**SLIDE 0**

This is short course with video and pictures on Cloud Storage – OneDrive including small quiz in the end to conclude your progress. It will take less than 20mins to complete.

**Title:** Cloud Storage – OneDrive

**Duration:** 15-20 mins

**Level:** Beginner

**Cost:** 0 Rs.

**Note:** This course will save your progress, make sure you complete this in one through.

**SLIDE 1**

**Cloud Storage**

Cloud storage is online storage provided by company for users to store their data and access it with from anywhere in the world with internet access.

**Features**

* Provides online storage
* Free-up device storage
* Shareable folders and files
* Secure and 24/7 availability

Top cloud-storage services and their provider.

* OneDrive – Microsoft
* Google Drive – Google
* Dropbox – Dropbox, Inc

**SLIDE 2**

**OneDrive Introduction**

<https://www.microsoft.com/en-us/videoplayer/embed/RWebsp?pid=ocpVideo0-innerdiv-oneplayer&maskLevel=20&market=en-us>

**SLIDE 3A**

**OneDrive PC or Laptop Setup**

Video

**SLIDE 3B**

**Where to find OneDrive icon in windows.**

picture

**SLIDE 4**

Select your Mobile phone.

* Android
* iPhone

**SLIDE 5 A**

**OneDrive android setup**

<https://www.microsoft.com/en-us/videoplayer/embed/RWebtw?pid=ocpVideo0-innerdiv-oneplayer&maskLevel=20&market=en-usx>

**SLIDE 5B**

**OneDrive iPhone setup**

<https://www.microsoft.com/en-us/videoplayer/embed/RE1Iuvy?pid=ocpVideo0-innerdiv-oneplayer&maskLevel=20&market=en-us>

**SLIDE 6**

**OneDrive Basic use**

<https://www.microsoft.com/en-us/videoplayer/embed/RE1Iuvy?pid=ocpVideo0-innerdiv-oneplayer&maskLevel=20&market=en-us>

**SLIDE 7**

**OneDrive Files or Folders Sharing with in ENGRO**

video

**SLIDE 8A**

**Keep files offline available or free up space to remove them.**

video

**SLIDE 8B**

**Note:** Don’t always keep files offline while working on shared devices……

Icons of Files/Folder

* available online
* available offline
* shared with person
* Error
* Processing

**SLIDE 9**

**Other icons to remember**

* OneDrive
* OneDrive processing
* OneDrive Paused
* OneDrive nearly full
* OneDrive Sync error
* OneDrive Full, locked, or frozen
* OneDrive not Sign-in

**SLIDE 10**

QUIZ

**SLIDE 11**

Congratulations on Completion