Microsoft OneDrive Introduction – Sample Course Outline

Duration: Half a day

OneNote is Microsoft 365's cloud-based file management system. This course is for you if you want to upload, organise, and share files with OneDrive allowing you to collaborate with colleagues.

What will be covered?

- Working with OneDrive in the app and the browser
- Working with files and folders
- Using OneDrive with other 365 apps
- Collaborating with colleagues

Features covered

Getting started with OneDrive

- Signing in to the browser
- Synching OneDrive with the client app

Working with files and folders

- Uploading files in the browser and the app
- Creating new files and folders
- Renaming, deleting and recovering files
- Downloading files
- Searching for files

Working with Microsoft 365 apps

- Using OneDrive with the desktop apps such as Word, Excel and PowerPoint
- Using OneDrive with Teams
- Restoring a file to an earlier version

Sharing and collaboration

- Sharing files with an expiring link
- Setting permissions
- Requesting access to files
- Working on a file with a colleague
- Adding comments to files