

OneDrive – Get started

Description

This training will provide participants with the knowledge and skills needed to effectively use OneDrive on a daily basis. OneDrive is the Microsoft cloud computing service that connects you to all your files. It lets you store and protect your files, share them with others, and access them anywhere on any device.

Course Content

Module 1: Use OneDrive in your browser

- Sign in to OneDrive
- Upload files and folders
- Create a folder
- Sort, rename, or move files in OneDrive
- Delete files or folders in OneDrive
- Search for files
- Share files or folders
- See files you shared in OneDrive
- See files shared with you in OneDrive
- Stop sharing OneDrive files or folders, or change permissions
- Restore a previous version of a file in OneDrive
- Restore deleted files or folders in OneDrive

Module 2: Use OneDrive from your computer

- Synchronising OneDrive with a computer
- Save disk space with OneDrive Files On-Demand

Module 3: Use the OneDrive mobile app

Lab / Exercises

- Practical exercises will be proposed during and/or at the end of each lesson

Documentation

- Digital courseware included

Participant profiles

- People who use or will use Microsoft 365
- Decision-makers who are trying to understand the features and benefits of Microsoft 365 and how it can increase employee productivity

Prerequisites

- Practical knowledge of Windows operating systems
- A good command of Microsoft Office

Objectives

- Access OneDrive
- Upload files and folders
- Share files and folders

Niveau

Fondamental

Classroom Registration Price (CHF)

500

Virtual Classroom Registration Price (CHF)

475

Duration (in Days)

0.5

Reference

MOD