

Office 365 Sharing Files And Online Tools – Using Onedrive

Onedrive is an internet based disk storage location used to save and share files. These files are automatically backed up and all changes can be restored using the history feature. The **Online** applications are automatically saved as you work, so there is never a loss of information. Instead of sending a file to someone using **Outlook Email**, you could share the file and send the link. This reduces overall disk space for each email sent and the rights to disallow access in the future could be easily disabled. Also, files are available anywhere, anytime, and from any device. This course will specifically cover **Onedrive** and how it works with the **Online** tools such as **Word, Excel, PowerPoint**, and **Outlook**.

Course length: 1:45 to 2:00 hours

Course Method: Instructor-Led or Remote Online

Delivery Method: This is a hands-on course.

Courseware: TBD

Concepts Covered:

Documents

Shared With Me

Followed

Site Folders

Recycle Bin

Shared With Everyone

Groups

Status

Search

New File

Upload

Sync

Edit A File

Manage A File

Check Out

Version History

Workflows

Download A Copy

Follow

Shared With

Share With Others

Invite People

Get A Link

Inherited Folders

Deleting Shared Files

Everyone Rights

Alert Me

Rename Document

Post

Word Online

Excel Online

PowerPoint Online

Outlook Online