

Duration: 1 day

During this course delegates will learn how to navigate and make best use of OneDrive for Business. They'll learn how to safely share information and to keep track of what is being shared. Integration to Microsoft Office is covered as is how to control what is synchronised to a PC for laptop for offline use.

Key Topics

- How to navigate the OneDrive online environment
- How to create files and folders
- How to add files and folders to OneDrive
- How to create links to files or websites
- Using the file preview pane
- How to control file synchronisation
- How to move and copy files
- How to rename files
- Using the filtering and searching capabilities in OneDrive
- Working collaboratively in OneDrive
- Using file versioning and version history
- Managing file sharing
- Using OneDrive with Microsoft Office
- Using OneDrive with other desktop applications