

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