

# Microsoft OneDrive (Work or School) Training Agenda (Level 100)

## Overview

Sign in to office.com and select OneDrive to:

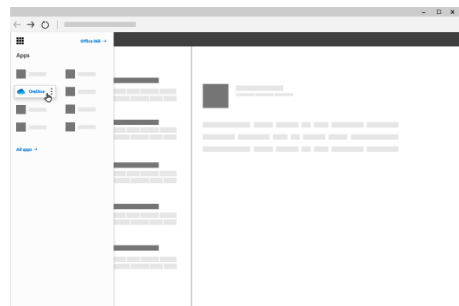
- Access and edit your files from all your devices
- Share inside or outside your organization
- Work together in real-time on Office documents
- Quickly find the files that matter to you
- Keep your files protected and backed up

## Setup

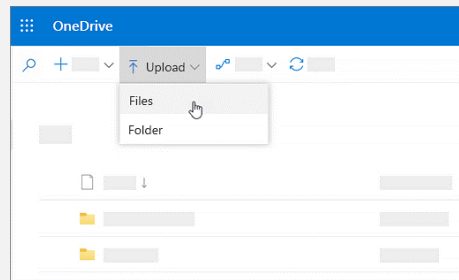
- Similar functionality to DropBox
- Upload and save files and folders to OneDrive for Business

Use OneDrive in your browser (Edge or Google Chrome)

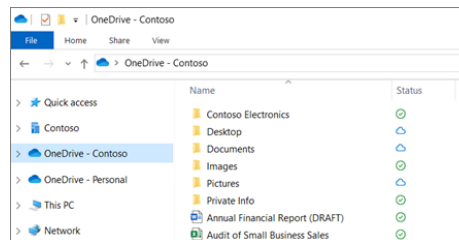
- Sign in to [office.com](https://office.com) and select OneDrive.
- Right-click a file, and select a command



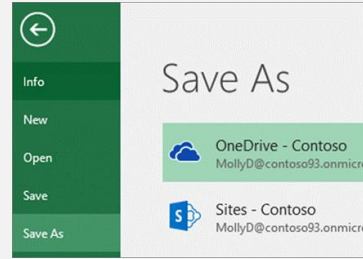
- Select **Upload > Files** or **Upload > Folder**
- Select the files or folder you want to upload
- Select **Open** or **Select Folder**



- OneDrive on your desktop
  - In **File Explorer**, select:
  - OneDrive – [your company]



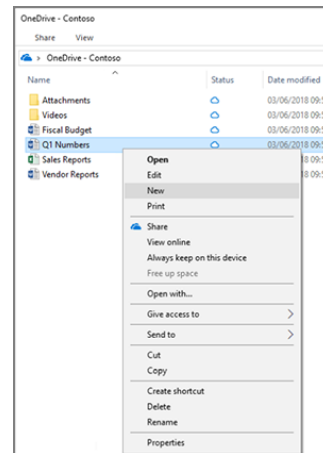
- Save and open files in your Office apps
  - Select **File > Save As > OneDrive** - [company name] to save a work file to OneDrive
  - Save personal files to OneDrive - Personal
  - Select **File > Open** and then **select OneDrive**, to open a file saved to OneDrive



- OneDrive sync app (preinstalled on Windows 10)
- Pin to taskbar: Navigate to the start menu, find the OneDrive icon and pin it to the taskbar (sign in to Network or Microsoft account if prompted)

## File Management

- Access O365 files or anything shared in OneDrive
  - Show File Restore (restore files to any point over the past 30 days).
- Access OneDrive for business desktop folder

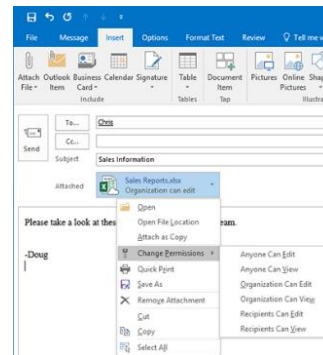


## OneDrive Files On-Demand

- Open OneDrive Folder to show files local, active, and synced
  - Show single document properties and actions (right click)


## Modern Attachments

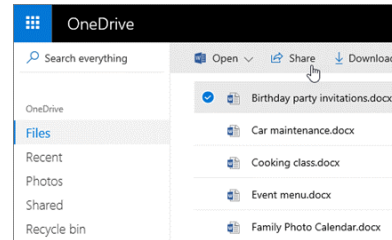
- Open Outlook and attach a file to discuss OneDrive modern attachment options



## Sharing


- Return to O365 OneDrive files
- Select the files or folder you'd like to share

- Select **Share**  .
- Select **Anyone with this link can edit this item** and set the permissions:
  - Select **Allow editing** if you want others to be able to edit the file
  - Uncheck **Allow editing** if you only want others to be able to view the file
- Select how you'd like to share:
  - **Get a link** - Select **Copy** and paste the link into a message, file, webpage, or other location
  - **Email** - enter the emails of the people you want to share with, add a message (optional), and select **Share**
  - **Social network** - Select **More** and select the social network you want



## Stop or change sharing

If you are the file owner, or have edit permissions, you can stop or change the sharing permissions.

- Select the file or folder you want to stop sharing
- Select **Information**  in the upper-right corner to open the **Details** pane
- Select **Manage access** and:
  - Select the **X** next to a link to disable it
  - Select **Can Edit** or **Can View**, and then select **Stop Sharing**
  - Select **Can Edit** or **Can View**, and then select **Change to...**

## Other Devices

- Install and set up OneDrive apps (on any supported device)
- You can upload, download, and interact with your OneDrive files from a web browser, but the ideal OneDrive experience comes from the Windows and Mac sync apps and the iOS and Android mobile apps

## Question and Answer

- Include Q+A session at the end of the training