

Microsoft OneDrive

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no.	304-27
Duration	0.50 day(s) 3:00 hours ¹
Website link	https://pmctraining.com/training/microsoft-onedrive/

Enhance Productivity & Collaboration

In today's digital workplace, efficient file management and secure collaboration are crucial for business success. This workshop provides hands-on training to harness the full potential of Microsoft OneDrive for Business, enabling seamless integration with Microsoft 365. Participants will explore practical strategies to organize, share, and manage files effortlessly, ensuring productivity and security are always prioritized.

Learning outcomes

- Confidently navigate and utilize the core features of Microsoft Teams, including chat, file sharing, and channel management.
- Effectively manage private conversations, group chats, and seamlessly integrate messaging tools to improve collaboration.
- Create and manage Teams, Groups, and Channels, with an understanding of permissions and best practices for team organization.
- Use integrated tools like Microsoft Planner, Tasks, and To-Do to manage team projects and track progress efficiently.
- Schedule, host, and manage meetings with advanced features such as breakout rooms, screen sharing, and meeting notes.
- Utilize Microsoft's AI-driven CoPilot features to summarize meetings, capture insights, and streamline post-meeting tasks – Need Microsoft CoPilot license.
- Incorporate OneNote for collaborative notes, use Microsoft Forms for polls and surveys, share video content via Stream, and create interactive lists with Loop.

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

Workshop topics

Introduction to OneDrive

- What is OneDrive for Business?
- Key benefits for corporate use
- How it integrates with Microsoft 365

Navigating the OneDrive Interface

- Access via web, desktop, and mobile
- Understanding the Home page: My Files, Shared, Recycle Bin, Quick Access
- Live Demo

File Management

- Uploading and creating files/folders
- Organizing files (rename, move, copy, delete, version history)
- Pinning, favoriting, and searching files
- Hands-on exercise: Create folders, upload a document, rename and move files

Sharing and Collaboration

- Sharing files securely (link settings: view/edit, expiry, password)
- Difference between "Share" and "Copy Link"
- Co-authoring in real time with Office apps (Word, Excel, PowerPoint)
- Hands-on exercise: Share a file with a colleague and edit together

Syncing & Offline Access

- OneDrive desktop app: Sync folders from cloud to PC
- Choosing folders to sync
- Offline access and auto-sync when reconnected
- Demo

Security & Best Practices

- File recovery & Recycle Bin
- Version history and restoring files
- Managing sharing permissions IT policy compliance tips

Prerequisites

- Basic familiarity with Microsoft Office applications (Word, Excel, PowerPoint).
- Access to a corporate or educational Microsoft 365 account with OneDrive for Business enabled.

Who should attend this course?

Anyone who regularly work with Microsoft 365 and require secure, efficient document management solutions.