

MANAGING YOUR FILES WITH ONEDRIVE

Store securely. Access anywhere.
Collaborate with confidence.

This one-day workshop will equip you with the skills and knowledge to manage your files, share with others, and collaborate effectively using Microsoft OneDrive.



DELIVERY

Live Virtual
Instructor-Led
Delivery



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

OneDrive is Microsoft's cloud storage solution that helps you store, protect, and access your files from anywhere. This course will teach you how to organize your files, share securely, and collaborate in real time to improve productivity and teamwork.



WHO THIS COURSE IS FOR

- ✓ Professionals looking to improve their file management and collaboration skills.
- ✓ Teams seeking to enhance their productivity and streamline their workflows.
- ✓ Individuals new to OneDrive who want to learn the basics and beyond.



EXPECTED OUTCOMES

By the end of this workshop, you will be able to use OneDrive with confidence and apply it to your everyday work.



Understand the core features and benefits of OneDrive.



Learn how to upload, organize, and share files and folders.



Explore advanced collaboration tools and settings.



Discover tips and tricks for maximizing productivity with OneDrive.

COURSE TOPICS

01



Introduction to OneDrive

- Overview of OneDrive and its benefits
- Setting up your OneDrive account
- Navigating the OneDrive interface

02



Managing Files and Folders

- Uploading and organizing files
- Creating and managing folders
- Using version history and file recovery

03



Sharing and Collaboration

- Sharing files and folders with others
- Setting permissions and access levels
- Collaborating in real-time with Office Online

04



Advanced Features

- Using OneDrive on mobile devices
- Integrating OneDrive with other Microsoft 365 apps
- Automating tasks with OneDrive and Power Automate

05



OneDrive for Business

- Managing OneDrive for Business settings
- Best practices for data security and compliance
- Troubleshooting common issues



GUIDED PRACTICE

Apply what you learn through guided exercises designed around realistic OneDrive scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world examples and immediate application.



IMMEDIATE IMPACT

Use OneDrive with confidence from day one.

