Microsoft One Drive

Format: Half day:
Max Capacity 6

This course will introduce delegates to Microsoft's document management OneDrive, along with understanding groups and searches.

Course Content

- Access OneDrive and associated applications
- What is OneDrive
- Navigating OneDrive
- Uploading Documents
- Organising Content
- Using the Office Online Apps
- Sharing Documents
- Connecting Microsoft Office to OneDrive
- Creating Groups and setting Options
- Collaboration using Groups
- Managing Groups as an Owner

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