Mobile Application

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Mobile Application Introduction

Access and manage your OfficeDocs files on the go with the OnlyOffice mobile application. The mobile app lets you view, edit, and organize documents from your phone or tablet, whether you are online or working with downloaded files offline.

What Is the Mobile App?

The OnlyOffice mobile app connects to your OfficeDocs account so you can work with your files from a mobile device.

With the mobile app, you can:

- View and edit documents from your phone or tablet
- Access files from anywhere with an internet connection
- Work offline with downloaded files
- Share documents with others

Key Features

Document Viewing

Open and read supported OfficeDocs files directly on your mobile device.

Mobile Editing

Make changes to documents, spreadsheets, presentations, and forms using a touch-friendly mobile interface.

File Management

Browse folders, organize files, and manage your cloud documents from the app.

Offline Access

Download files to your device so you can continue working when you do not have an internet connection. Changes sync when you reconnect.

Supported Devices

- **iOS** — iPhone and iPad running iOS 13.0 or later
- **Android** — Phones and tablets running Android 6.0 or later

What You Can Do

- Browse your OfficeDocs folders
- Open and view documents
- Edit text, numbers, slides, and forms
- Add comments and annotations
- Share files with others
- Upload photos and files from your device
- Download documents for offline use

Mobile vs Desktop/Web

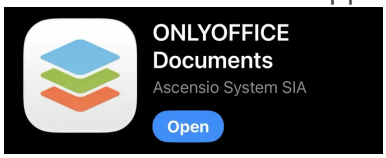
The mobile app is designed for fast and convenient access while you are away from your computer.

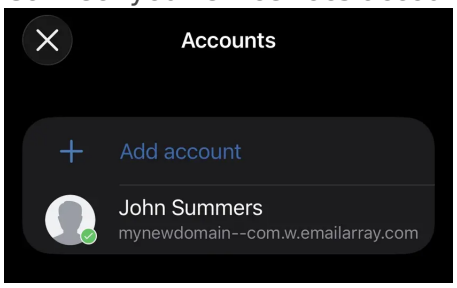
Mobile use is ideal for:

- Touch-based navigation
- Quick edits and reviews
- Accessing files while traveling
- Working from a smaller screen

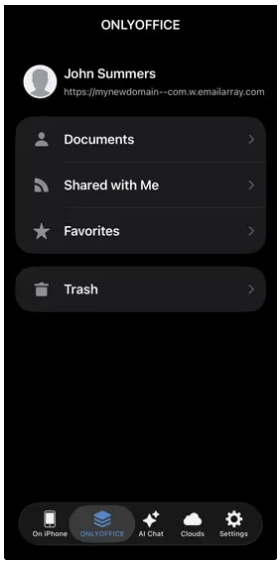
For more advanced editing or larger tasks, the desktop or web version may be more comfortable.

Getting Started

1. Download the mobile app from your device’s app store.


2. Open the app on your phone or tablet.
3. Connect your OfficeDocs account.


4. Browse your folders and open your files.



5. Start viewing, editing, or downloading documents as needed.

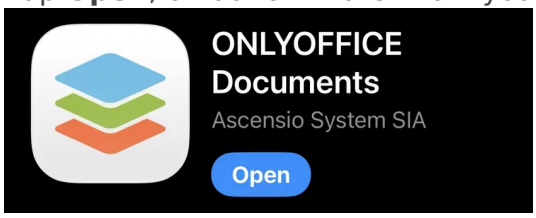
For detailed setup instructions, see the installation guide.

Installing the Mobile App

Download and install the ONLYOFFICE Documents app on your iPhone, iPad, or Android device so you can access and work with your OfficeDocs files on the go.

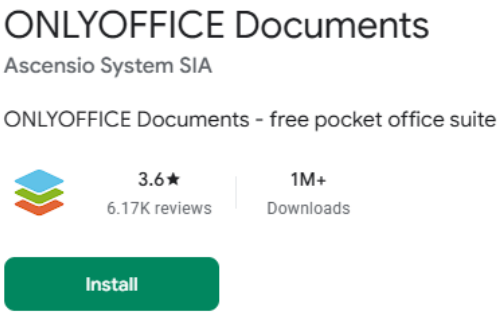
iOS Installation

1. Open the **App Store** on your iPhone or iPad.
2. Search for **ONLYOFFICE Documents**.
3. Tap the **ONLYOFFICE Documents** app in the results.
4. Tap **Get** to begin the download.
5. Confirm with **Face ID**, **Touch ID**, or your Apple ID password if prompted.
6. Wait for the app to download and install.
7. Tap **Open**, or launch it later from your Home Screen.



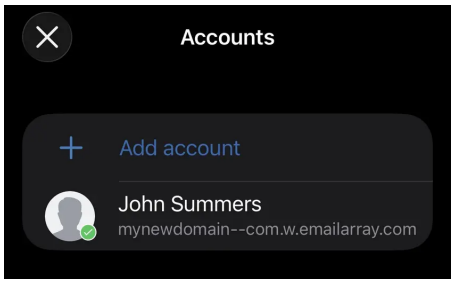
Android Installation

1. Open the **Google Play Store**.
2. Search for **ONLYOFFICE Documents**.
3. Tap the **ONLYOFFICE Documents** app in the results.
4. Tap **Install**.
5. Accept any requested permissions if prompted.
6. Wait for the app to download and install.
7. Tap **Open**, or find the app later in your app drawer.



First Launch

1. Open the **ONLYOFFICE Documents** app.
2. Review any welcome or introduction screens.
3. Allow the permissions you want to use, such as storage or notifications.
4. Continue to the app home screen.
5. You’re then ready to connect your OfficeDocs account and start browsing files.



Permissions

The app may ask for permission to use certain features:

- **Storage** — Save files locally and open downloaded files
- **Camera** — Scan documents or add images, if needed
- **Photos** — Upload images or insert pictures from your device
- **Notifications** — Receive alerts about shared files, updates, or activity

Grant only the permissions you want to use. You can usually change them later in your device settings.

Updates

Keeping the app updated helps you get the latest fixes, performance improvements, and features. The official mobile help center also tracks current mobile app functionality and updates.

iOS

- The **App Store** shows when updates are available
- You can enable automatic updates in iPhone or iPad settings
- You can also update manually from the **App Store**

Android

- The **Google Play Store** notifies you when updates are available
- You can enable automatic updates in Play Store settings
- You can also update manually from the **Google Play Store**

Storage Space

Before installing, make sure your device has enough free space for:

- The app itself
- Cached documents
- Files you download for offline access

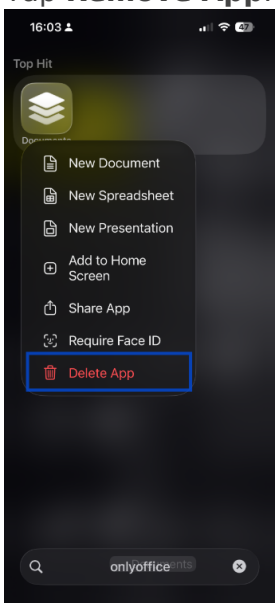
If you plan to keep many files offline, extra free space is recommended.

Uninstalling

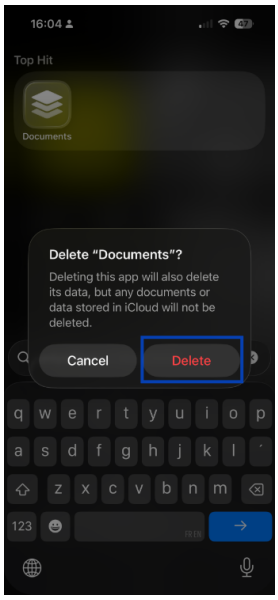
If you no longer need the app, you can remove it at any time.

iOS

1. Touch and hold the app icon.
2. Tap **Remove App**.



3. Confirm the deletion.



Android

1. Touch and hold the app icon.
2. Drag it to **Uninstall**, or tap the uninstall option.
3. Confirm the deletion.

Troubleshooting

Can’t Find the App

- Search for **ONLYOFFICE** or **ONLYOFFICE Documents**

- Make sure your device meets the minimum supported version
- Check that your App Store or Play Store is working normally

Installation Fails

- Check available storage space
- Verify your internet connection
- Restart your device and try again
- Retry the download from the app store

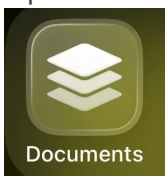
Minimum Device Support

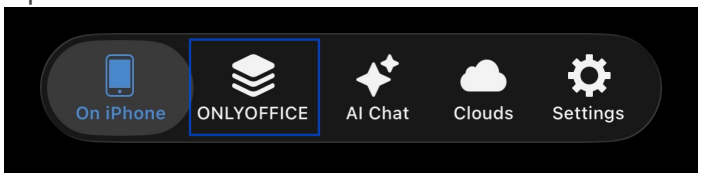
- **iPhone / iPad** — iOS 14.0 or later
- **Android phones / tablets** — Android 6.0 or later

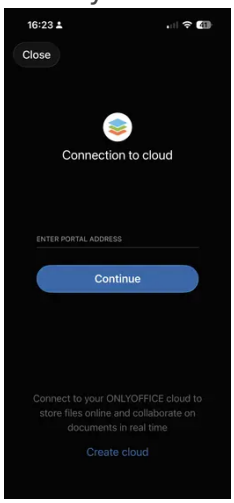
Connecting Your Account

Connect the mobile app to your OfficeDocs account so you can access your cloud files from your phone or tablet.

Adding Your OfficeDocs Account

1. Open the **OnlyOffice Documents** app.


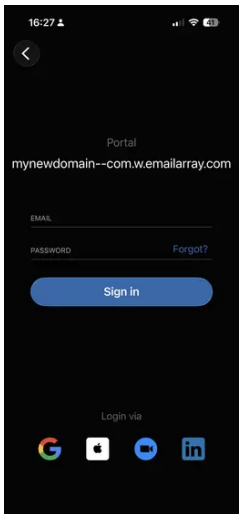
2. Open the **ONLYOFFICE** tab.


3. Enter your OfficeDocs server address.


4. Tap **Continue.**

Signing In

1. Enter your email address and password.
2. Tap **Sign In**.

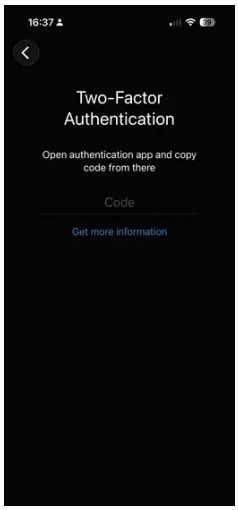


3. Your account connects and your files appear in the app.

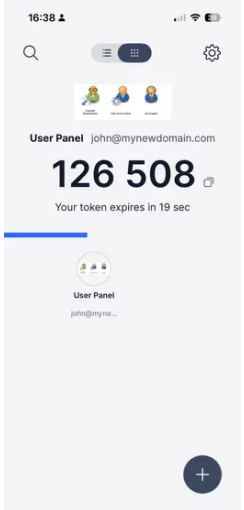
Two-Factor Authentication

If two-factor authentication is enabled on your account:

1. Enter your username and password as usual.
2. A verification code screen appears.



3. Open your authenticator app.



4. Enter the current 6-digit code.

Server Address

Your OfficeDocs server address is usually:

- Provided by your administrator
- The same web address you use in your browser
- Written in a format similar to `https://your-officedocs-server.com`

If you do not know the correct address, contact your administrator.

After Connecting

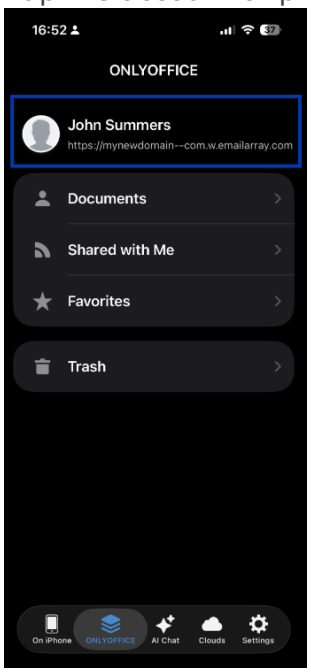
Once your account is connected:

- Your files and folders appear in the app
- You can tap folders to navigate
- You can tap files to open them
- You are ready to start working on your documents

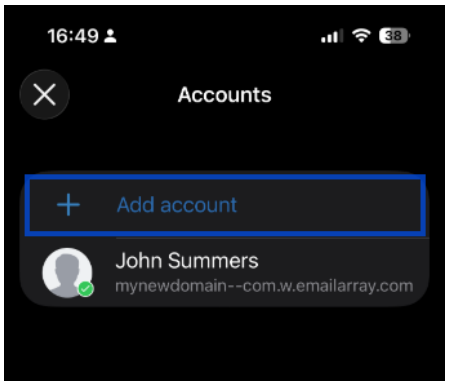
Multiple Accounts

If you want to connect more than one account:

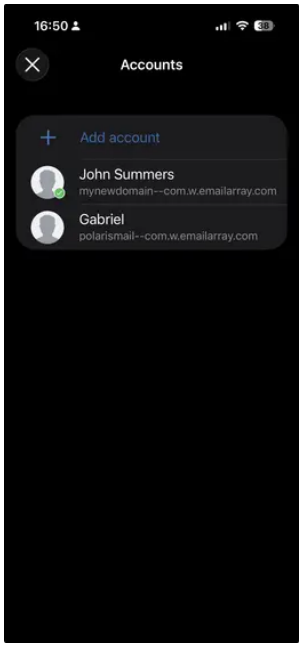
1. Tap the account or profile icon.



2. Select **Add account**.



3. Enter the new account details.
4. Switch between accounts from the profile menu.

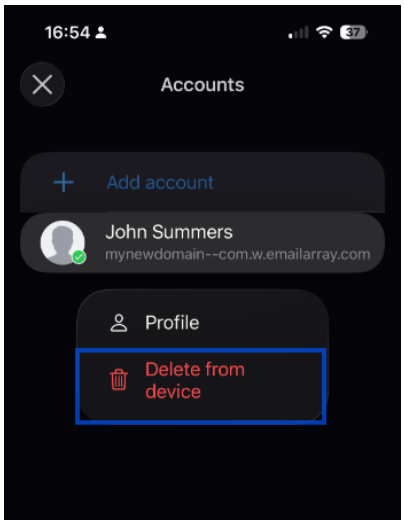


Staying Signed In

- The app remembers your account
- You usually do not need to sign in every time
- You can use device security such as a PIN or biometrics for extra protection
- Your session may expire from time to time, and you may be asked to sign in again

Disconnecting an Account

1. Tap the account or profile icon.
2. Touch and hold the account you want to remove.
3. Tap **Delete from device**.



4. Confirm the action.

Your files remain safe in OfficeDocs. Only the mobile connection is removed.

Troubleshooting

Can’t Connect

- Verify that the server address is correct
- Check your internet connection
- Make sure your username and password are correct
- Try signing in through a web browser first

Invalid Certificate

- Your server may use a self-signed certificate
- Contact your administrator if you are unsure
- The app may give you an option to continue anyway

Browsing Files on Mobile

Navigate and manage your OfficeDocs files using the mobile app’s file browser. It gives you quick access to your folders, recent files, shared items, and common file actions while you’re on the go.

File Browser Overview

After connecting your account, your files and folders appear in a layout that is similar to the web version, making it easy to browse and manage your content from your phone or tablet.

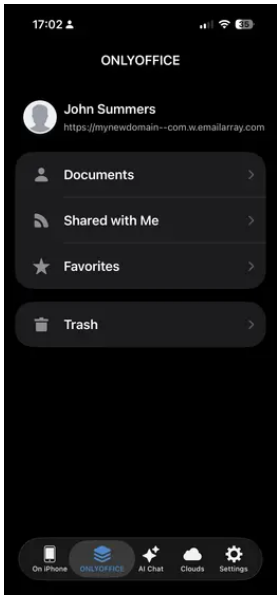
Navigation

Opening Folders

- Tap a folder to open it
- Tap the back arrow to go up one level
- Use breadcrumbs, if shown, to jump back to parent folders

Main Sections

- **My Documents** — Your personal files
- **Shared with Me** — Files and folders shared by other users
- **Favorites** — Starred files for quick access
- **Trash** — Deleted files

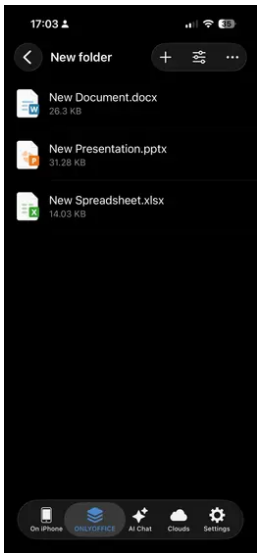


File List View

Each file entry typically shows:

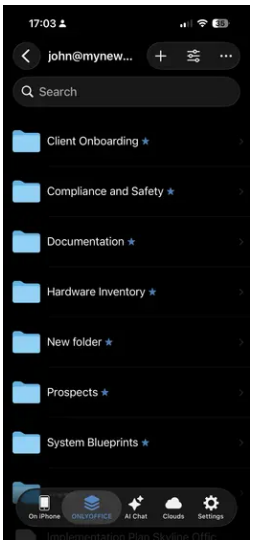
- A file icon that indicates the file type

- The file name



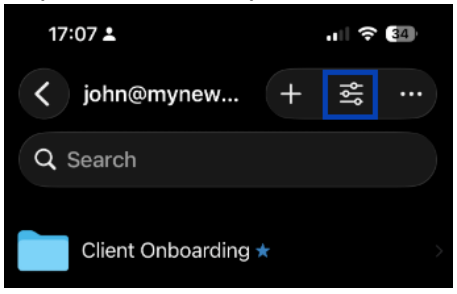
Searching Files

1. Tap the search icon.
2. Type your search term.
3. Results appear as you type.
4. Tap a result to open it.

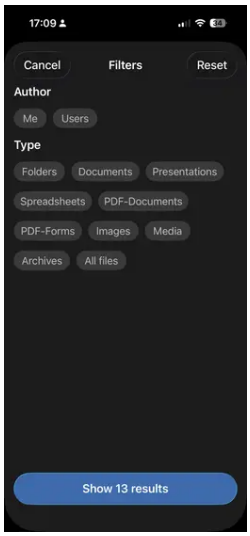


Sorting

- Tap the **Filters** option



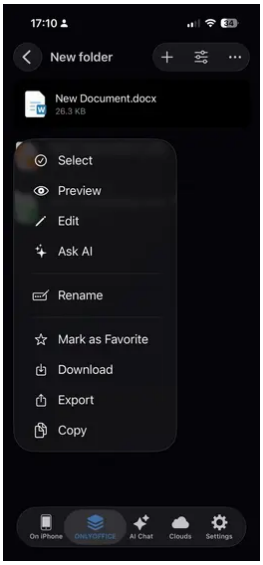
- Sort by type and author



File Actions

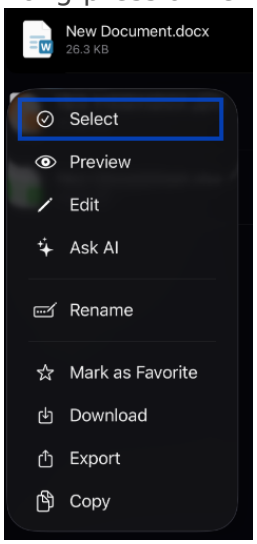
Long-press a file to open the available file actions.

- **Select** — Choose the file so you can include it in multi-file actions.
- **Preview** — Open the file in view mode to quickly check its contents without starting full editing.
- **Edit** — Open the file in editing mode so you can make changes.
- **Ask AI** — Use the built-in AI tool to help with the file’s content, such as rewriting, summarizing, or generating text.
- **Rename** — Change the file name while keeping the same content and file type.
- **Mark as Favorite** — Add the file to your favorites for quicker access later.
- **Download** — Save a copy of the file to your mobile device for offline access or sharing outside the app.
- **Export** — Create a copy of the file in another format, depending on the available export options.
- **Copy** — Make a duplicate of the file so you can keep the original unchanged.

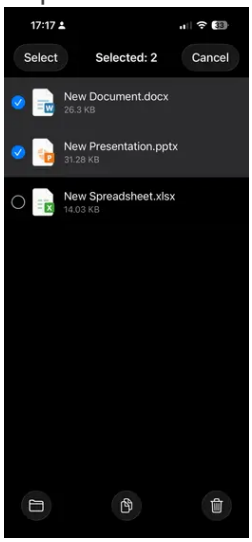


Selecting Multiple Files

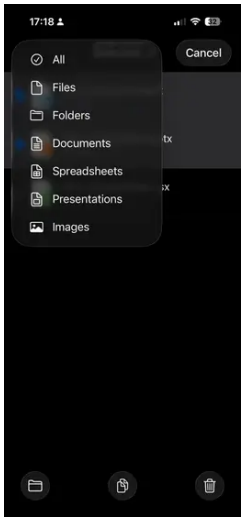
1. Long-press a file then click **Select**.



2. Tap additional files to select them.



3. Use the Select button in the top-left for bulk actions.

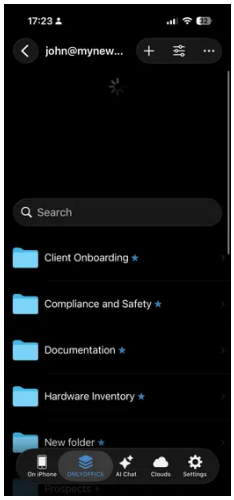


4. Tap the action you want to perform or **Cancel** to exit selection mode.

Refreshing

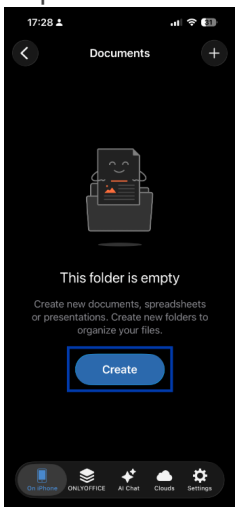
To update the file list:

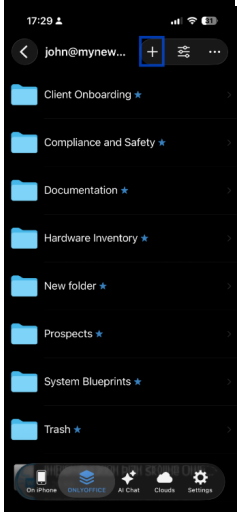
- Pull down to refresh



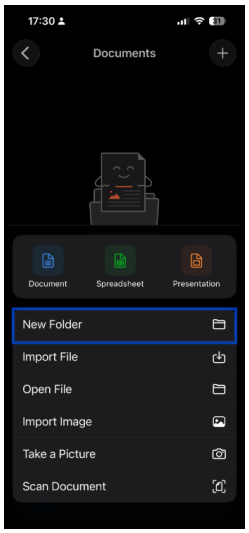
Creating Folders

1. Navigate to the location where you want the folder. (Cloud or in OnlyOffice)
2. Tap the create or add button.

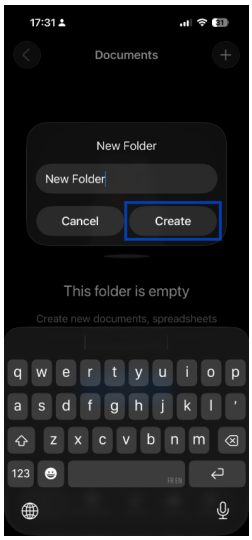




3. Select **New Folder**.



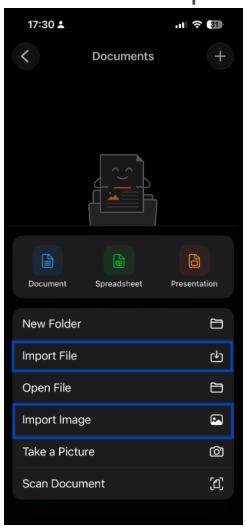
4. Enter the folder name.



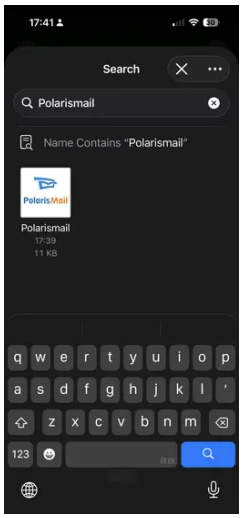
5. Tap **Create**.

Uploading Files

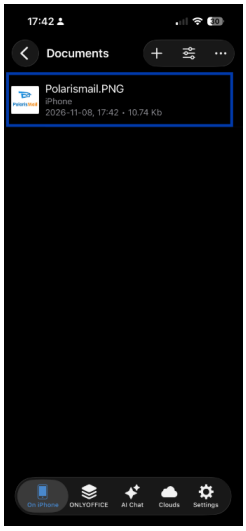
1. Tap the add or upload button.
2. Select the import options.



3. Choose files from your device storage or photos.



4. Press the files to import.
5. The files are added to the current folder.



Tips

- Add important files to **Favorites** for faster access
- Download key files if you need offline access
- Keep folders organized to make mobile navigation easier

Viewing Documents on Mobile

Open and read documents, spreadsheets, presentations, and PDF files directly from your mobile device. The mobile app lets you quickly review content, navigate pages or slides, and switch to editing when you have permission.

Opening a Document

1. Open the app and navigate to the file you want to view.
2. Tap the file once.
3. The document opens in the viewer.

Document Viewing



Navigation

- Scroll up or down to read through pages
- Pinch to zoom in or out
- Double-tap to quickly zoom
- Swipe left or right for page navigation, if that option is enabled

Page Navigation

- Tap the page indicator to jump to a specific page
- Use page thumbnails if they are available
- Use search to find specific text in the document

Spreadsheet Viewing



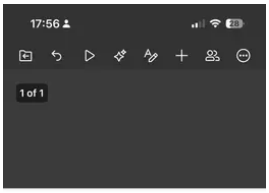
Navigation

- Scroll horizontally and vertically to move through the sheet
- Pinch to zoom in or out
- Tap sheet tabs to switch between worksheets

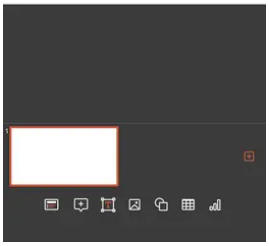
Cell Viewing

- Tap a cell to view its contents
- Use the formula bar to see the full cell value
- Freeze panes can help keep large sheets easier to read

Presentation Viewing







Navigation

- Swipe left or right to move between slides
- Tap slide thumbnails to jump to a specific slide

- Pinch to zoom in on slide content

Slideshow Mode

- Tap the present or play button to start the slideshow
- Swipe or tap to move to the next slide
- Tap the screen to show presentation controls
- Exit using the back button or your device gesture

PDF Viewing

- Scroll through pages
- Pinch to zoom
- Use page thumbnails for navigation
- Search for text inside the PDF

Search Within Document

1. Tap the search icon.
2. Enter the word or phrase you want to find.
3. Move through the results.
4. Tap a result or occurrence to jump to that location.

View Options

Depending on the document type, you may be able to:

- Show or hide formatting marks
- Switch between page view and continuous scroll
- Use dark mode or light mode
- Open the document in full-screen mode

Viewing Comments

- Comments may appear as markers in the document
- Tap a marker to read the comment
- Swipe through multiple comments if available
- Reply to comments if you have permission to do so

Switching to Edit Mode

1. Tap the edit or pencil icon.
2. The document switches from viewing mode to editing mode.
3. Editing tools appear on the screen.

If you need to make changes, switch to edit mode only when you have permission to edit the file.

Closing Documents

- Tap the back arrow
- Or use your device’s back gesture
- You are returned to the file browser

Tips

- Rotate your device for a wider view when reading large content
- Use zoom for detailed sections
- Download large files in advance for smoother viewing
- Use search to find specific content more quickly