



Personal File Storage with OneDrive for Business Course Overview

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Course Duration: 3 Hours

1 OneDrive Overview

- OneDrive Security
- Access OneDrive via Web Browser
- OneDrive Interface: My Files, Recent, Shared and Recycle Bin
- Access OneDrive folders and files in PC File Explorer

2 Manage Folder and Files in OneDrive

- Create Folder
- Upload Files/Folders
- Create New File Directly in OneDrive
- Office Online Overview
- Edit Microsoft Office Files using Office Online/Desktop App
- Copy/Move/Delete/Rename Files in OneDrive

3 Folder / Files Sharing

- Ways to share Folder / Files
- Share Folder / Files settings
- Using Shared Folder to check "Share With You" and "Share By You" status
- How to access shared Folder / Files from your colleagues
- How to change Share settings
- How to remove Share Link

4 Co-Authoring

- Co-Authoring using Office Online
- Co-Authoring using Office Desktop App

5 Version History

- Restore a version
- Open a version

- Delete a version

6 Using OneDrive Desktop App to Synchronize OneDrive Folders / Files

- Configure OneDrive Desktop App
- Files-On-Demand settings
- Choose Folder to Sync
- Configure Sync Conflicts