

# MS ONEDRIVE – STORING, PROTECTING AND SHARING FILES

90 Minutes

OneDrive is a Microsoft cloud storage service that let's you store your personal work files and folders in one place. You can share them with others when you want to. You can stop sharing at any time. You can also collaborate in real-time within the shared files. You can also access your OneDrive through your local machine and from any device connected to the internet.

## COURSE CONTENT

### OVERVIEW OF ONEDRIVE

- Understanding the service OneDrive provides
- Navigate the OneDrive interface
- Change the layout of your files and documents

### SET UP YOUR ONEDRIVE

- Set up your local sync folders
- Create new documents or folders in OneDrive
- Upload files or folders
- Keep OneDrive organized
- Sort and filter through your files and documents
- Search your documents

### SHARING FILES AND FOLDERS

- Share files and folders with a few clicks
- Manage access to your files and folders
- Add and remove members to your shared files
- Stop sharing
- Create a shortcut link to folders shared with you
- Where to find files shared with you?
- Sharing a document in real time
- Opening a document on the desktop
- The wonders of the "Catch up" option

### ONEDRIVE ON YOUR LOCAL MACHINE

- Sorting and filtering through your files and folders
- Understanding the status options
- Search your files and folders

### ADDITIONAL ONEDRIVE OPTIONS

- Details, file statistic and activity
- Version history
  - ✓ Restore a previous version
- Find and restore a deleted file through the two stages in the recycle bin