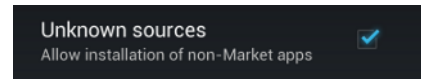


harmon.ie Connect for Android – Getting Started


To install harmon.ie

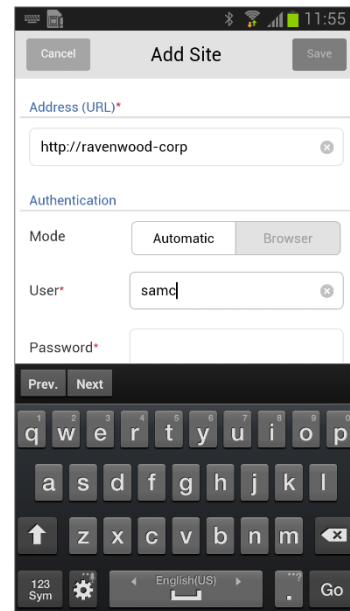
1. Downloading from a PC – copy **harmonie.mobile.xxxx.apk** to your device’s Internal Storage or SD Card.
Continue to step #3.
- OR-
2. Downloading from the mobile device – tap **harmonie.mobile.xxxx.apk** link (the file is normally saved in the Downloads folder).
3. Using you device’s files manager, navigate to the APK file and tap on it.
4. Confirm the installation by tapping **Install**.

NOTE: If you get the “Install blocked” message, go to Settings > Security and enable **Unknown Sources** to allow the installation of non-Market apps. To continue, go back to step #2.



To Add a SharePoint Site

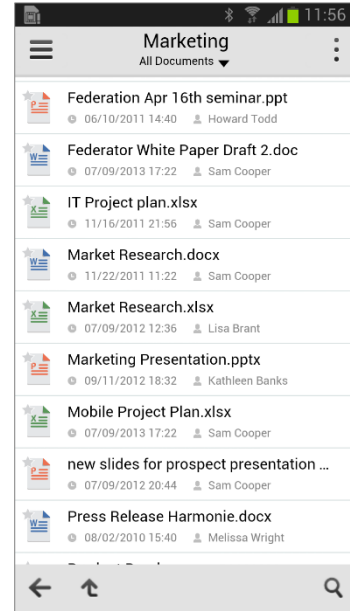
1. Look for the **harmon.ie** icon  and tap it to start harmon.ie.
2. Tap the **Add Site (+)** button to configure your site:
 - a. Enter the **Address (URL)** of the SharePoint site that you want to add, including HTTP or HTTPS.
 - b. Specify the **User** and **Password** and tap Save to connect to the SharePoint site.



To Find SharePoint Documents

Once you add a SharePoint site to the application, you can use harmon.ie to find a SharePoint document or a SharePoint location in one of the following ways:

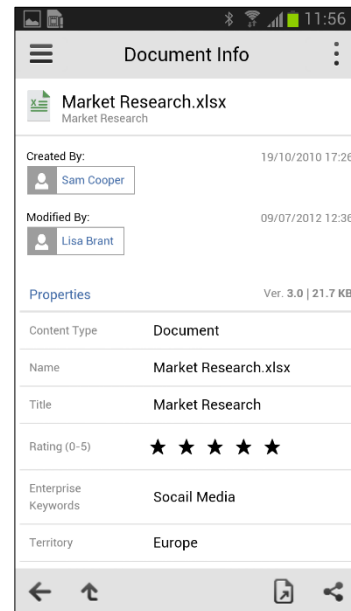
1. In the **Sites** view, tap on a SharePoint site name to browse this site.
2. Use the **Browse** view to navigate the sub sites, document libraries, folders, and documents of the added SharePoint sites.
3. In the **Browse** view, tap **Search** (🔍) to find an item as you type or search for content in the SharePoint site by clicking the *Tap to search 'x' in this document library/folder* link, or by tapping the **Search** button which appears next to the field after the first SharePoint search.
4. From the Views menu select the **Locations** view and tap **History** at the top of the list to quickly navigate back and forth between visited locations. You may add a location to your **Favorites** list, by tapping the empty star icon (★) displayed on an item's icon.



To Work with SharePoint Documents

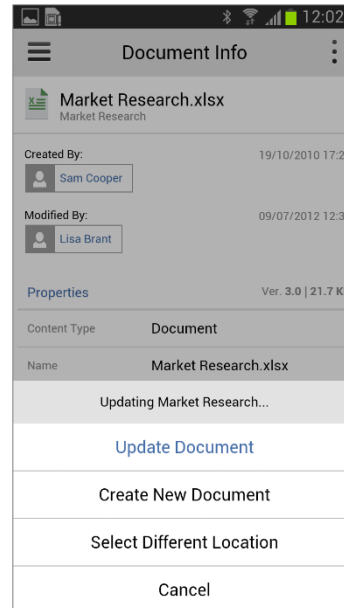
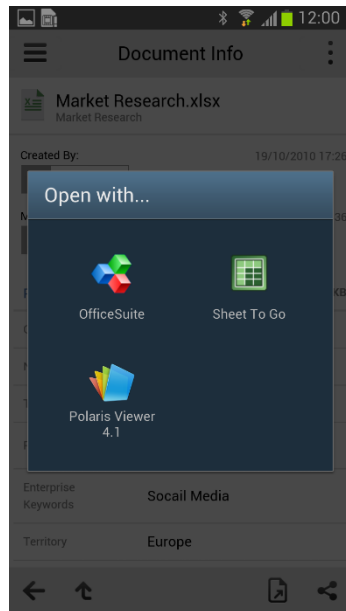
You can use harmon.ie to open, check in/out, view properties, upload and update SharePoint documents.

In the **Browse** view, tap a SharePoint document name to open the **Document Info**, displaying document information as well as common SharePoint operations.



To Update a Document using Docs To Go™

1. In the **Browse** view, tap the document name to open the Document Info screen.
2. Tap **Open With** (📄) and select to open the document in Docs To Go (*Sheet To Go* if it is a MS Excel™ document).
3. Perform your changes and save the document.
4. Open the Actions menu and tap **File > Send** and select **harmon.ie** from the list.
5. The harmon.ie app is launched. After the verification process is complete, select **Update Document** to upload the document to SharePoint.



SharePoint and Email

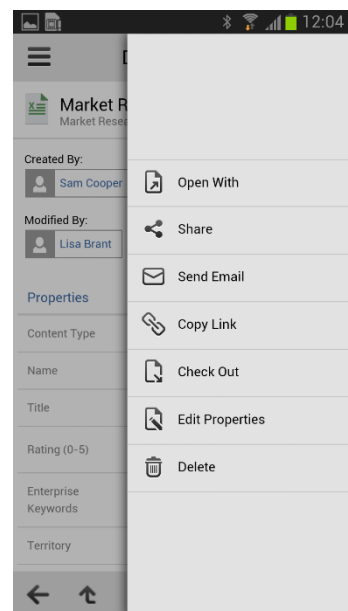
Integrating e-mail and SharePoint is easily accomplished using harmon.ie:

Save attachments

1. Open the email message and tap the attachment.
Note: There might be a delay in opening the attachment while it is being downloaded to the device.
2. From the menu, select **harmon.ie** to publish the document on SharePoint. If your company uses required document fields, harmon.ie automatically prompts you to complete them.

Send documents

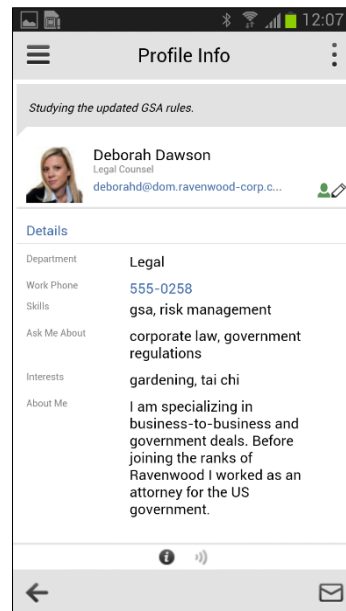
1. In the harmon.ie **Browse** view, tap the document name to open the Document Info screen.
2. Open the Actions menu and tap **Send Email** to send it as a link or an attachment.



To Work with People

Use the **People** view to connect with your co-workers:

- Find a person, by scrolling the list or typing a name in the search bar. You can also search SharePoint for people by clicking the *Try to search in SharePoint* link, or tapping Search, which appears next to the field after the first time you search in SharePoint.
- In the People view, tap a name to view profile information. Swipe to move between **Details** and **Updates** to see updates made by this person.
- Tap a phone number or e-mail address to communicate with people. Alternatively, use the Actions menu to send an e-mail or to call a Mobile/Work phone.



System Requirements

- Office 365 (SharePoint Online), SharePoint 2013, SharePoint 2010, Microsoft Office SharePoint Server (MOSS) 2007, or Windows SharePoint Services (WSS) version 3.0, SharePoint Foundation
- Android 4.0 (Ice Cream Sandwich) and later – **Required**
- Samsung Galaxy – **Recommended**