

# Office 365: OneDrive

Learn how to use OneDrive for Office 365 to share files with colleagues, upload and sync files to the cloud and work on your files from any location.

## Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: Basic familiarity with Windows applications

Version: Office 365

## Learning Outcomes

- Upload files to OneDrive
- Create files in OneDrive
- Create folders
- Sync files
- Search for files
- Share files

## Course Content

- Understanding OneDrive
- Uploading Files
- Syncing Files
- Opening Files
- Working with Files and Folders
- Sharing Files
- Searching