

# Microsoft OneDrive

## Introduction



During the course delegates will learn how to

- store and share files using OneDrive
- manage files
- view photos
- share files using links and the Public folder
- find the files and information needed
- create documents with Office Online

### COURSE CONTENT

#### Introduction

- What is the cloud?
- What is OneDrive?
- How to sign in and create an account
- How to upload files

#### Get Acquainted With the Site

- Create and work with folders
- Organize your photos and videos
- Search for files and folders
- The recycle bin
- Storage and options

#### Sharing

- Share with specific people
- Share with lots of people
- Publish to Facebook
- Change or stop sharing
- Receiving a share request

#### OneDrive and Office Online

- What is the OneDrive desktop app?
- Upload and download files in the OneDrive app

