Desktop Application

- Desktop Application Introduction
- Installing Desktop Editors
- Connecting to Your Account
- Browsing Cloud Files

Desktop Application Introduction

OnlyOffice Desktop Editors provides a native desktop application for working with documents stored in OfficeDocs. It lets you edit files on your computer while staying connected to your cloud storage.

What is Desktop Editors?

Desktop Editors is a free office suite that runs directly on your computer. When connected to OfficeDocs, it allows you to:

- Edit documents directly from your OfficeDocs account
- Work offline when an internet connection is unavailable
- Access cloud files alongside local documents
- Use full editing tools in a native desktop application

Key Benefits

Native Performance

Desktop applications often feel faster and more responsive than browser-based editing.

Offline Access

You can continue working when you do not have an internet connection. Changes sync when you reconnect.

Familiar Interface

The desktop application uses an interface similar to the web editor, so it feels familiar if you already use OfficeDocs in your browser.

Local File Support

You can work with local files on your computer alongside cloud documents from OfficeDocs.

System Requirements

- **Windows** — Windows 7 or later
- **macOS** — macOS 10.12 or later
- **Linux** — Various distributions are supported

Included Editors

- **Document Editor** — Word processing for **.docx** and other text document formats

- **Spreadsheet Editor** — Spreadsheets such as **.xlsx**
- **Presentation Editor** — Presentations such as **.pptx**
- **PDF Viewer** — View and fill PDF forms

Getting Started

1. Download and install Desktop Editors.
2. Connect your OfficeDocs account.
3. Browse and open your cloud files.
4. Edit and save — changes sync automatically when connected.

Desktop vs Web

Both desktop and web editors provide access to the main editing tools. The best choice depends on how you prefer to work.

- **Desktop** — Better for offline work, local file access, and native app performance
- **Web** — No installation required and accessible from any supported browser

When Desktop Editors is Useful

- When you want to work without a browser open
- When you need access to local and cloud files in one place
- When you need to keep working during an internet interruption
- When you prefer a traditional desktop application experience

Things to Keep in Mind

- You may need to sign in and connect your OfficeDocs account before accessing cloud files
- Offline changes sync after the application reconnects
- Some collaboration features work best while connected to the internet
- Available options can vary slightly depending on your operating system and application version

Tips

- Use the desktop app if you often work with large files
- Reconnect to the internet regularly so changes can sync
- Confirm that you are editing the correct cloud file before saving
- Keep the desktop application updated for the best compatibility

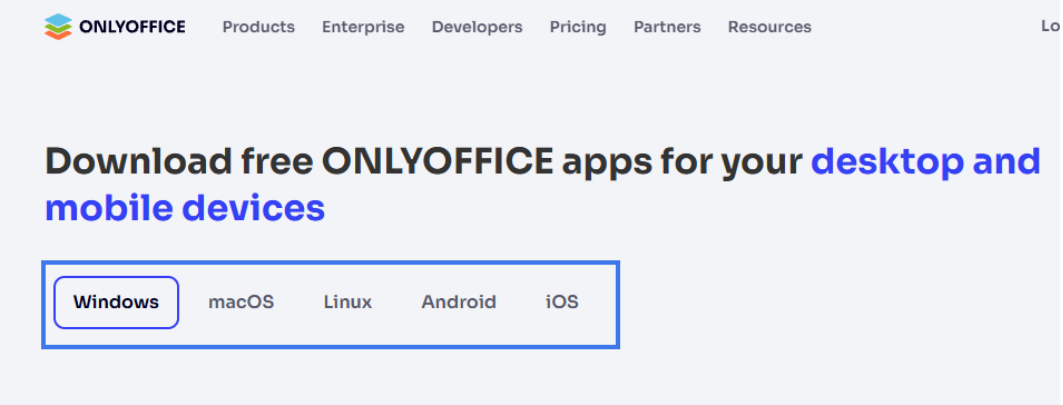
Installing Desktop Editors

Download and install OnlyOffice Desktop Editors on your computer so you can work with OfficeDocs files locally.

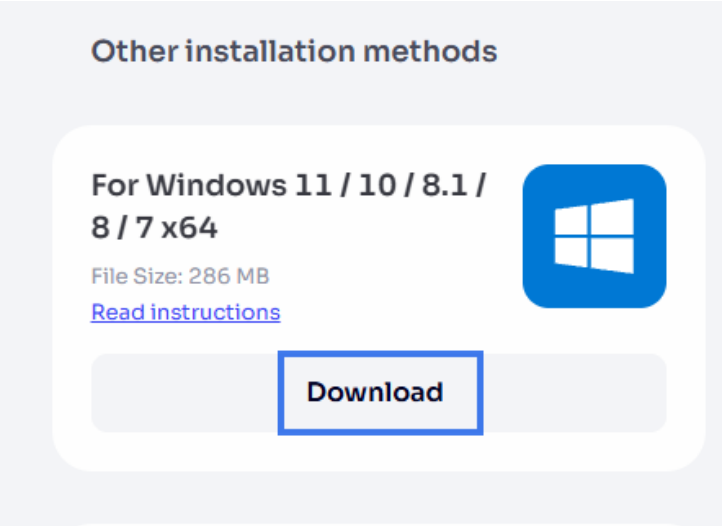
Download

Download Desktop Editors from the official OnlyOffice website:

1. Visit onlyoffice.com/desktop.aspx.
2. Select your operating system.



3. Click **Download**.



4. Save the installer file to your computer.

Windows Installation

1. Run the downloaded **.exe** installer.
2. Accept the license agreement.
3. Choose the installation location, or keep the default.
4. Click **Install**.
5. Wait for the installation to finish.
6. Click **Finish**.

macOS Installation

1. Open the downloaded **.dmg** file.
2. Drag the OnlyOffice icon into the **Applications** folder.
3. Eject the disk image.
4. Open OnlyOffice from **Applications**.
5. If prompted, confirm that you want to open the application.

Linux Installation

Installation steps depend on your Linux distribution.

Debian/Ubuntu (.deb)

1. Download the **.deb** package.
2. Install the package using your package manager.
3. If needed, install any missing dependencies.

Red Hat/Fedora (.rpm)

1. Download the **.rpm** package.
2. Install the package using your package manager.

Snap Package

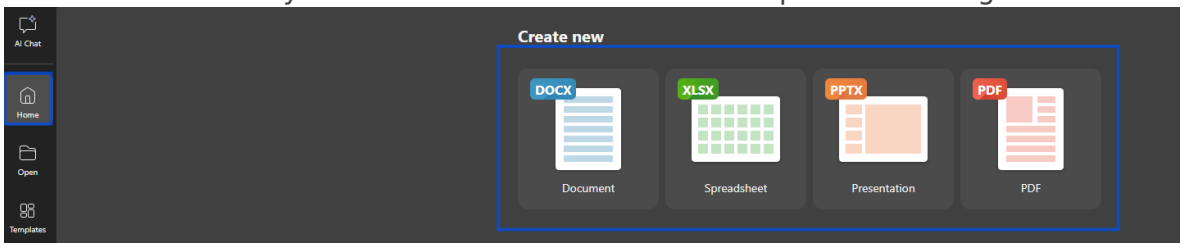
1. Open your terminal.
2. Install the Snap package for Desktop Editors.
3. Wait for the installation to complete.

Flatpak

1. Open your terminal.
2. Install the Flatpak package for Desktop Editors.
3. Wait for the installation to complete.

First Launch

1. Open **OnlyOffice Desktop Editors**.
2. The application opens to the start screen.
3. You can immediately create a new local document or open an existing one.





4. To connect OfficeDocs, see Connect-to-your-account.

Updates

Desktop Editors checks for updates automatically. When an update is available:

- You will see a notification
- You can download and install the update
- You may need to restart the application to apply it

Uninstalling

Windows

Use **Add or Remove Programs** in Windows settings.

macOS

Drag the application from **Applications** to the **Trash**.

Linux

Use your package manager to remove the package.

Troubleshooting

Installation Fails

- Make sure you have administrator or root permissions

- Check that you have enough available disk space
- Try downloading the installer again

Application Won’t Start

- Restart your computer
- Try reinstalling the application
- Check that your system meets the application requirements

Connecting to Your Account

OnlyOffice Desktop Editors can connect directly to your OfficeDocs account, giving you access to your cloud documents from a desktop application.

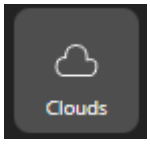
Prerequisites

Before connecting your account, make sure you have:

- OnlyOffice Desktop Editors installed on your computer
- Your OfficeDocs account credentials
- An active internet connection

Adding Your Account

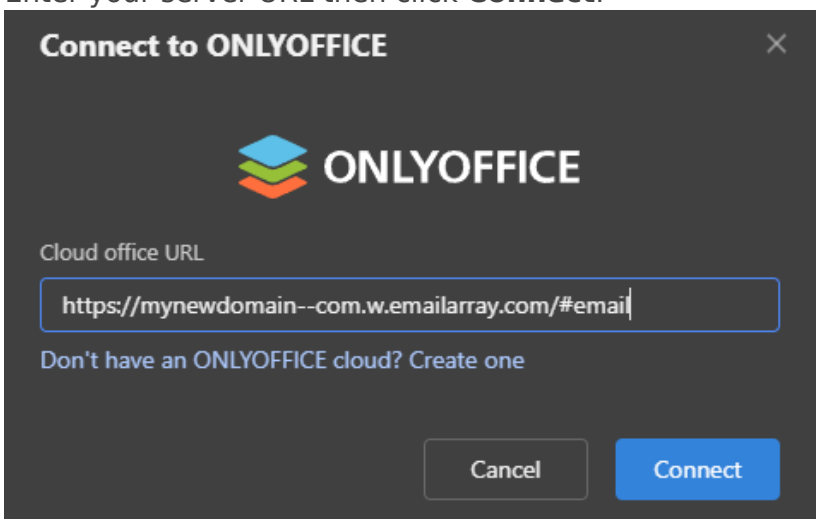
1. Open **OnlyOffice Desktop Editors**.
2. Go to the **Clouds** section or click the cloud icon.



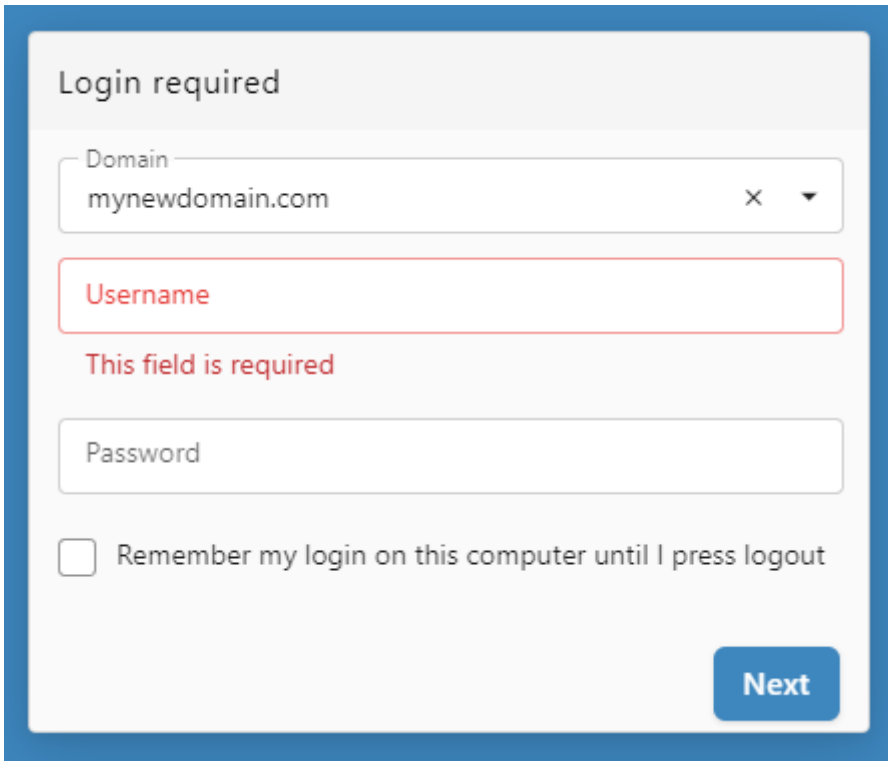
3. Select **Connect** for **ONLYOFFICE**.



4. Enter your server URL then click **Connect**.



5. Enter your username and password.



6. After clicking **Next**, your PolarisMail account automatically opens.

Server URL

Your server URL is the web address of your OfficeDocs installation. It may look similar to:

- **https://yourcompany.com**
- **https://docs.yourcompany.com**

If you are not sure which address to use, contact your administrator.

Two-Factor Authentication

If your account uses two-factor authentication:

1. Enter your username and password as usual.
2. Wait for the verification prompt to appear.
3. Open your authenticator application.
4. Enter the current verification code.
5. Click **Verify**.

Authenticator Apps

Common authenticator apps include:

- Google Authenticator
- Microsoft Authenticator
- Authy (recommended)
- 1Password

Authentication

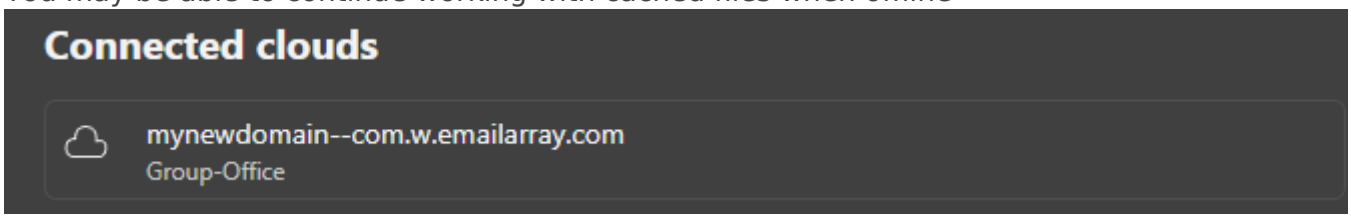
Depending on your organization's setup:

- You may sign in with your usual account username and password
- You may be redirected to a login page in your browser or app window
- Two-factor authentication may be required before access is granted

After Connecting

Once your account is connected:

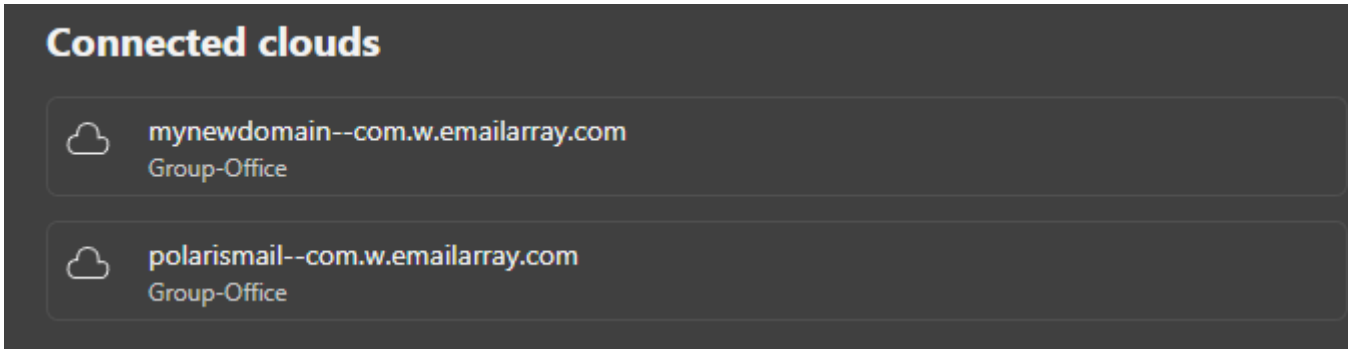
- Your cloud files appear in the file browser
- You can open, edit, and save documents from your account
- Changes sync with the server automatically
- You may be able to continue working with cached files when offline



Multiple Accounts

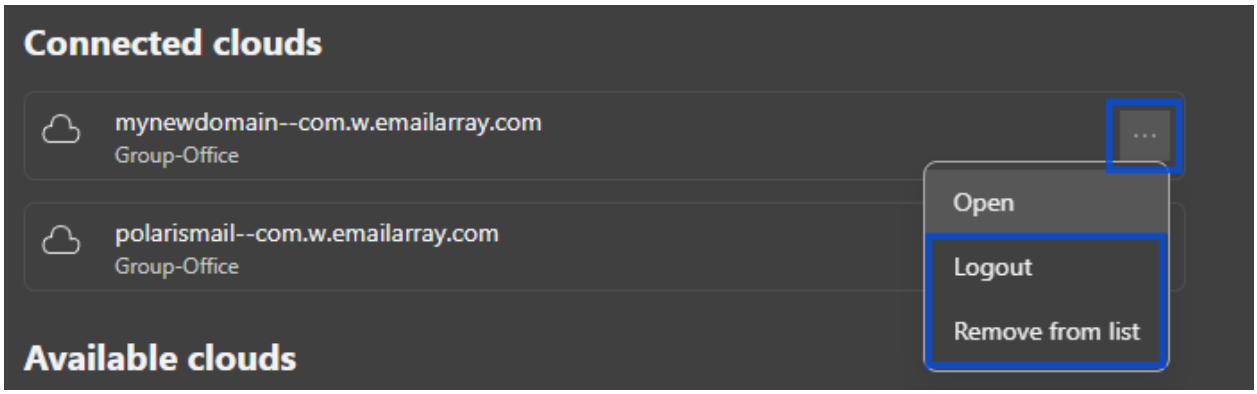
You can connect more than one account if needed:

1. Click **Add Account** or **Connect Another**.
2. Enter the second account's server address and login details.
3. Repeat the process for any additional accounts.
4. Switch between accounts as needed from the cloud list.



Disconnecting

1. Open the cloud tab.
2. Find the connected account you want to remove.
3. Click the **Three Dots** then **Logout** or **Remove from list**.



4. Confirm the action if prompted.

Local cached files may be removed depending on your setup.

Troubleshooting Connection

Cannot connect

- Verify that the server URL is correct
- Check that your internet connection is working
- Make sure your username, email, and password are entered correctly
- Try opening the server URL in a web browser first

Connection lost

- Check your internet connection
- Wait for the application to reconnect automatically
- Reopen the account if needed
- Unsaved local changes may remain available until syncing resumes

Authentication fails

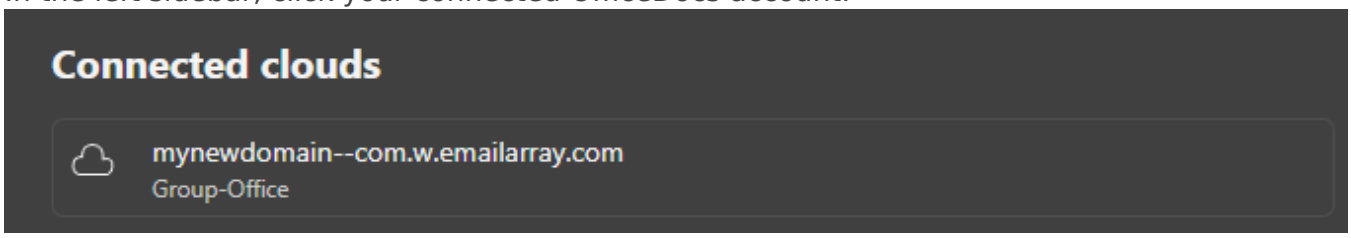
- Verify your username or email and password
- Check whether your password has expired
- Complete any required two-factor authentication steps
- Contact your administrator if your account has access restrictions

Browsing Cloud Files

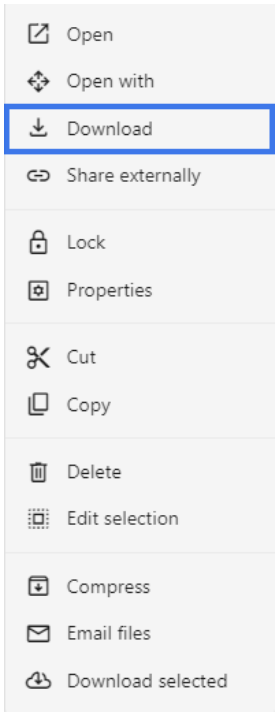
Access and manage your OfficeDocs files directly from Desktop Editors without opening a web browser. When your cloud account is connected, your files appear inside the Desktop Editors interface so you can browse, open, and work with them from one place.

Opening the File Browser

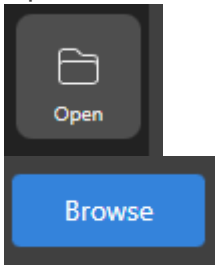
1. Open **OnlyOffice**.
2. In the left sidebar, click your connected OfficeDocs account.



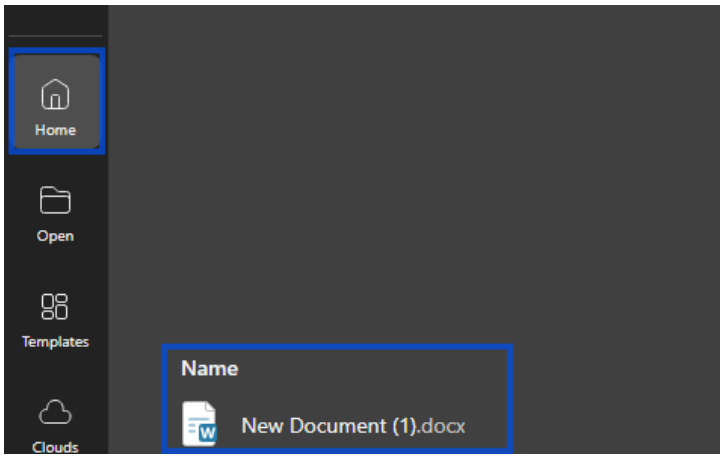
3. Select the File tab then download your files or folder.



4. Open the file or folder from the file browser in **OnlyOffice**.



5. Your file now appears in the **Home** tab ready for editing directly from the Desktop Editor.



Navigation

Folders

- Double-click a folder to open it.
- Use the breadcrumb path to go back to a previous location.
- Use the back arrow to move up one level when needed.

Special Folders

Your connected cloud may include built-in sections such as **My Documents**, **Shared with Me**, **Common**, **Favorites**, and **Recent**, depending on your workspace setup. These sections help you quickly reach personal files, shared files, organization files, starred items, and recently accessed documents.

Opening Files

1. Navigate to the file you want to open.
2. Double-click the file.
3. The file opens in the appropriate editor.
4. Edit as usual, and your changes save back to the cloud.

File Operations

Right-click a file or folder to open its action menu. Available options can include:

- **Open** — Open the file for editing
- **Download** — Save a copy to your computer
- **Rename** — Change the file name
- **Move** — Move the item to another folder
- **Copy** — Create a copy
- **Delete** — Move the item to trash

These file actions are available from the connected cloud area in Desktop Editors, along with account actions such as opening the cloud in a new tab, logging out, or removing the cloud from

the list.

Search

- Use the search box to find files quickly.
- Search by file name or keyword when available.
- Results can appear as you type.
- Click a result to open it.

Sorting and View

- Sort files by name, date, size, or type.
- Switch between **list view** and **grid view** if available.
- In list view, click column headers to change the sort order.

Refresh

If files were changed elsewhere:

- Click the refresh button.
- Or press **F5** if supported.
- The file list updates with the latest changes.

Local vs Cloud Files

Desktop Editors lets you work with both local files and connected cloud files. Local files stay on your computer, while cloud files are stored in your connected OfficeDocs workspace and can be opened from the cloud section in the sidebar.

Tips

- Use **Recent** to reopen files you worked on recently.
- Use **Favorites** to keep important files easy to find.
- Keep the file browser open when switching often between documents.
- Use folders to keep cloud files organized.