

Need to Know Microsoft 365 Webinar May 2025

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Agenda

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



Microsoft 365 Update

News

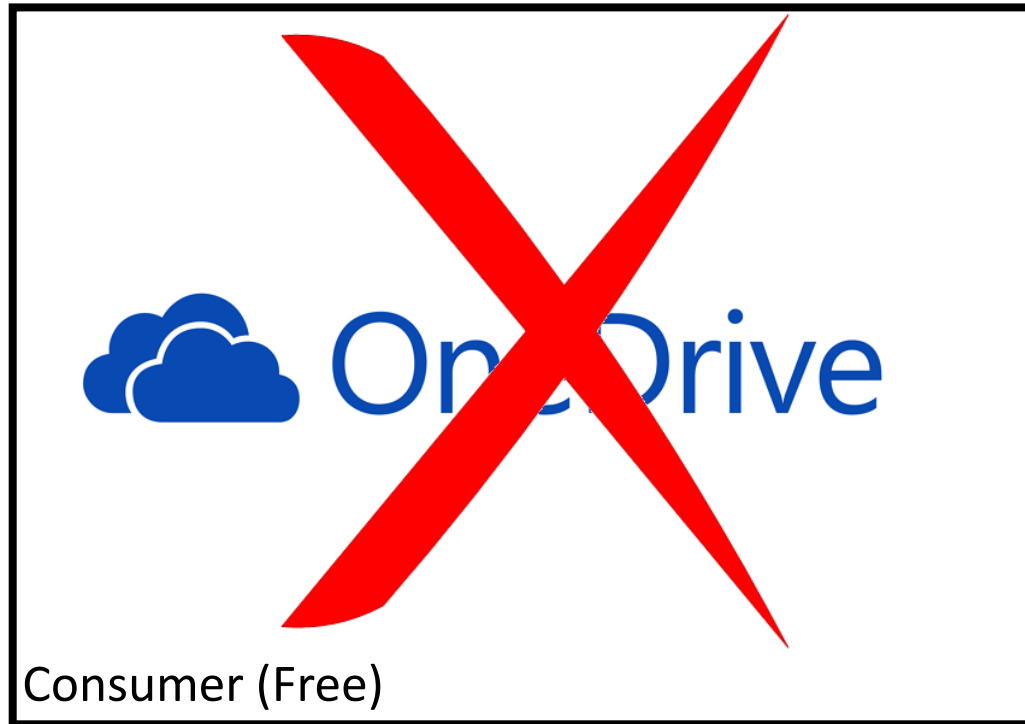
- Microsoft Build
 - <https://build.microsoft.com/en-US/home>
- What's new in Microsoft 365 Copilot | May 2025
 - <https://techcommunity.microsoft.com/blog/microsoft365copilotblog/what%E2%80%99s-new-in-microsoft-365-copilot--may-2025/4414313>
- An IT pro's guide to Windows at Microsoft Build 2025
 - <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/>

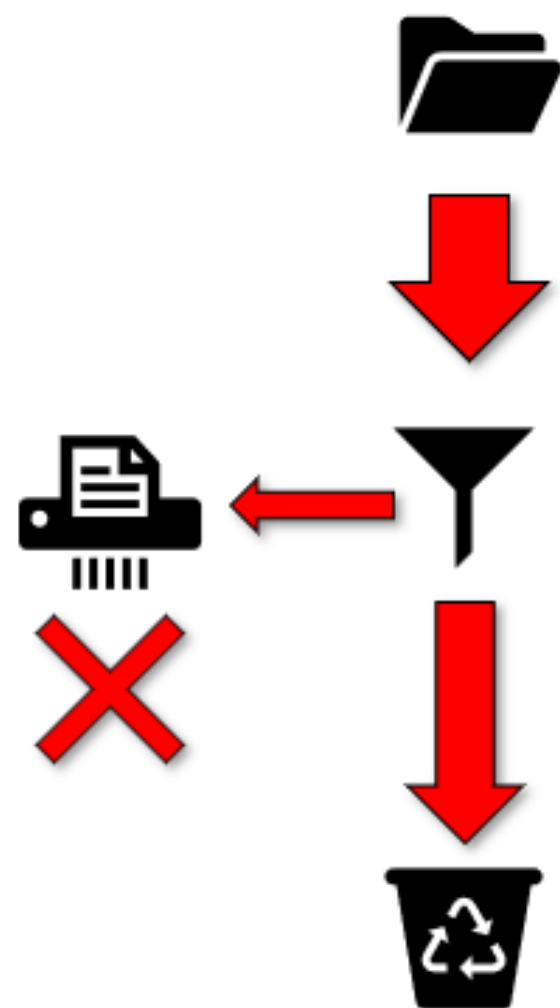
OneDrive for Business











OneDrive versions

Two completely different OneDrive services





 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*

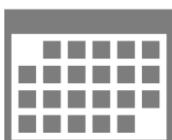
Document Library


 *Files*


Document Libraries


Team Sites



Tasks



Calendars



Lists


Wikis


Discussions


Mailbox


Subsites




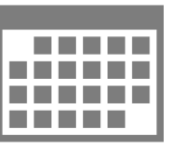
*Files*


Document Library





OneDrive for Business




*Files*
Document Libraries






Calendars





Wikis









Tasks


Lists


Sub Site



Sub Site



Sub Site




Team Sites

Starting space

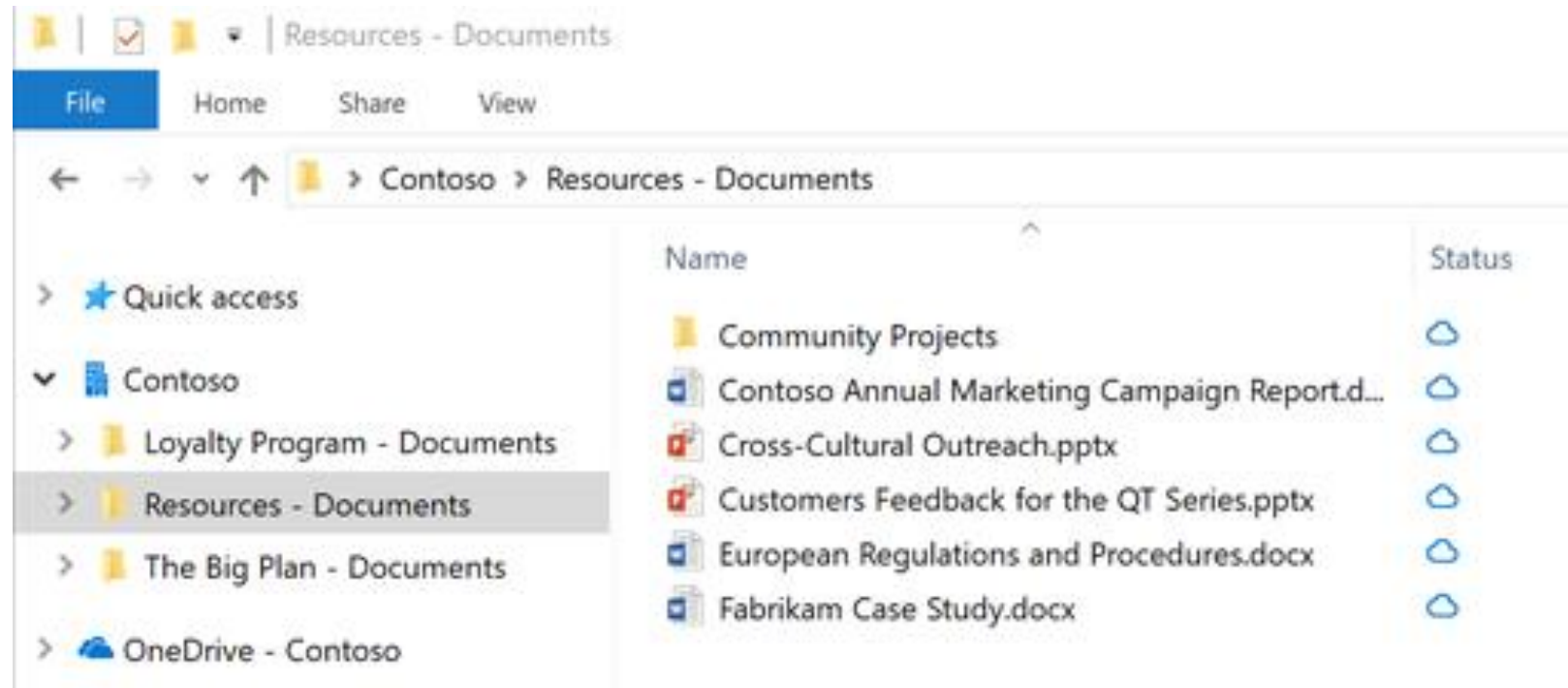


1TB per user



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

Enter Verification Code

You've received a secure link to:

 FY17 European Sales.xlsx

To open this link, enter the code we just emailed to **`larry@fabrikamairlines.com`**. [Send again](#)

ⓘ


Verify

☐ Keep me signed in

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

Request File

OneDrive

 Microsoft

Robert D. Crane is requesting files for

General

Select files

<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

Office 365 OneDrive

Search

Randy Wong

Files

Recent

Shared with me

Discover

Recycle bin

Contoso

Groups bring teams together. Join one or create your own.

OneDrive admin

Get the OneDrive apps

Return to classic OneDrive

Restore my OneDrive

If something went wrong, you can restore your OneDrive to a previous time. Choose a preset or select custom date and time and Restore. To restore your entire OneDrive to a custom time, use the slider to find a date with unusual activity in the chart. Then select a file change that you want to restore your OneDrive up to.

Date presets

Custom date and time

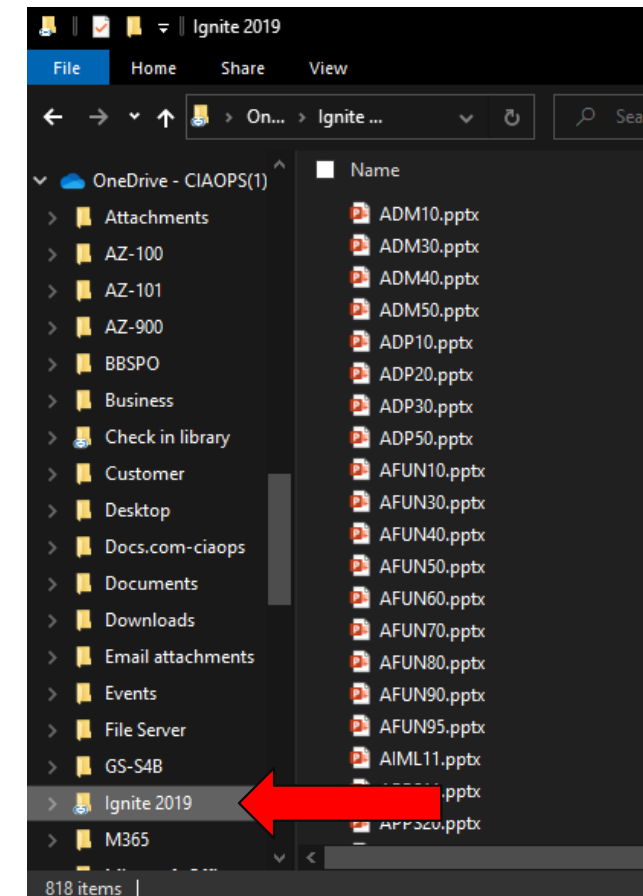
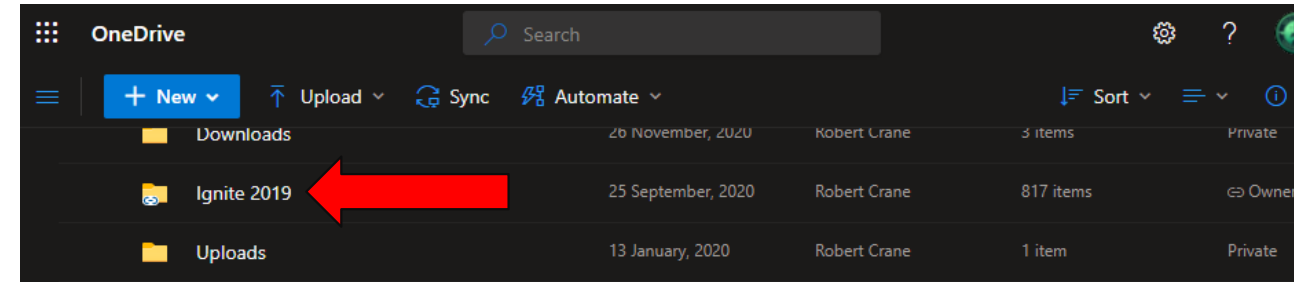
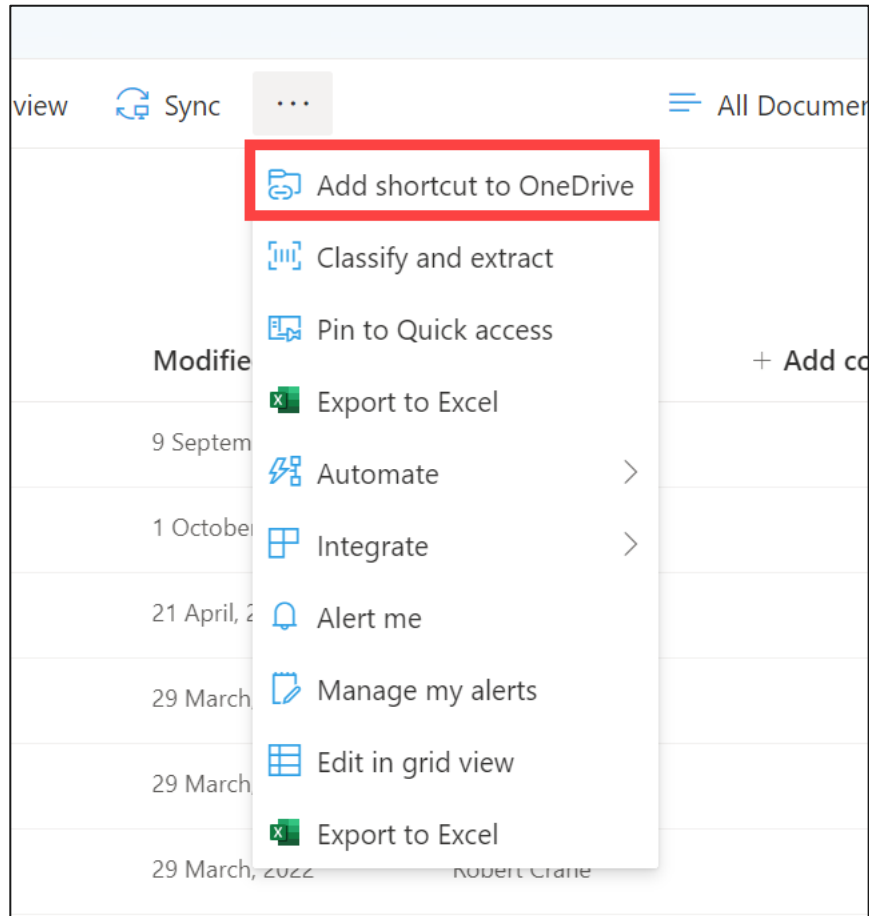
Days ago

Change ↓ File name

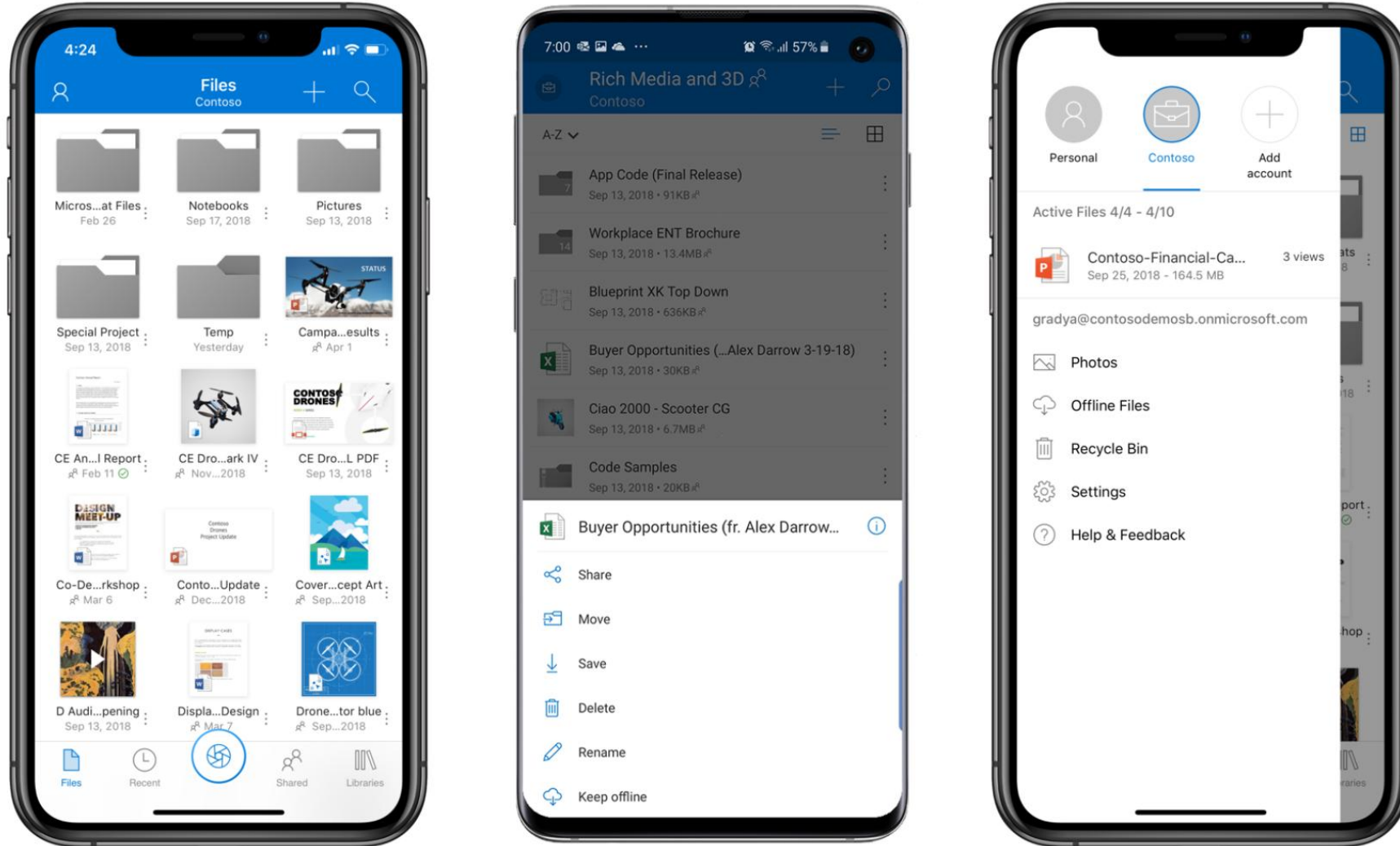
<input type="radio"/>	6 days ago 9/18/2017 (40020)	
<input checked="" type="checkbox"/>	Renamed by Kat Larson 3:34:03 AM	WE2343SEWRRT WNCRY
<input checked="" type="checkbox"/>	Deleted by Kat Larson 3:34:04 AM	Next Generation V1
<input checked="" type="checkbox"/>	Deleted by Kat Larson 3:34:05 AM	Pipeline Gasworks Diagram
<input type="radio"/>	Uploaded by Kat Larson 10:19:03 AM	Worcestershire Initiative
<input type="radio"/>	Edited by Razeena Javan 9:51:03 PM	Buffer API Docs
<input type="radio"/>	Renamed by Leon Hristova 8:01:03 PM	Buffer APIs > Buffer API Docs
<input type="radio"/>	Edited by Nedelya Schroder 4:37:19 PM	Important paper
<input type="radio"/>	Edited by Tahel Hasanov 3:34:03 PM	Brainstorms
<input type="radio"/>	Edited by Kat Larson 1:08:03 PM	Brainstorms
<input type="radio"/>	Deleted by Anshagouhi Asef zade 11:34:03 AM	Native Juices Project
<input type="radio"/>	Renamed by Franz Schmitt 11:11:23 AM	Next Gen > Next Generation V1
<input type="radio"/>	Uploaded by Franz Schmitt 9:40:08 AM	Sycamore Proposal
<input type="radio"/>	Created by Elsa Angelovaa 7:11:23 AM	Trigon Business Designs
<input type="radio"/>	Renamed by Kat Larson 3:34:03 AM	2017 Budget
<input type="radio"/>	Renamed by Kat Larson 3:34:03 AM	CY17 Sales Figures-North America
<input type="radio"/>	Renamed by Kat Larson 3:34:03 AM	Contoso Insulin Pants schematics

<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>
- Office 365, Azure online training courses – <http://www.ciaopsacademy.com>
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- CIAOPS Github – <https://github.com/directorcia>

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Questions

That's all folks!

Thanks for attending