

# **Microsoft OneDrive**

**Modality: On Demand**

**Duration: 30 Min**

## **About the course:**

In this online training program, students will explore the MS OneDrive, it is an MS online storage system that enables you to obtain your documents from everywhere. You will study the key features of MS OneDrive, such as uploading, sharing, and syncing your files.

## **Course Objectives:**

- How to upload files and photos
- Restore, delete, and organize files and folders
- How to keep files safe
- How to use OneDrive with Office
- How to change views
- Changing permissions and sharing folders and files
- How to fetch your files

## **Audience:**

This course is designed for:

- Beginner students who need to examine MS OneDrive capabilities

## **Prerequisites:**

- This course does not have the prerequisites

## **Suggested prerequisites courses:**

- None.

## **Course Outline:**

### Getting Started

- What you'll learn in this training
- Uploading photos and files
- Organizing, deleting, and restoring files and folders
- Keeping you files safe
- Using OneDrive with Office

### OneDrive Website

- Changing views
- Sharing files and folders and changing permissions

### OneDrive on Your Computer

- OneDrive on your PC or Mac
- Fetching your files

### OneDrive on Your Devices

- OneDrive on your Android, iOS, Windows phone, and tablets

### Tips and Tricks

- OneDrive: File versions

- OneDrive: Photo albums