

**OFFICE 365 ONEDRIVE**

**Duration:** 90 Min

**Objective:**

To gain an understanding of what is OneDrive and how to use it from the Desktop and from the Web

**Essential:**

Must be Logged into **Office.com**

**Learning Outcomes**

By the end of the session, you will have a clear understanding of where to save your files on OneDrive.

**Module 1**

**Getting Started**

- What is Office 365?
- Office 365 Apps
- Understand Desktop Apps
- Understand Web Apps
- Understand Mobile Apps

**Module 2**

**OneDrive**

- Understanding OneDrive
- Syncing Files
- Open Files from OneDrive online
- Open Files from OneDrive Desktop
- Create New Folder
- Moving Files
- Sorting
- Searching
- Sharing
- Deleting
- OneDrive for Mobile