

OneDrive

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 Course Management

✓ Course Description

OneDrive

✓ Content

✓ OneDrive QuickStart ⓘ

Get started quickly with the OneDrive Quick Start guide. Upload files and folders, use OneDrive in your browser or on your desktop, save and open files in your Office apps, create and manage files and folders, search, back up, and share files, manage access and permissions, copy links, change views, collaborate in OneDrive, set up your mobile apps to work on the go.

- ☐ Upload files
- ☐ Manage Files
- ☐ Collaborate
- ☐ Set up your mobile apps
- ☐ Work on the go
- ☐ Confirmation

Not Started

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✓ Intro to OneDrive (work or school) ⓘ

Get started with OneDrive to access and edit files, share information, save your files to the cloud so you can work on files with others, and keep your files protected and backed up. Learn what OneDrive is, how to get started, how to use the Navigation pane and Toolbar, and how to set up your mobile apps. Watch this video training to see how.

- ☐ What is OneDrive?
- ☐ Get Started with OneDrive
- ☐ OneDrive basics
- ☐ Set up your Android phone or tablet
- ☐ Set up your iPhone or iPad
- ☐ Use the OneDrive mobile app
- ☐ Confirmation

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✓ Manage your files with OneDrive ⓘ

Upload files so you can manage your files in OneDrive and get to them from anywhere. Learn how to upload files and folders, create files and folders, delete and restore deleted files, delete files in the cloud, turn on OneDrive Backup, and restore your OneDrive. Watch this video training to see how.

- ☐ Restore your OneDrive
- ☐ What happens when you delete files
- ☐ Create files and folders
- ☐ Delete and restore deleted files
- ☐ Turn on OneDrive Backup
- ☐ Upload files and folders
- ☐ Confirmation

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✓ Share and Sync with OneDrive ⓘ

Learn how to share and sync in OneDrive for work or school. Share files and folders, sync OneDrive files and folders, manage disk space, and sync files with OneDrive Files On-Demand to get to all your files in OneDrive or SharePoint Online, without having to download them and use storage space on your device. Watch this video training to see how.

- ☐ Share files and folders
- ☐ Sync OneDrive files and folders
- ☐ Sync files with OneDrive Files on Demand
- ☐ Confirmation

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Information

★★★★★ 1 ratings

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🔗 Products

📁 OneDrive

👤 🇺🇸 IT Department

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