

Seminar – OneDrive 365 Essentials

Course Length: 30 minute seminar

Overview: During this course, you will be introduced to Microsoft Office 365 OneDrive. The course will provide a brief overview of OneDrive Essentials. You will also acquire the skills and knowledge necessary to perform basic tasks with OneDrive Essentials. Particular focus will be given to the collaborative aspects of Office 365.

Skills Gained: **On completion of this course students should be able to:**

- Sign in to the Office 365 environment
- Add and edit documents with OneDrive
- Share and collaborate on documents
- Learn how to work with basic Metadata and search
- Discuss how to set up your mobile devices to work with Office 365

Key Topics:

Getting Started

- Sign In to Office 365 using a web browser
- Add OneDrive to favourites
- Connect Desktop Apps to Office 365 (order Click to Run – Office Pro Plus)

OneDrive Essentials

- Understanding OneDrive Essentials
- Accessing OneDrive Essentials
- The OneDrive Screen
- Uploading Files
- The File Preview Pane
- Syncing Files
- Opening Files From OneDrive
- Creating a New Folder
- Editing OneDrive Files
- Creating a New File
- Selecting and Moving Files in OneDrive
- Sorting And Filtering Files
- Sharing Files in OneDrive
- Opening a Shared File in OneDrive
- Collaborate on a Shared File in OneDrive
- Following Files
- Set up an Alert
- Searching in OneDrive Essentials
- Using OneDrive Search
- Manage Files
- Create Columns and Working with Metadata
- Deleting Files and Folders
- Preview OneDrive For Mobile and Tablets

Target Audience: This course is designed for users who are working with the Office 365 OneDrive collaboration tools.

Prerequisites:

This course assumes little or no knowledge of Microsoft Office 365. Having some familiarity with at least one of the primary applications of the Microsoft Office suite e.g. Word, Excel, PowerPoint, and competence using Outlook, or equivalent experience would be advantageous. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

We can also deliver and customise this training course for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.