ShareOffice User Manual

Fairuse Co Ltd

Please confirm the points below before logging in:

Is the SharePoint you are currently using accessible from the Internet?

Share Office is iOS application to access SharePoint through the Internet. First of all, please confirm with your IT support staff whether SharePoint you are currently using is accessible from the Internet.

- Please try to access SharePoint on your Safari of iPhone before buying Share office and confirm that your SharePoint server is accessible from iPhone or iPad.
- Please confirm that your account has Full Control, Contribute or Read permission level.
- You can not use anonymous access.
- ShareOffice can not connect to SharePoint Online of Office 365.

- ◆ If the access is denied, please check the following:
  - ☐ Whether the type of usage license for your SharePoint permits the access from the Internet
  - ☐ Whether firewall settings permit access from outside of the company office
  - ☐ Whether your security policy stipulates that the access is permitted only from designated PC, and whether this includes iPhone, iPod Touch, iPad you are using.

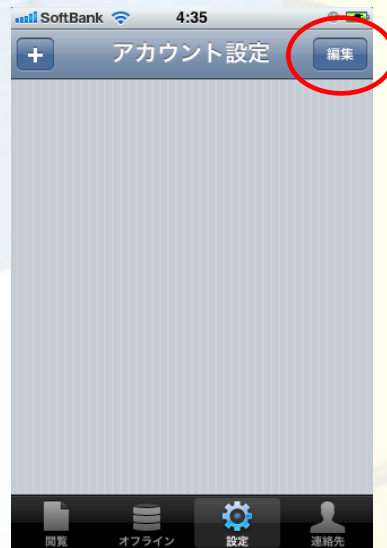### ※Please only proceed to next page after confirming the above.

Log-in settings①
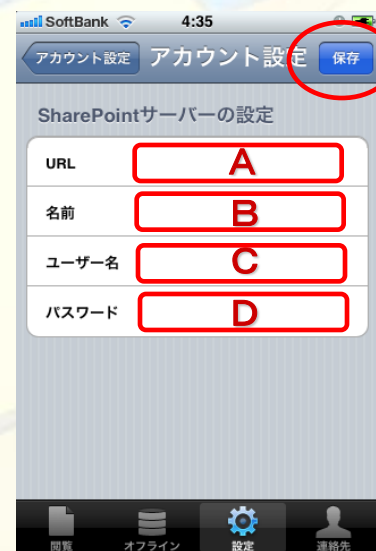# Input log-in information

①Running the application

Install Share Office application on your iPhone and run it.

②Account settings

Open account settings screen and click on 「Edit」in the top right corner.

③Inputting account information

Input all information necessary for log in. Confirm with your IT support the log in ID and the url for SharePointOnce you are through with inputting the required fileds, click on 「Save」in the top right corner, which will take you to ② 「Account Settings screen」.

■Example

URL（A）in ③) is for inputting access , username（C）is for log-in , and（D）for password. The name you wish to have when you are logged in (B) is up to you. The information you input once will be stored, and from next time onwards you won't have to input those.

Tip for Initial Setting

■ Please enter URL without file name.

（**False**）

https://shareofficeapacmicrosoftonlinecom-1.sharepoint.apac.microsoftonline.com/default.aspx

"default.aspx"← Please delete file name from the end of URL

（**Correct** ）

https://shareofficeapacmicrosoftonlinecom-1.sharepoint.apac.microsoftonline.com/
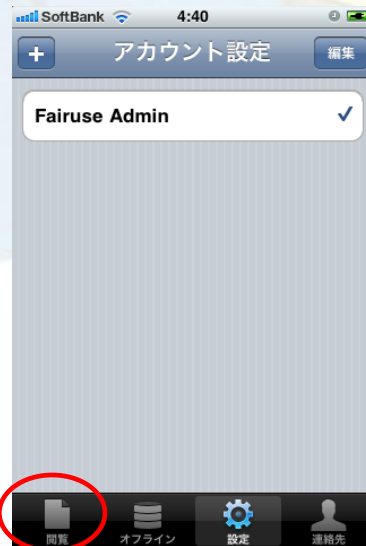
Log-in settings ②
Authentification and home screen

④Selecting the account

Once you return to Account Settings screen and tap "finalize settings", you can proceed to selecting the account.

⑤Start viewing the data

After you select the account, the check mark as above appears. Now tap on bottom left 「Browse」icon.

■Reading the data

Data reading will start. It will take a while when you are completing this procedure for the first time

⑥Home screen

If authentification is completed successfully, home screen as above will appear.
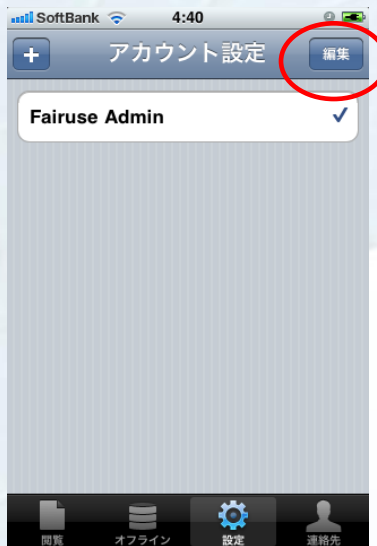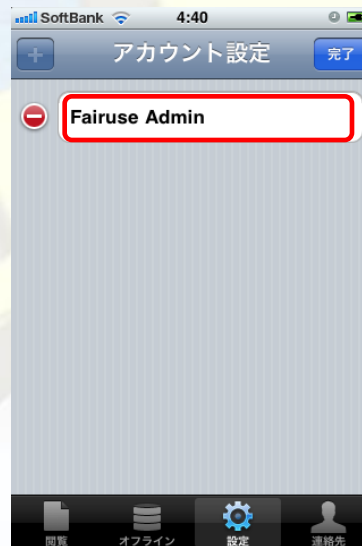
Log-in settings ③
Making changes to account information

⑥Account editing

If you could not log in, click on the top right button 「Edit 」to edit/ make changes to account information.

⑦Selecting accounts

Tapping on that part of account information you wish to edit will make it available for editing.
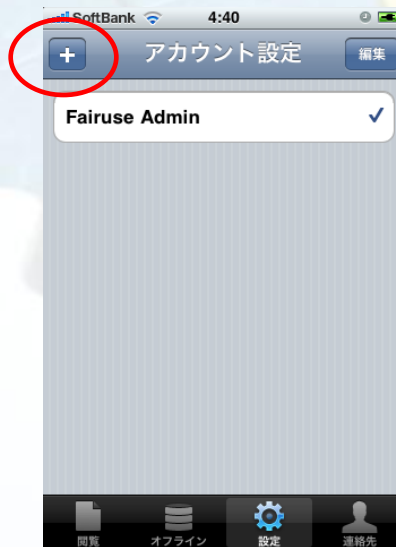
■Example of editing

Although you would have to input username, password and URL, the information you input once will be stored, and from next time onwards you won't have to input those.

Log-in settings ④
Multiple accounts settings

⑧Adding accounts

Click on the "plus sign" button on top left to add the account. Use it to create multiple accounts if necessary.

■Example of multiple accounts

You can register new accounts as shown above.

Viewing your data①
The list of sites

Site list

You can view both top level sites and sub-sites at a glance.

Customized view

Customized view allows you to see "preview" of the sites as shown above.

Viewing your data ②
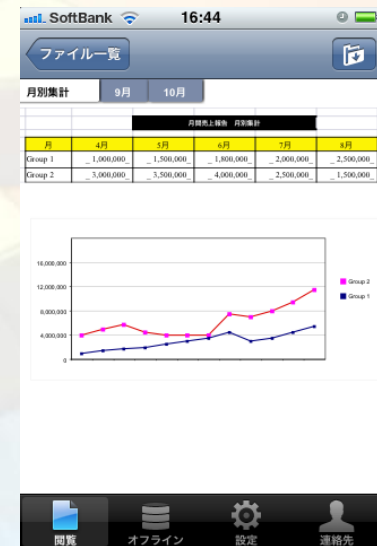# Displaying shared files

Displaying shared files

Shared files can be displayed as a list with brief preview of each. Tap on the file you wish to view to open it.

PowerPoint

Opened PowerPoint file looks as the above.

Excel

This is how a graph in a Excel sheet will be look when the file is open.

Sending files as attachments

"Attach" button

Sending an email with attached file

Upon opening any file, you will be able to see the "Send" button in top right corner.

Upon clicking on "Send" button, the default email application on your iPhone will be activated automatically and the file will be already attached to the message, ready to be sent after you input receiver's email address, subject line and body message text.

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Your queries (if any) to us
Product support and feedback

Whom to contact

Tap on bottom right 「Contacts」 icon to see information about our company, Fairuse.

Queries

For product support and/or feedback, tap on 「Contacts」 icon.

Contact via email

Default email application on your iPhone will automatically open the email template with contact email address of our support team and subject line already filled in.

Offline view

In file list, tap on file name to open it.

Opening files

Deleting files

Click on "Delete" in top right corner to select the file to be deleted offline.

Deleting files

Tap on delete button of the file you want to delete.

SharePoint connection glitches and trouble-shooting

■ If within a certain period of time you could not connect to SharePoin on ShareOffice , there are three possible causes that might have occurred:

1. Connection glitch between iOS and Internet
2. Glitch with SharePoint Online API
3. Glitch with iOS cashe control

➡ Trouble-shooting steps for each of those three causes:

1. Turn off and reboot your iPhone (restart)
2. Sendking inquiry to support service of Microsoft Online
3. Re-setting iPhone settings
   ※In reality not all setting will be re-set. Mail applications, music media as well as Share office account information will be retained.

Steps

Settings

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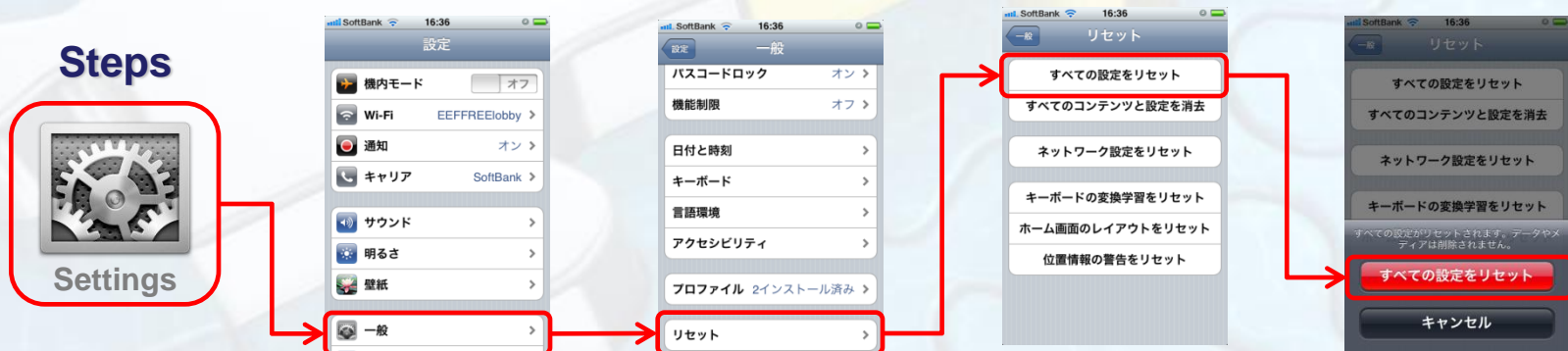
Fairuse Support Team

For other questions and queries and anything we should be able to resolve, please contact us via email at this address:

support@fairuse.jp

Thank you!!