SYSTEMAGIC
DOING IT DIFFERENTLY

ACCESSING SHAREPOINT ON IOS & ANDROID

Downloading Microsoft Apps

To begin, you'll need to download SharePoint and all other necessary Microsoft apps on your device.

Head to the Apple App Store or Google Play Store and search:

- SharePoint
- Microsoft Word
- Microsoft Outlook
- Microsoft Excel
- Microsoft PowerPoint



The app icons look like these



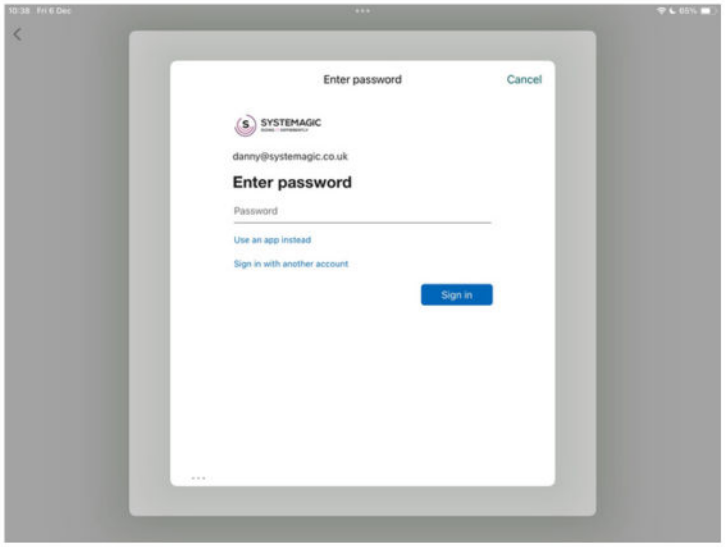


Signing Into SharePoint (iOS)

Open SharePoint on your device and click ‘Sign In to SharePoint Online’.

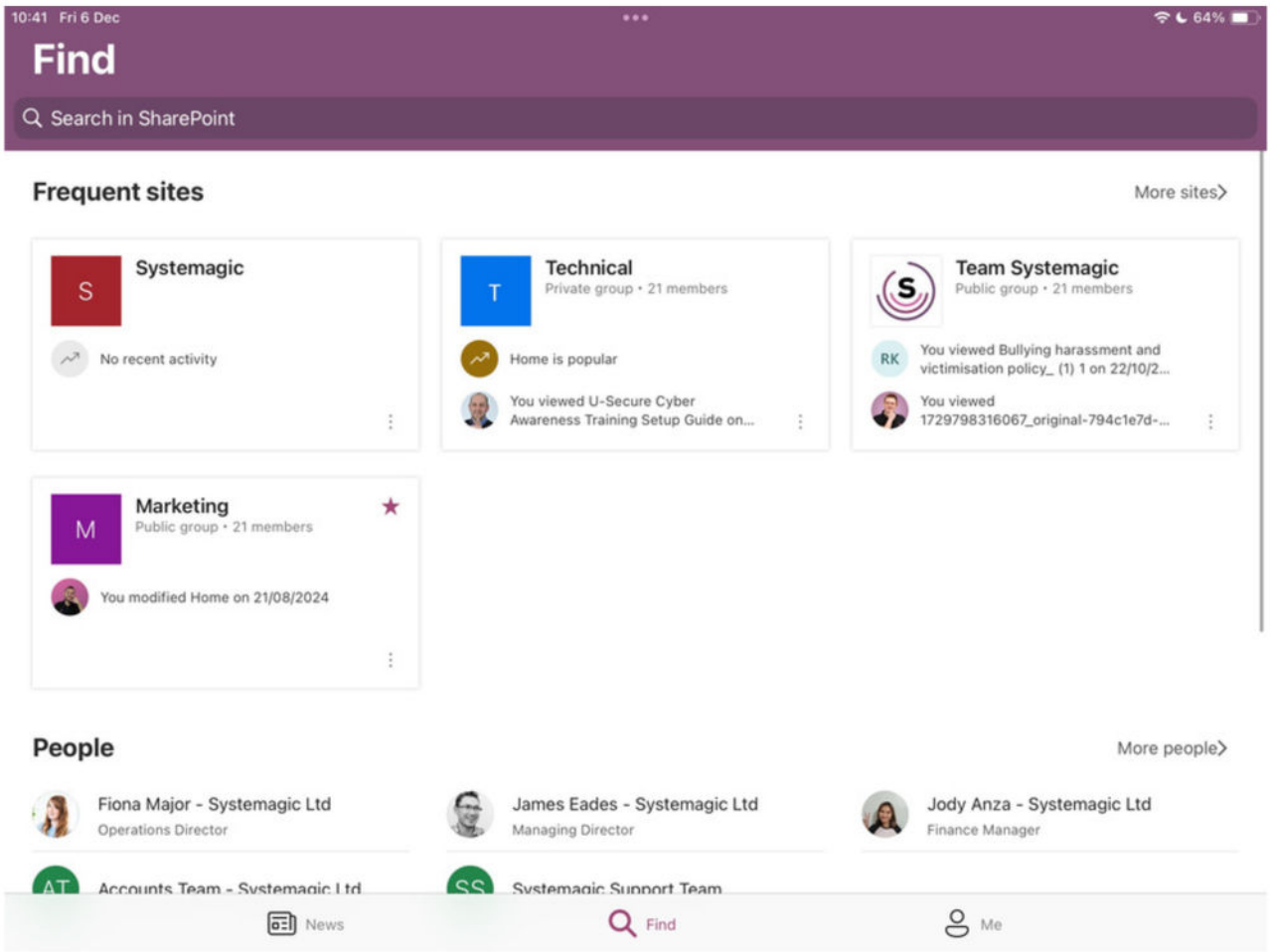


A popup will appear prompting you to enter your Microsoft 365 login details.



If you have 2FA enabled, you may be required to authenticate your login via Microsoft Authenticator or SMS.

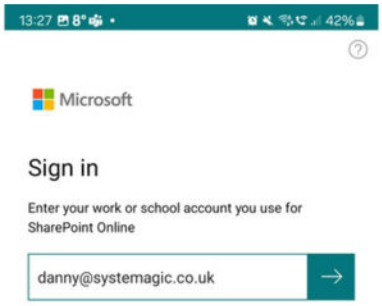
Once you have successfully signed in, you will be able to view all files and sites you have permissions to access.

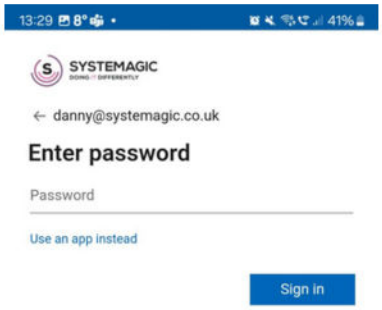


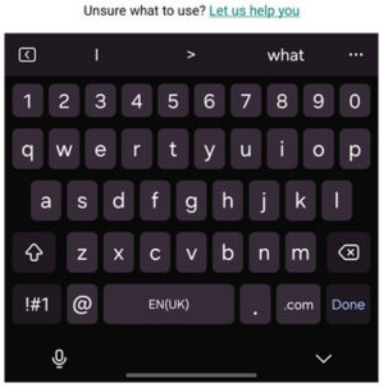


Signing Into SharePoint (Android)

Open SharePoint on your device and enter your work email address and password.

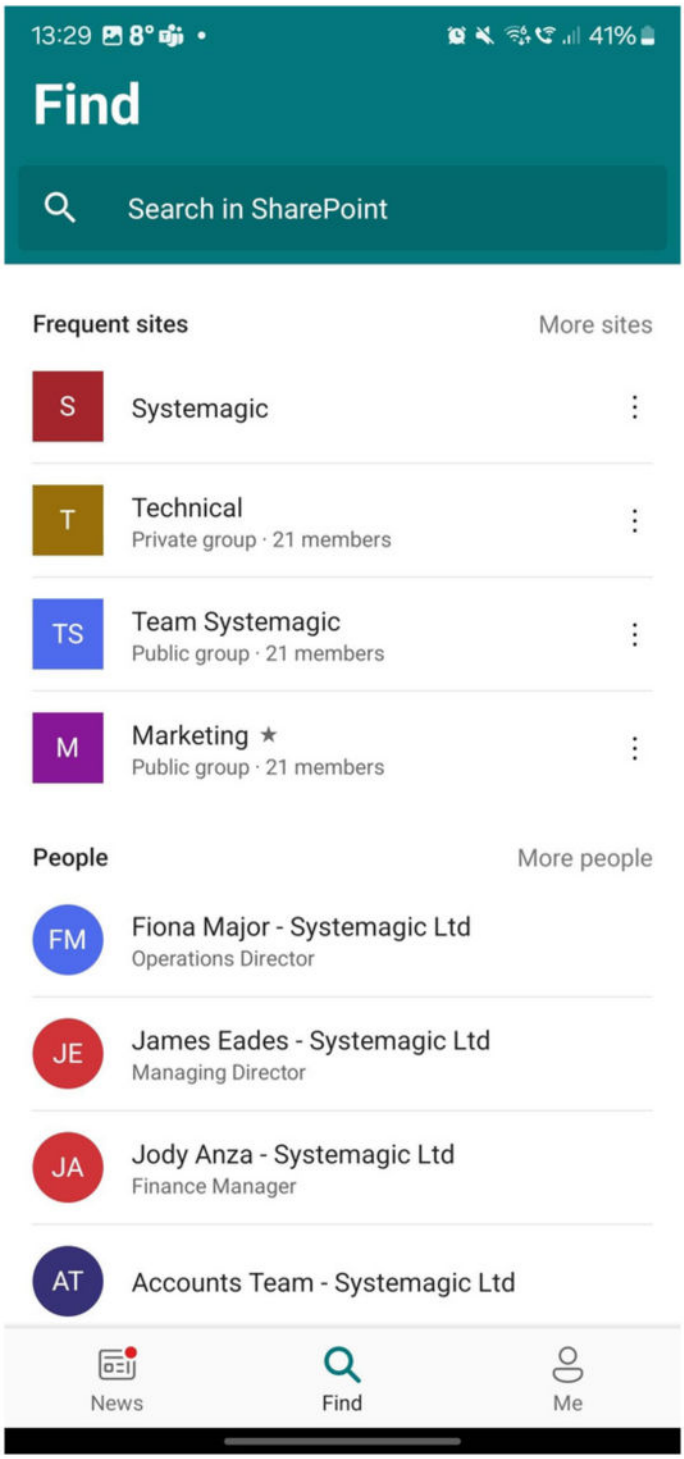






If you have 2 Factor Authentication enabled, you may be prompted to authenticate your login via Microsoft Authenticator or by SMS.

Once you have successfully signed in, you will be able to view all files and sites you have permissions to access.





Need Support With SharePoint?

If you need support with Microsoft SharePoint, please don't hesitate to reach out to our friendly helpdesk via the details below.

01225 426800

support@systemagic.co.uk

www.systemagic.co.uk

