# Microsoft OneDrive 365 – Seminar/ILT

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| **Course length:** | 2-hour seminar or ½ day instructor-led training |
| **Why study this course?** | During this course, you will be introduced to Microsoft OneDrive 365. The course will provide a brief overview of OneDrive for Business. You will also acquire the skills and knowledge necessary to perform basic tasks with OneDrive. Particular focus will be given to the collaborative aspects of Office 365. |
| **What you'll learn:** | On completion of this course students should be able to:<br>• Sign in to the Office 365 environment<br>• Add and edit documents with OneDrive<br>• Share and collaborate on documents<br>• Work with basic metadata and search<br>• Set up mobile devices to work with Office 365 |
| **Course subjects:** | Getting Started<br>• Sign in to Office 365 Using a Web Browser<br>• Add OneDrive to Favourites<br>OneDrive for Business<br>• Understanding OneDrive For Business<br>• Accessing OneDrive For Business<br>• The OneDrive Screen<br>• Uploading Files<br>• The File Preview Pane<br>• Syncing Files<br>• Opening Files From OneDrive<br>• Editing OneDrive Files<br>• Creating a New File<br>• Selecting and Moving Files in OneDrive<br>• Sorting and Filtering Files<br>• Sharing Files in OneDrive<br>• Opening a Shared File in OneDrive<br>• Collaborate on a Shared File in OneDrive<br>• Following Files<br>• Set up an Alert<br>• Searching in OneDrive |
| **Who is the course for?** | This course is designed for users who are keen to learn how to use the many features of OneDrive in a collaborative environment. |
| **Prerequisites:** | This course assumes little or no knowledge of OneDrive. However, it would be beneficial to have a general understanding of computers, Windows operating systems, unified communications, and Microsoft Office. |

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