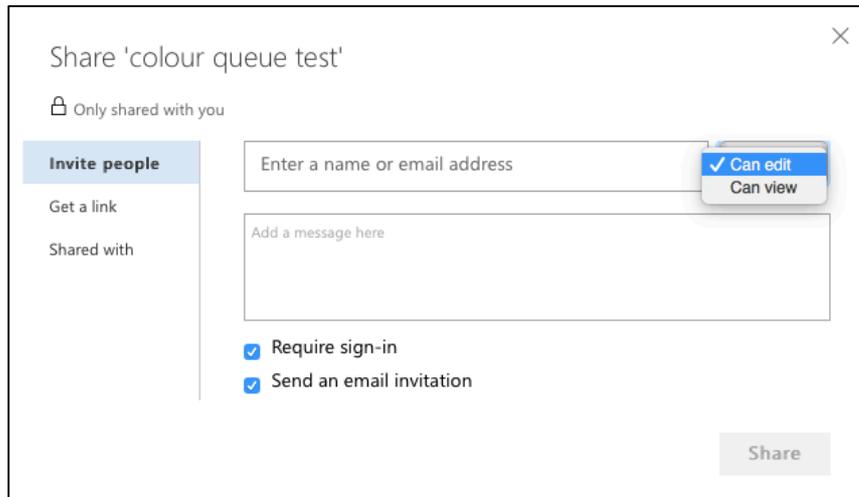

Also, a public link can be shared, including a link that requires no sign-in. This can be useful if you need a public live view only web link.
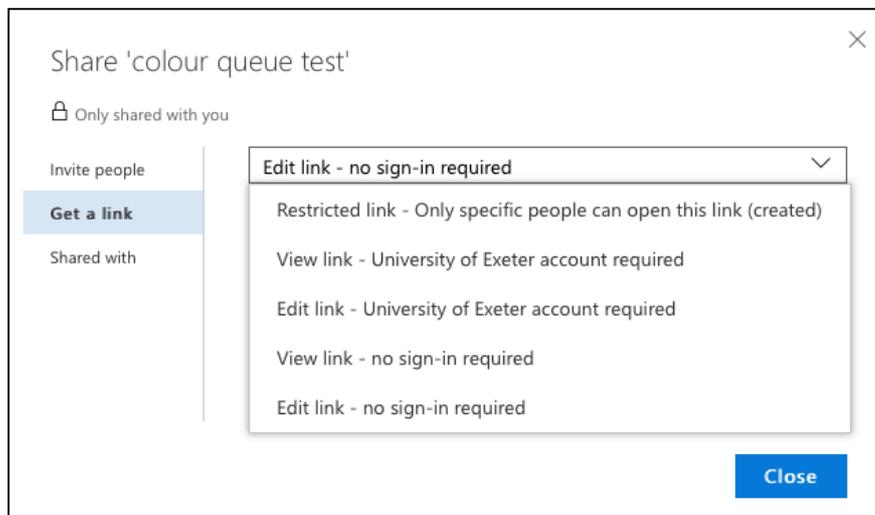
Restoring Files

From the web OneDrive interface Long Tap a file and tap 'Version history' from the 'More ...' button to show earlier versions of a file. Tap an earlier version and choose 'Restore'. Ten versions of file changes are stored.
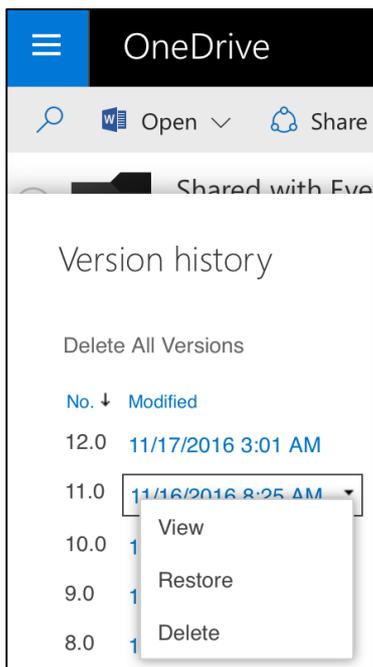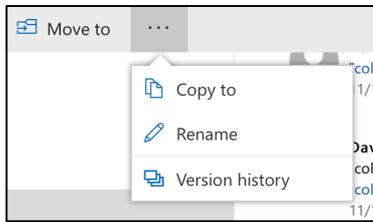
Files can also be restored using the OneDrive 'Recycle bin'