Office 365, Part 4 of 5: OneDrive for Business

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Office 365 is assumed.

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Course description: We'd all like to do more with our documents! Take a closer look at OneDrive for Business in Office 365 and discover how easy it is to create new documents from your most common document types, such as Word, PowerPoint, OneNote and Excel. See how to manage the sharing of your documents in Office 365 as well as how to access documents that have been shared with you from coworkers in the environment. Finally, discover how simple it is to sync your OneDrive for Business document library on your local device and how to access and create files directly to and from this sync location.

Course outline:

OneDrive for Business Overview
- Introduction
- Overview of OneDrive for Business
- Demo: OneDrive for Business
- Demo: OneNote Document
- Summary

Accessing Content
- Introduction
- Accessing Documents
- Discover and Recycle Bin
- Create New
- Demo: Files
- Demo: Apps
- Demo: Sharing Documents
- Demo: The Recycle Bin
- Summary

Managing Content
- Introduction
- Uploading Documents
- Collaborate with Others
- Working Online
- Demo: Moving Files
- Demo: Sharing Files
- Demo: Simultaneous Editing
- Demo:
- Demo: Using Skype for Business
- Summary

Syncing OneDrive for Business
- Introduction
- Synching OneDrive for Business
- Demo: Setting up Synch
- Demo: Synching
- Summary