

1. How do I set up my mobile phone or tablet to access my OneDrive files?

Microsoft has clear descriptions on this – please refer to their support pages at the link below for help setting up all kinds of mobile devices (including iOS, Android and Windows)

[Set up my mobile phone or tablet to access my OneDrive files](#)

2. Will I be prompted to enter a code to confirm my identity, to access OneDrive?

Multi-factor authentication will prompt you to submit a code that has been sent to one of your devices, confirming your identity for greater security of yours and government's data.

If you only ever plan to use OneDrive on a government device, connected to the government network, you do not need to set up Multi-Factor Authentication.

You will, however, need to have multi-factor authentication set up if you intend to access OneDrive on:

- a personal mobile device app or browser;
- a government mobile device app or browser;
- a government device not connected to the government network; or
- a non-government device.

It is possible you may have already registered for multi-factor authentication when Exchange Online launched in your ministry. Instructions were offered so users could access their government emails and calendars on any web-enabled device, or on their government mobile device.

3. How do I edit a file from OneDrive mobile?

Opening one of your files in OneDrive will open it in a “viewer”. This means that within the OneDrive app, the file is not editable. To edit the document on your mobile device, you will have to install and launch the appropriate application for the document.

- a. Open the document in OneDrive
- b. Select the appropriate application icon on the screen to open the app
- c. NOTE: iPhone is at the top of the screen and Android in a circle at the bottom

OneDrive Working Remotely

Ministry of Central Services

This document answers questions about accessing and editing OneDrive files on your mobile phone and tablet, marking a file or folder for offline use or as online-only, and considerations about downloading and printing files.

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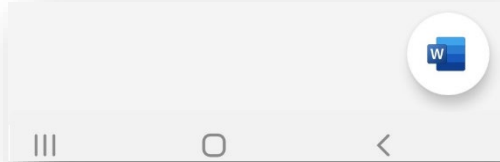
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IPHONE




ANDROID



- d. If you do not have the appropriate application installed, your device will take you to the app store and offer you the ability to install it.

4. How do I mark a file or folder for offline use or as online-only?

To ensure your files are accessible and synced as you need, you can manually change the sync status of any file or folder as follows:

- a. When connected to the Government of Saskatchewan network (either in office or via VPN), navigate to the folder through Windows file explorer – press the  + E to access.
- b. Right-click the file or folder you wish to change the sync status
- c. Select the appropriate option such as:
 - i. “Always keep on this device” to ensure the file is available to you on this computer even when you aren’t connected to the Government of Saskatchewan network
 - ii. “Free Up Space” to remove copies of the document that have been saved to your local hard drive

NOTE: New files or folders created online or on another device will appear as online-only to save maximum space until you manually select “Always keep on this device”. Please refer to the support document OneDrive Document Syncing to learn more about Microsoft Files on-Demand.

5. Can I download OneDrive files to a non-Government of Saskatchewan device?

To further protect Government of Saskatchewan information you can download copies of documents saved in OneDrive to any non-Government of Saskatchewan device, however the content may not be accessed in any way without current GoS credentials.

6. Can I print files offsite using OneDrive?

Your OneDrive files can be accessed from any internet connected device, however, these files can only be printed on a Government of Saskatchewan printer to ensure security.