Need to Know Microsoft 365 Webinar May 2025

@directorcia

http://about.me/ciaops

Web cast has started

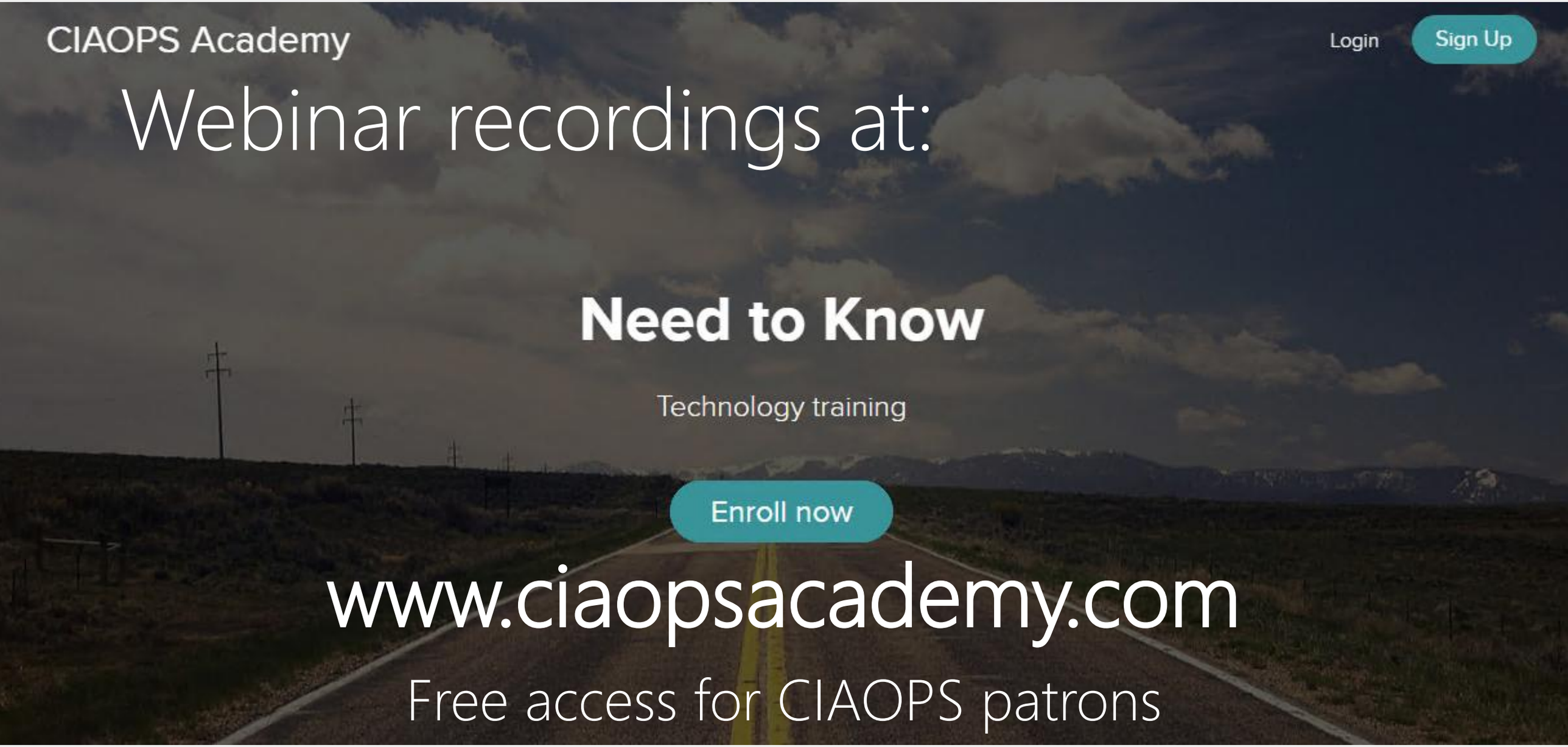
Web cast is being recorded

If you can’t hear anything check your speaker settings

For questions after the event:

Email : director@ciaops.com

Twitter : @directorcia



Webinar recordings at:

www.ciaopsacademy.com

Free access for CIAOPS patrons

Please:
- Turn off your mobile
- Turn off your email
- Have somewhere to take notes

Agenda

- Microsoft 365 Update
- OneDrive for Business
- Q & A

Microsoft 365 Update

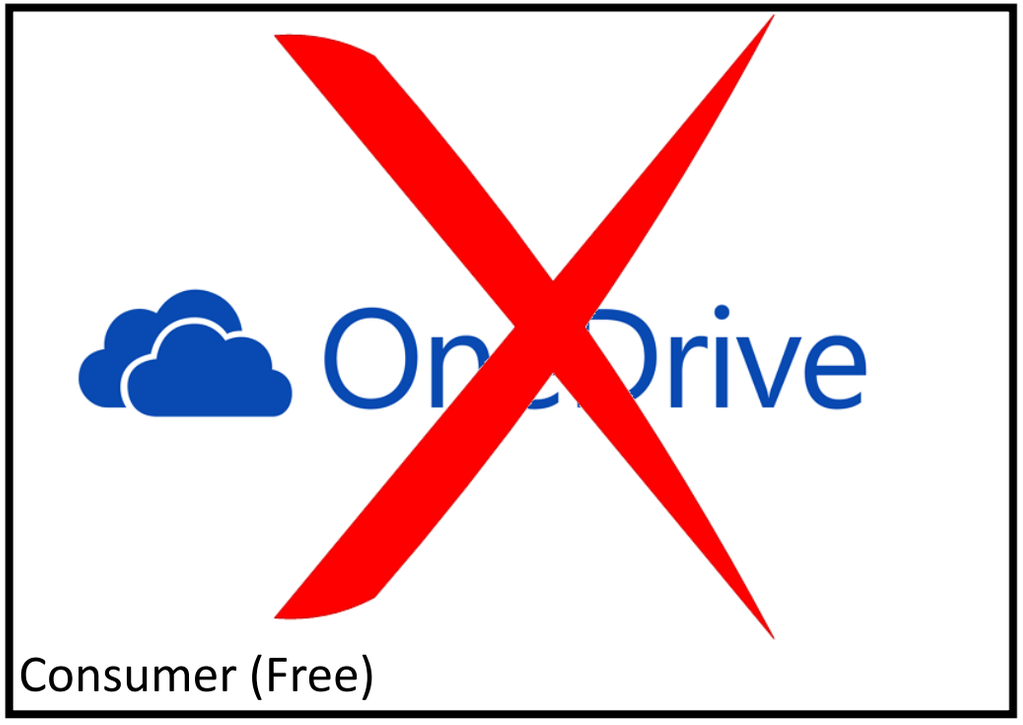
News

- Microsoft Build
  - https://build.microsoft.com/en-US/home
- What's new in Microsoft 365 Copilot | May 2025
  - https://techcommunity.microsoft.com/blog/microsoft365copilotblog/what%E2%80%99s-new-in-microsoft-365-copilot--may-2025/4414313
- An IT pro's guide to Windows at Microsoft Build 2025
  - https://techcommunity.microsoft.com/blog/windows-itpro-blog/an-it-pro%E2%80%99s-guide-to-windows-at-microsoft-build-2025/4415327
- Build 2025: Agents in Microsoft 365 announcements
  - https://techcommunity.microsoft.com/blog/microsoft365copilotblog/build-2025-agents-in-microsoft-365-announcements/4414281
- Multi-agent orchestration, maker controls, and more: Microsoft Copilot Studio announcements at Microsoft Build 2025
  - https://www.microsoft.com/en-us/microsoft-copilot/blog/copilot-studio/multi-agent-orchestration-maker-controls-and-more-microsoft-copilot-studio-announcements-at-microsoft-build-2025/

OneDrive for Business

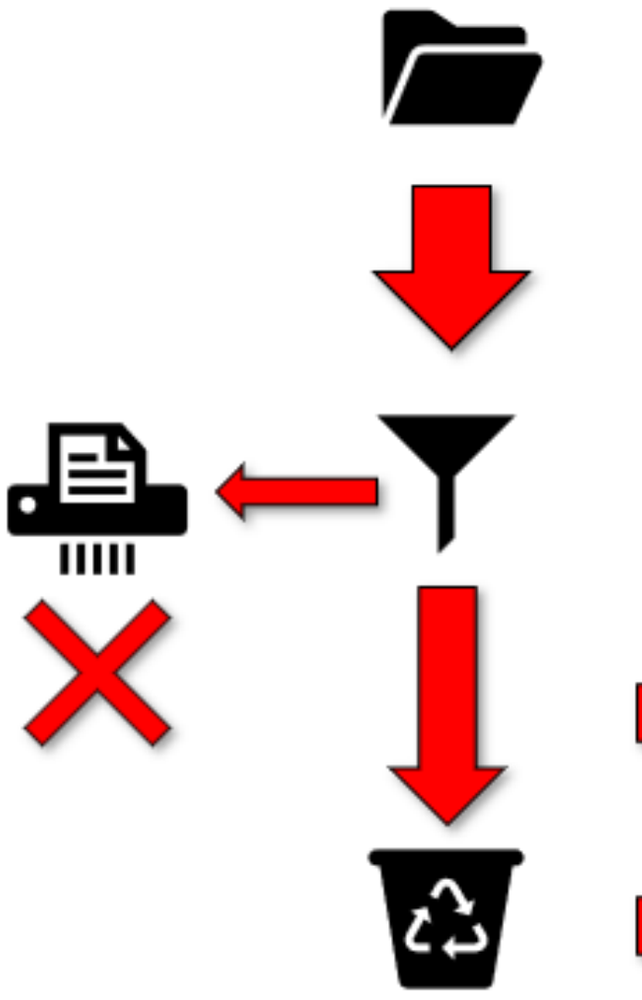
OneDrive versions

Two completely different OneDrive services

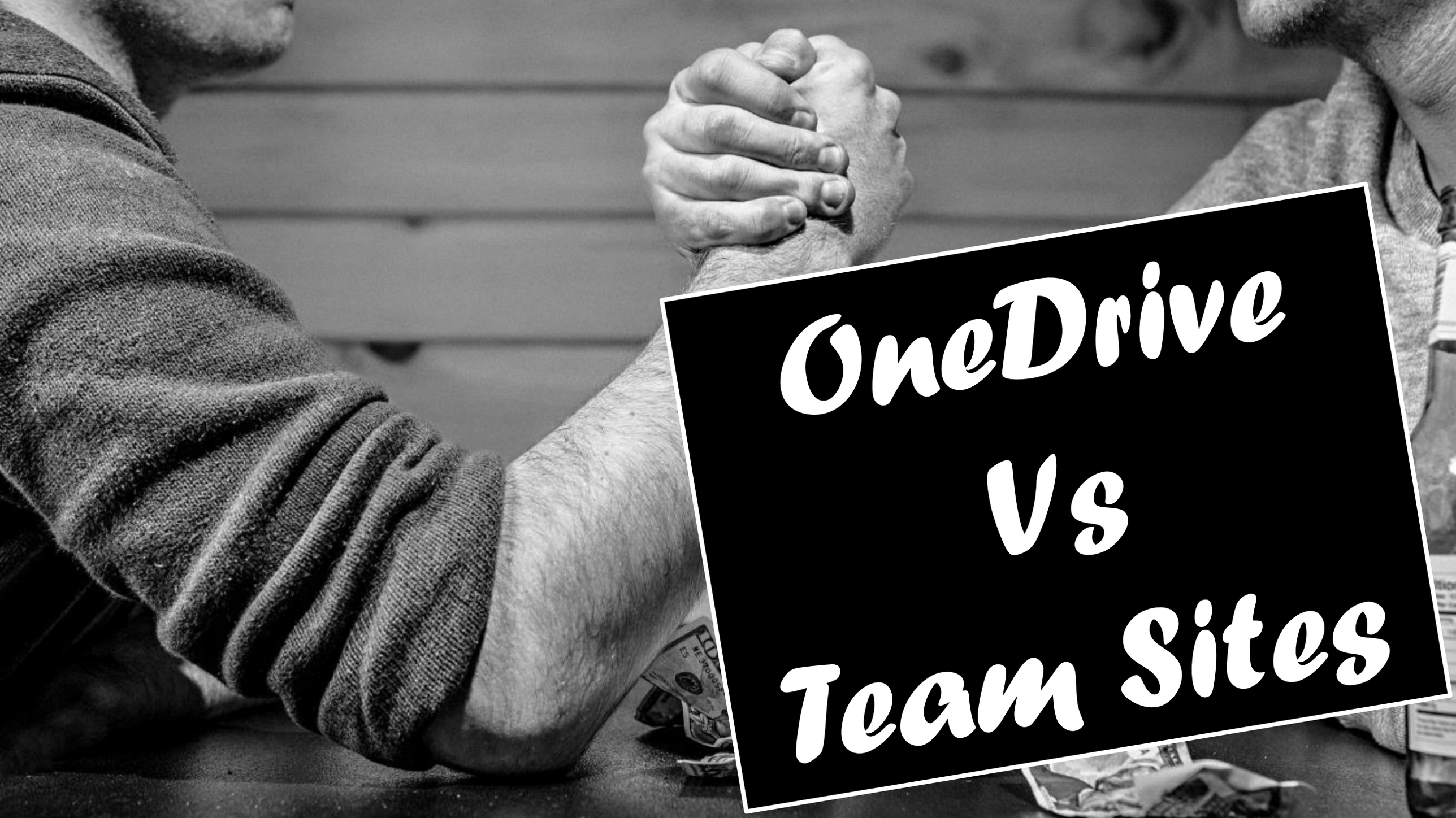


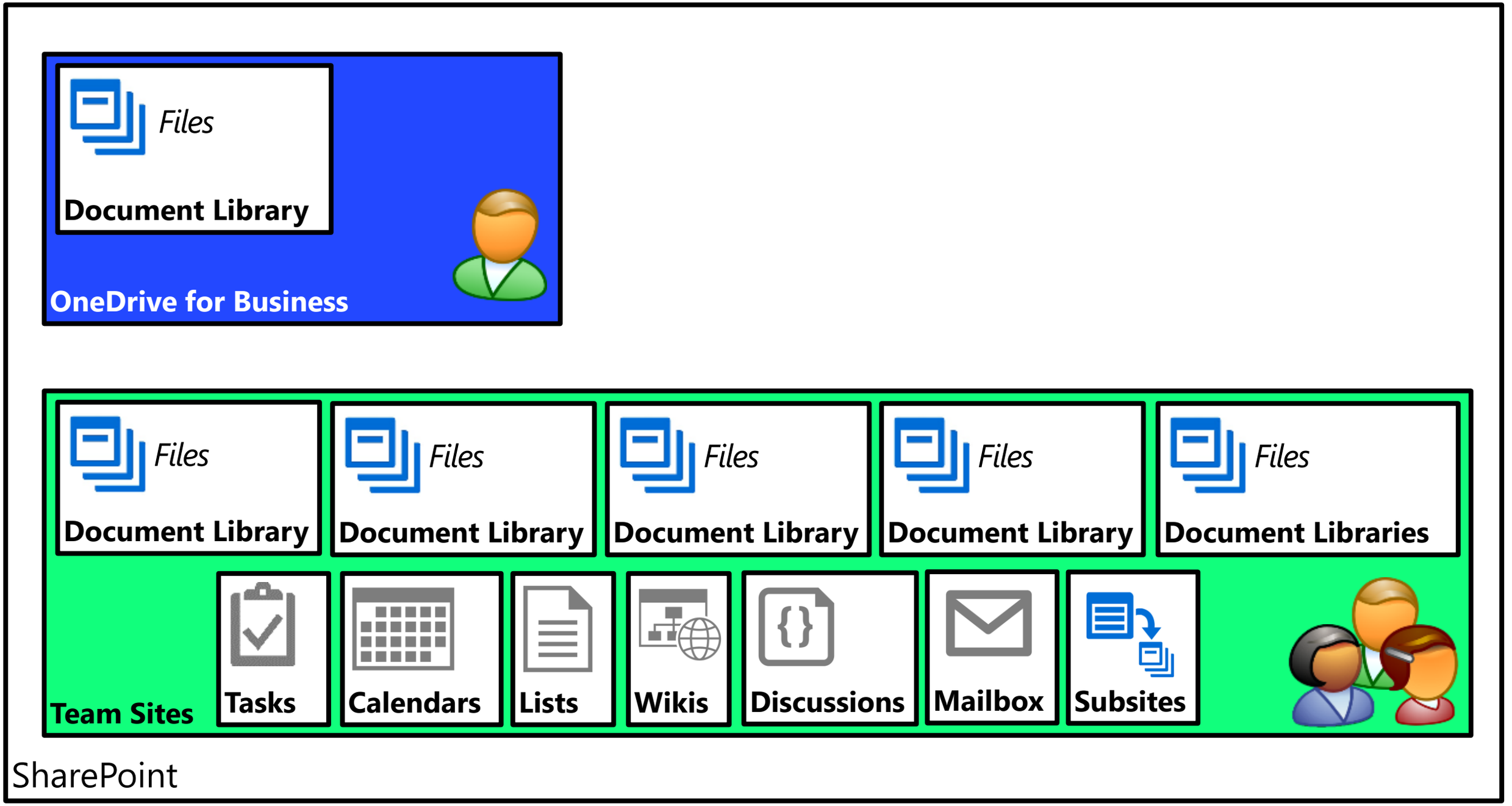
Consumer (Free)

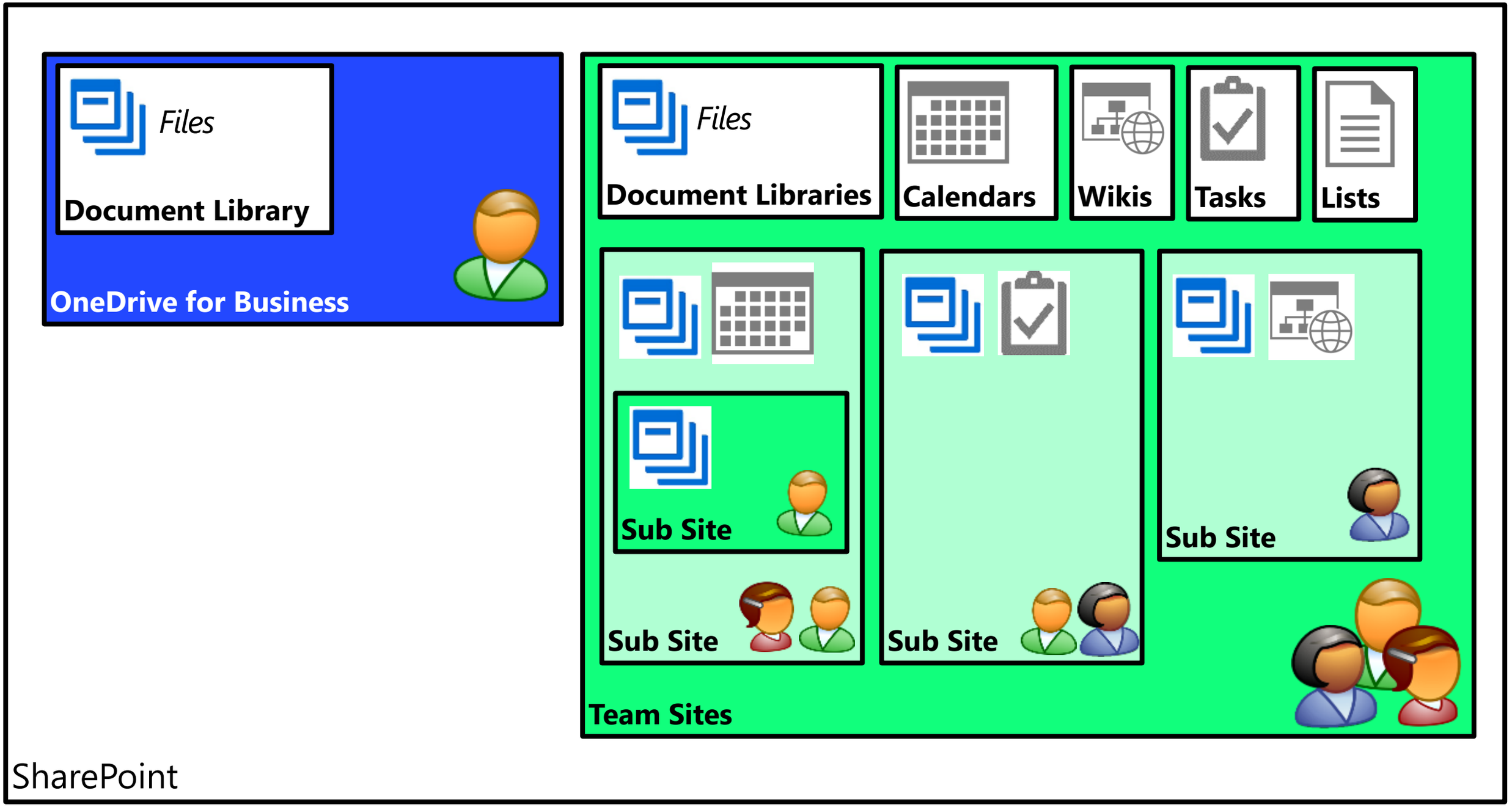
Office 365 (Commercial)



Yammer		- Company wide chat
SharePoint	Hub Sites	- Navigation
SharePoint	Communication Sites	- Company wide - Intranet
SharePoint	Stand Alone Team Sites	- Archive - Extranet
Teams		- By function or location - E.g. Fin, HR, NSW
OneDrive		- Desktop files - Home Drive - Profile


OneDrive
Vs
Team Sites


Files
Document Library
OneDrive for Business
Files
Document Library
Files
Document Library
Files
Document Library
Files
Document Library
Files
Document Libraries
Tasks
Calendars
Lists
Wikis
Discussions
Mailbox
Subsites
Team Sites
SharePoint

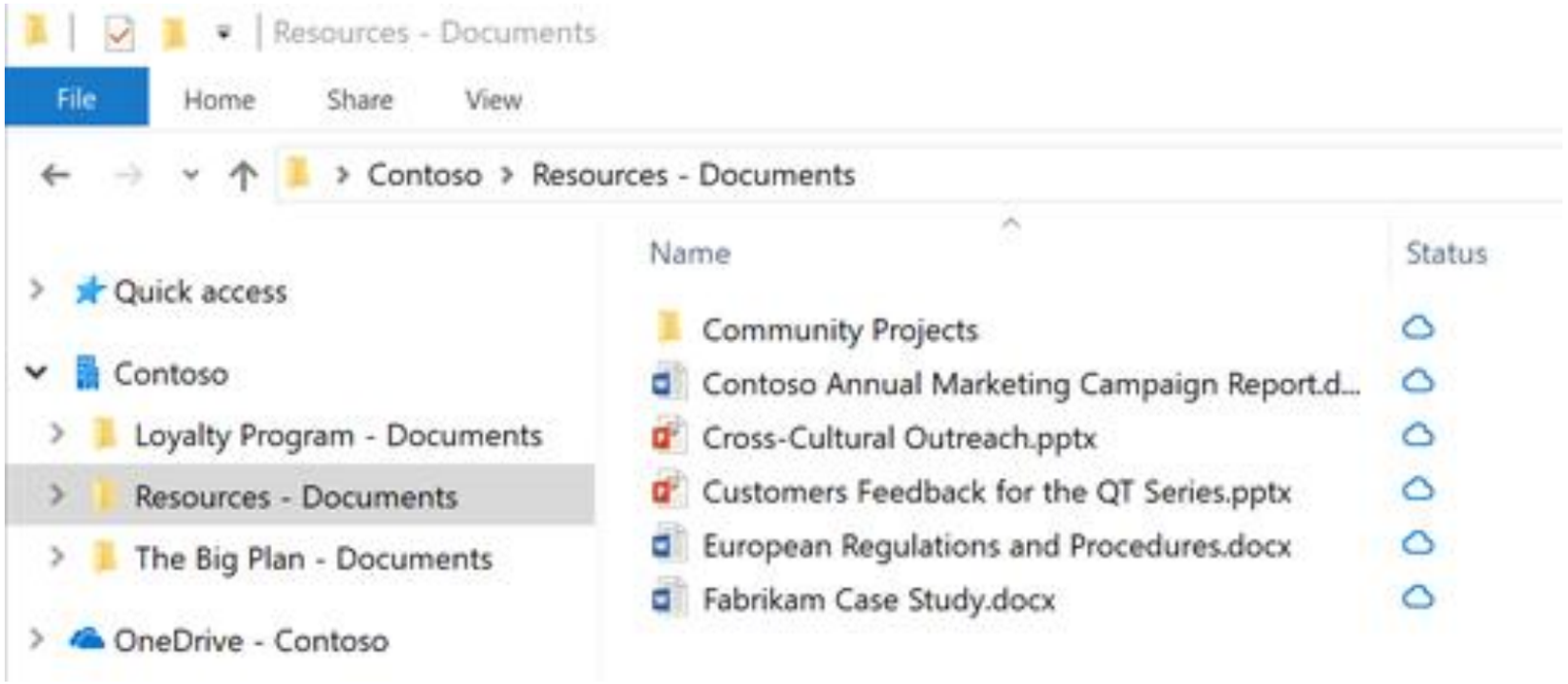

Files
Document Library
OneDrive for Business
Files
Document Libraries
Calendars
Wikis
Tasks
Lists
Sub Site
Sub Site
Sub Site
Sub Site
Team Sites
SharePoint

Starting space

1TB per user

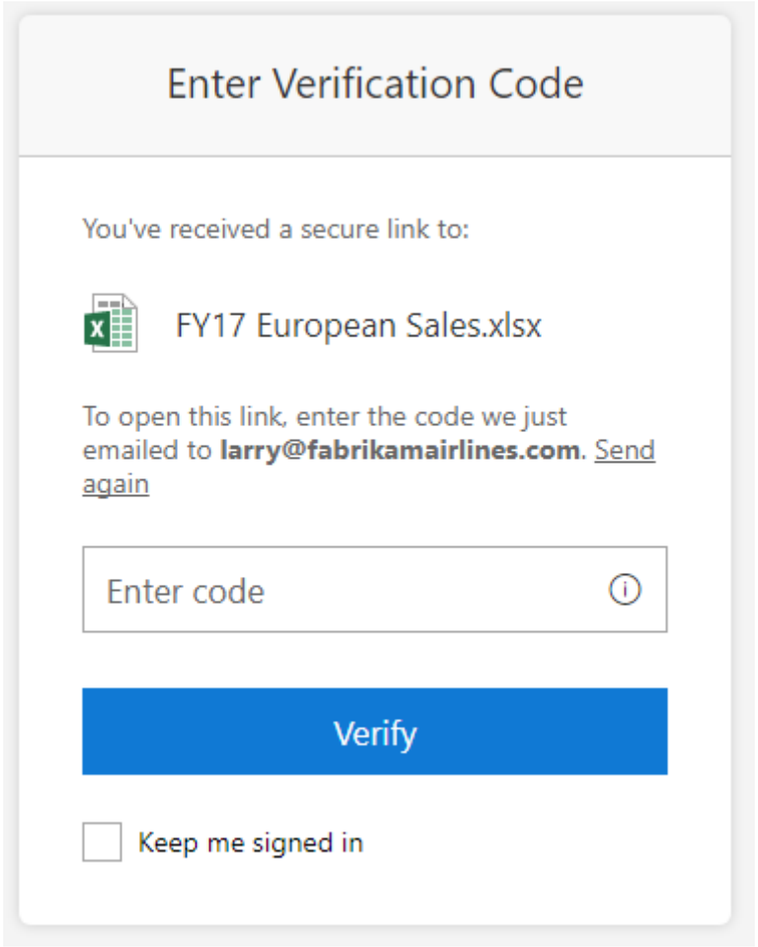
1TB per tenant

OneDrive Files on Demand



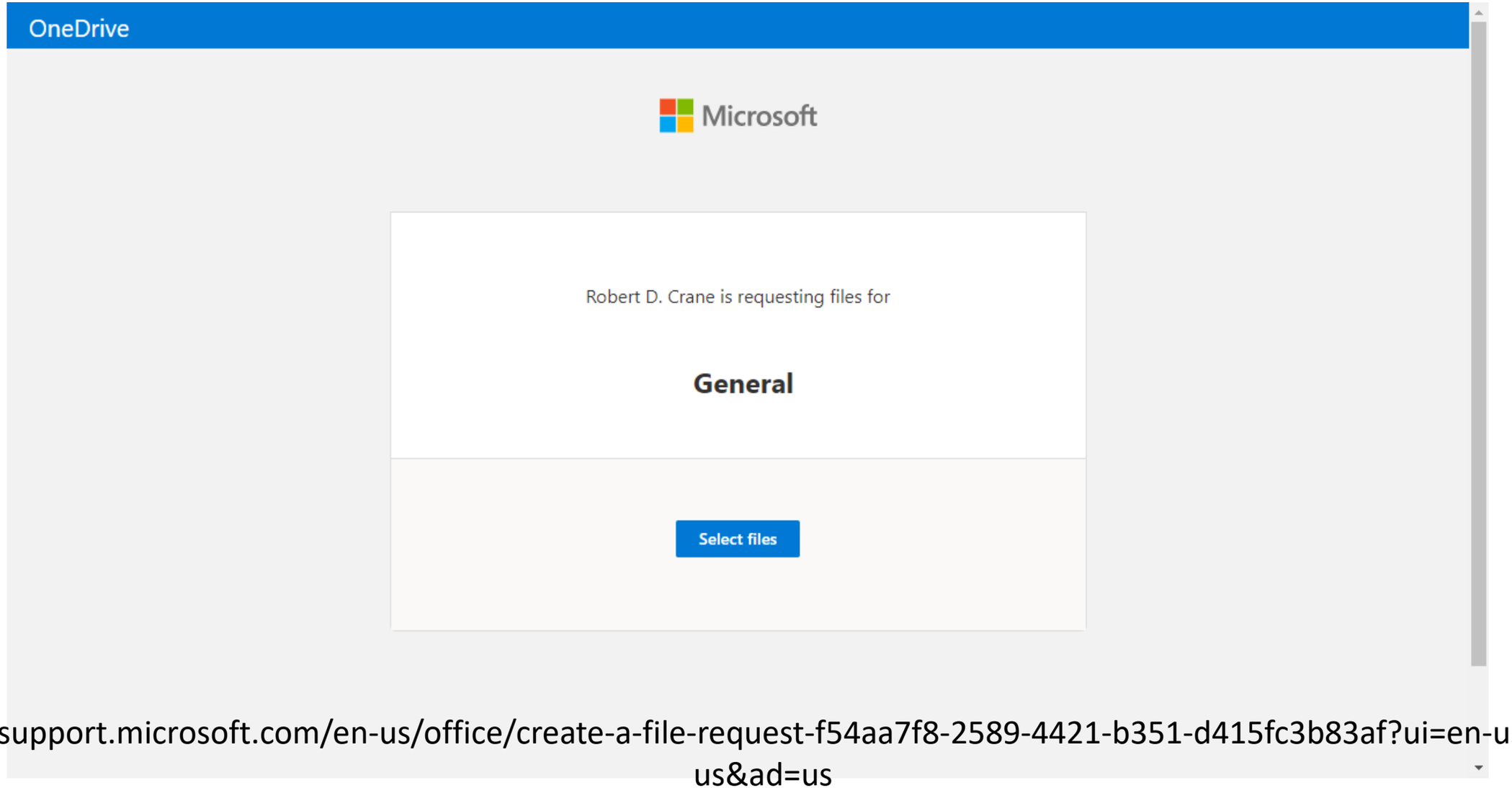
https://support.office.com/en-us/article/Learn-about-OneDrive-Files-On-Demand-0e6860d3-d9f3-4971-b321-7092438fb38e?ui=en-US&rs=en-US&ad=US&fromAR=1

External sharing



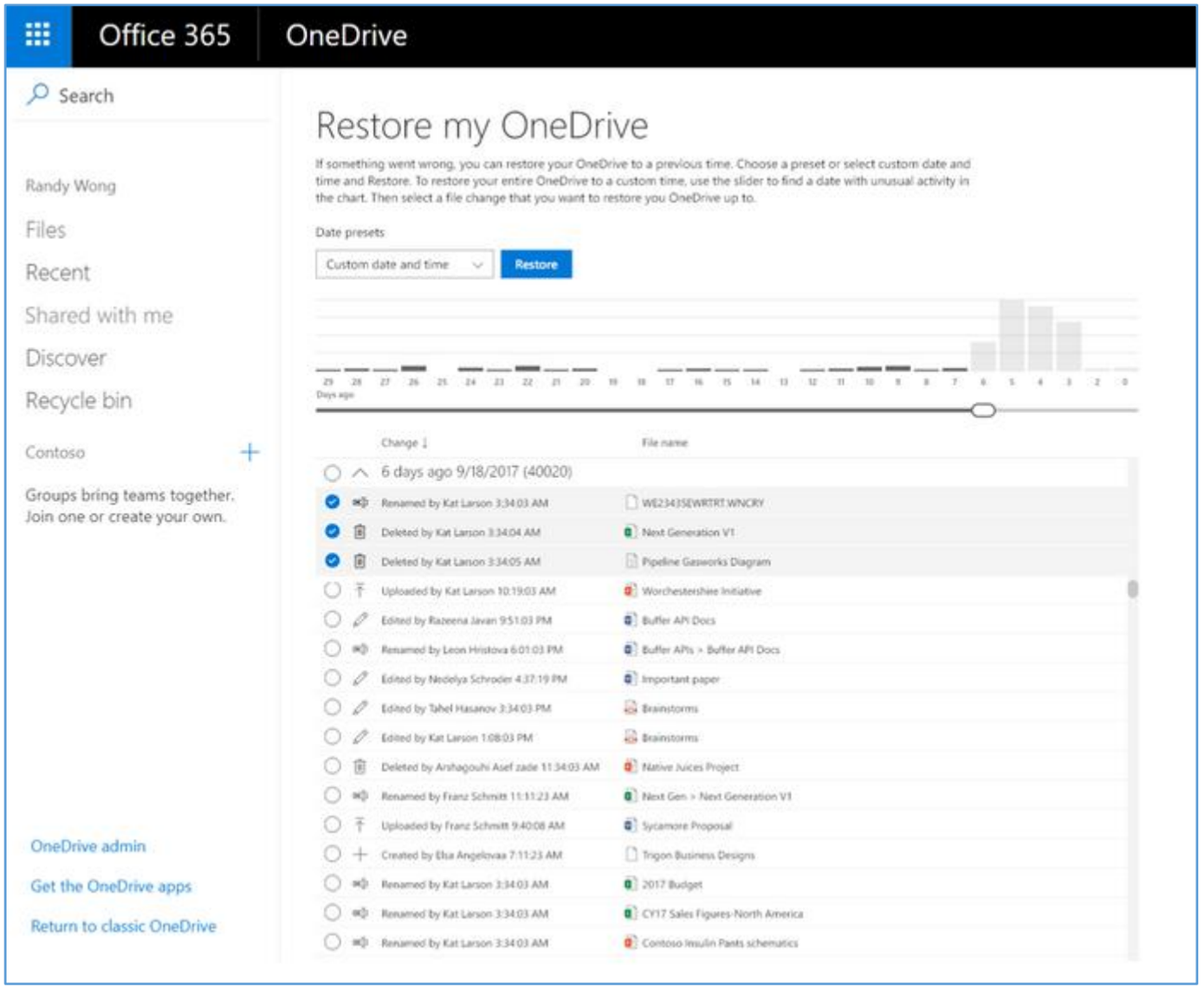
https://docs.microsoft.com/en-us/onedrive/manage-sharing

Request File



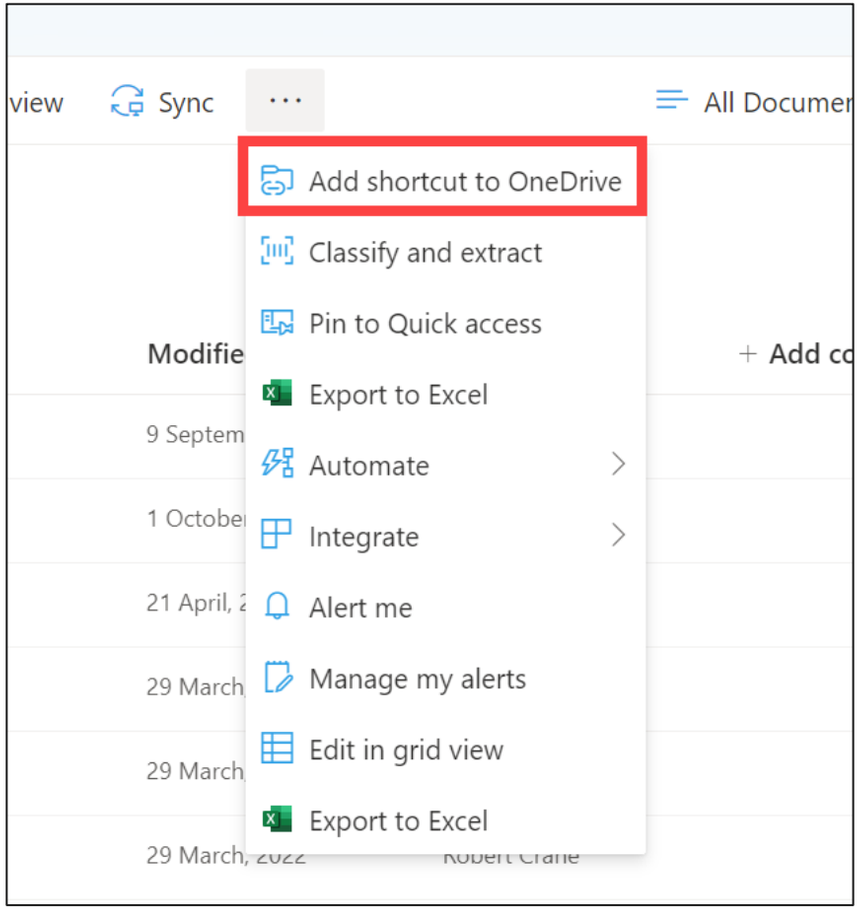
https://support.microsoft.com/en-us/office/create-a-file-request-f54aa7f8-2589-4421-b351-d415fc3b83af?ui=en-us&rs=en-us&ad=us

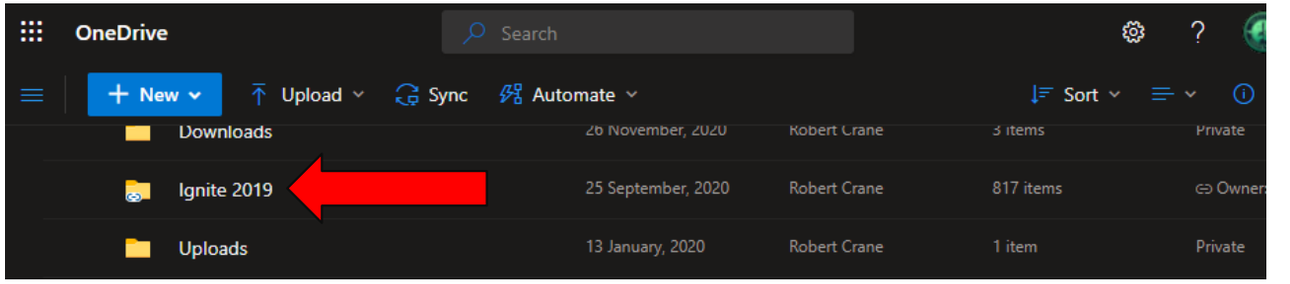
Restore OneDrive

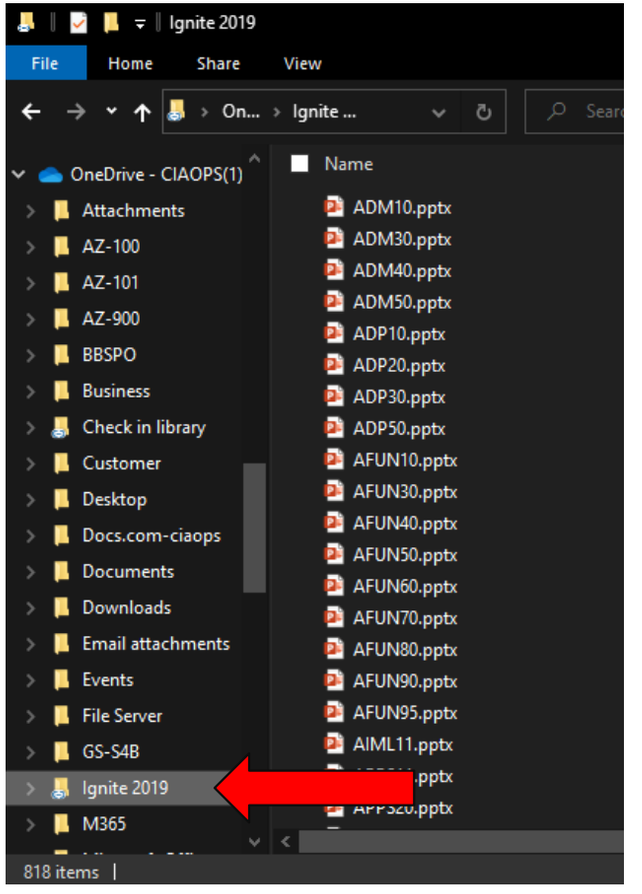


https://support.office.com/en-us/article/Restore-your-OneDrive-fa231298-759d-41cf-bcd0-25ac53eb8a15

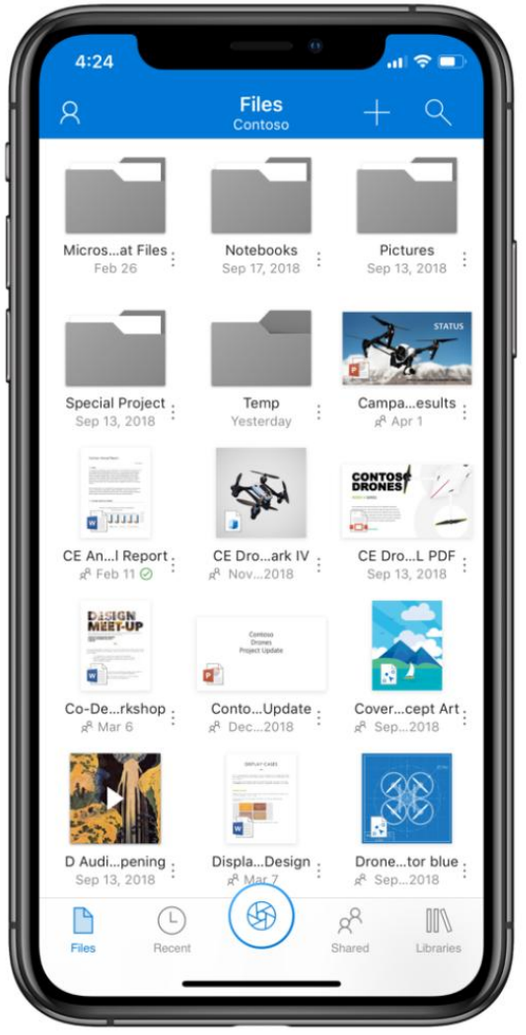
Add Shortcut

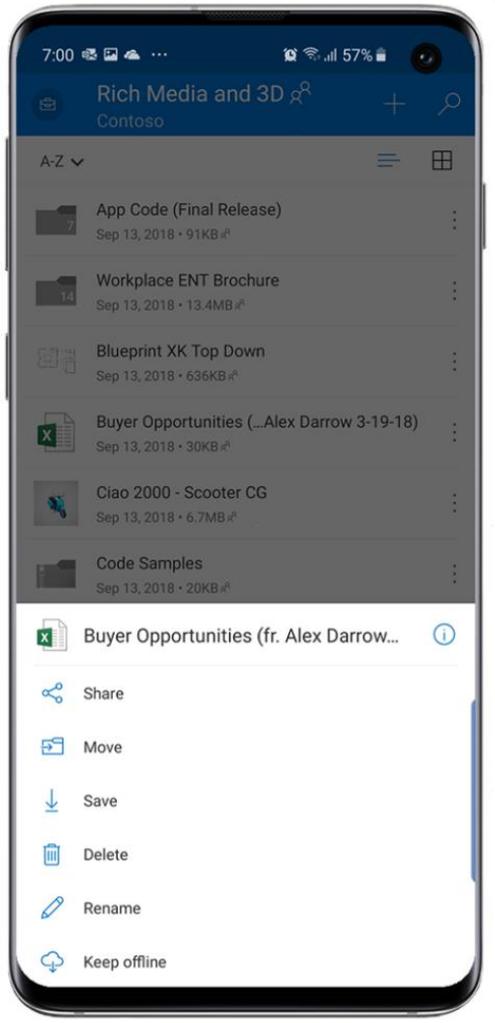


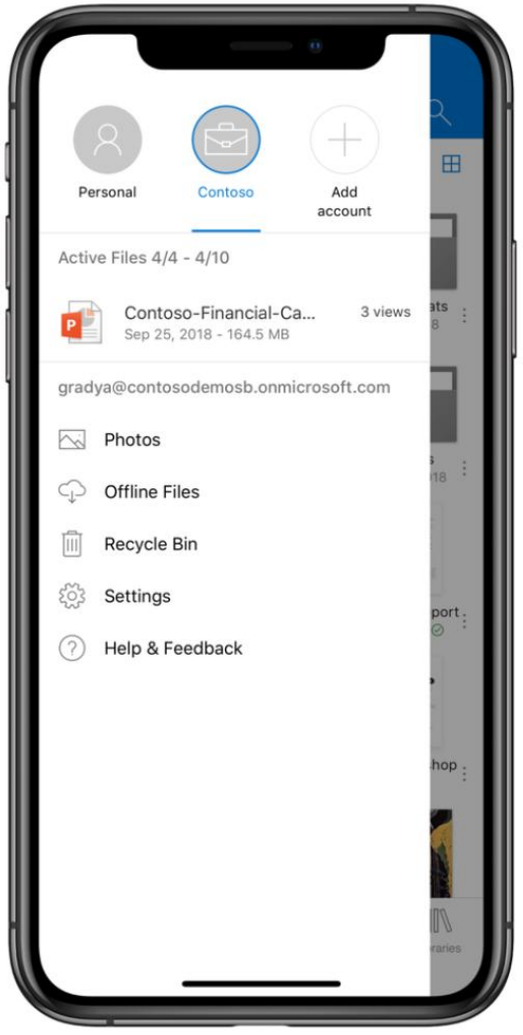




OneDrive Mobile







https://products.office.com/en-us/onedrive/download

DEMO

Take aways

- OneDrive is designed for personal storage
- Each licenses business user gets at least 1TB of space
- You can share from your OneDrive inside and outside the business
- Improvements coming all the time
- Mobile app on all platforms
- Includes automatic version backup

Resources

- What is OneDrive for Business - https://support.office.com/en-us/article/What-is-OneDrive-for-Business-187f90af-056f-47c0-9656-cc0ddca7fdc2
- Should I save my documents to OneDrive for Business or Team Sites - https://support.office.com/en-us/article/Should-I-save-my-documents-to-OneDrive-for-Business-or-a-team-site-d18d21a0-1f9f-4f6c-ac45-d52afa0a4a2e
- What is SharePoint? - https://support.office.com/en-US/article/What-is-SharePoint-97b915e6-651b-43b2-827d-fb25777f446f
- Unveiling the Next Generation of OneDrive - https://techcommunity.microsoft.com/t5/microsoft-onedrive-blog/unveiling-the-next-generation-of-onedrive/ba-p/3935612
- Set up your computer to sync - https://support.office.com/en-US/article/Set-up-your-computer-to-sync-your-OneDrive-for-Business-files-in-Office-365-23e1f12b-d896-4cb1-a238-f91d19827a16

CIAOPS Resources

- Blog – http://blog.ciaops.com
- Free Office 365, Azure video tutorials – http://www.youtube.com/directorciaops
- Free documents, presentations, eBooks – http://slideshare.net/directorcia
- Office 365, Azure, Cloud podcast – http://ciaops.podbean.com
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Questions

That’s all folks!

Thanks for attending