# Getting Connected - OneDrive for Business

There are many ways to connect to OneDrive for Business:

- Apps for Windows and Mac desktop workstations and laptops
- Apps for iOS and Android phones and tablets

## Apps for Windows and Mac Desktop Workstations and Laptops

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| Any (including Linux) | OneDrive Web app                        | • Use any web browser from anywhere.  
• Upload, browse and share files.  
• Provides access to the Office Online apps for creating, opening and editing documents.  
• Broadest feature set is available with this method of access. | Direct web access                                               |
| Windows 10      | OneDrive Sync Client for Windows         | • Your OneDrive for Business files are copied to your workstation's local drive and then remain synchronized regardless of where you edit/add/delete files.  
• Enjoy the speed and ease of working with a local copy of your files.  
• Share files and folders without using the web app, above. | • Install the OneDrive Sync Client for Windows  
• Set up the OneDrive Sync Client for Windows to Sync Your Library to Your Computer  
• Set up the OneDrive Sync client to sync someone else's library to your computer |
| macOS            | OneDrive for Mac                         | • Your OneDrive for Business files are copied to your Mac's local drive and then remain synchronized regardless of where you edit/add/delete files.  
• Enjoy the speed and ease of working with a local copy of your files. | Install and configure the OneDrive Client for OS X               |

## Apps for Phones and Tablets

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| Any             | OneDrive Web app                        | • Use any web browser from anywhere, but visibility is best on tablets rather than phones.  
• Upload, browse and share files.  
• Provides access to the Office Online apps for creating, opening, and editing documents.  
• Broadest feature set is available with this method of access. | Direct web access                                               |
| iOS (iPhone and iPad) | OneDrive                              | • Provides access to your University OneDrive for Business files as well as your personal OneDrive account, if you have one.  
• Upload, browse and share your files.  
• Browse all your OneDrive for Business files. Choosing to view or edit an Office document will launch the appropriate Office app below, or if that app is not installed, will launch the Office Online app in Safari. | Install OneDrive app for iOS                                    |
| iOS (iPhone and iPad) | Microsoft Word                     | • Available for iPhone and iPad.  
• Read, view, present, create, or edit Word documents. | Configure Microsoft Office Apps for iOS                        |
| **iOS (iPhone and iPad)** | **Microsoft Excel** | • Available for iPhone and iPad.  
• Read, view, present, create, or edit Excel spreadsheets. | Configure Microsoft Office Apps for iOS |
| **iOS (iPhone and iPad)** | **Microsoft PowerPoint** | • Available for iPhone and iPad.  
• Read, view, present, create, or edit PowerPoint files. | Configure Microsoft Office Apps for iOS |
| **Android (phone or tablet)** | **OneDrive** | • Upload, browse and share your files.  
• Option to store files for offline access.  
• Browse all your OneDrive for Business files. Choosing to view or edit an Office document will launch the appropriate Office app below, or if that app is not installed, will launch the Office Online app in the browser. | Install and configure OneDrive for Android |
| **Android (phone or tablet)** | **Microsoft Word** | • Read, view, present, create, or edit Word files.  
• Requires Android OS 4.4+ | Install Office for Android phone  
Install Office for Android tablets |
| **Android (phone or tablet)** | **Microsoft Excel** | • Read, view, present, create, or edit Excel files.  
• Requires Android OS 4.4+ | Install Office for Android phone  
Install Office for Android tablets |
| **Android (phone or tablet)** | **Microsoft PowerPoint** | • Read, view, present, create, or edit PowerPoint files.  
• Requires Android OS 4.4+ | Install Office for Android phone  
Install Office for Android tablets |
| **Android Phone** | **Office Mobile** | • For Android phones (not tablets) running Android OS prior to 4.4. Not recommended for Android OS 4.4 and up. Use Office for Android phone instead.  
• Provides create, open, edit and save ability for your Office documents. | Configure Office Mobile for Android Phones |

**Need more help? Contact the ITS Service Desk.**