Personal Productivity with OneDrive for Business

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Overview

Introduction to OneDrive for Business

OneDrive for Business sync client

Backup / Known folder move

File request

Modern attachments

Introduction to OneDrive for Business

OneDrive for Business

Storage space for your personal work documents

- **Think of your personal “shared drive” on your network**

Most Microsoft 365 subscriptions include unlimited OneDrive for Business storage!

- **Your admin likely configured a limit**

OneDrive for Business Sync App

OneDrive for Business app allows you to sync files on your device

- **Work even if you're offline!**

Works on all your devices

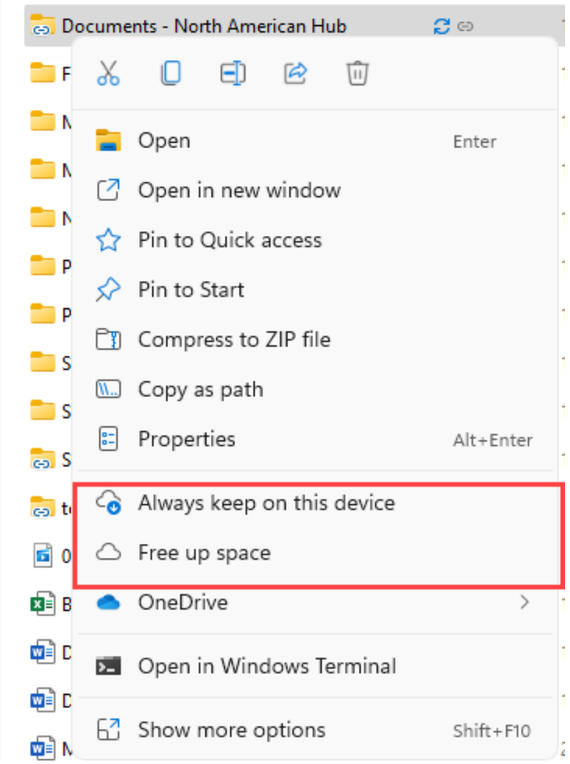
- **Windows**
- **Mac / iOS**
- **Android**

Keep Only the Files You Need Offline

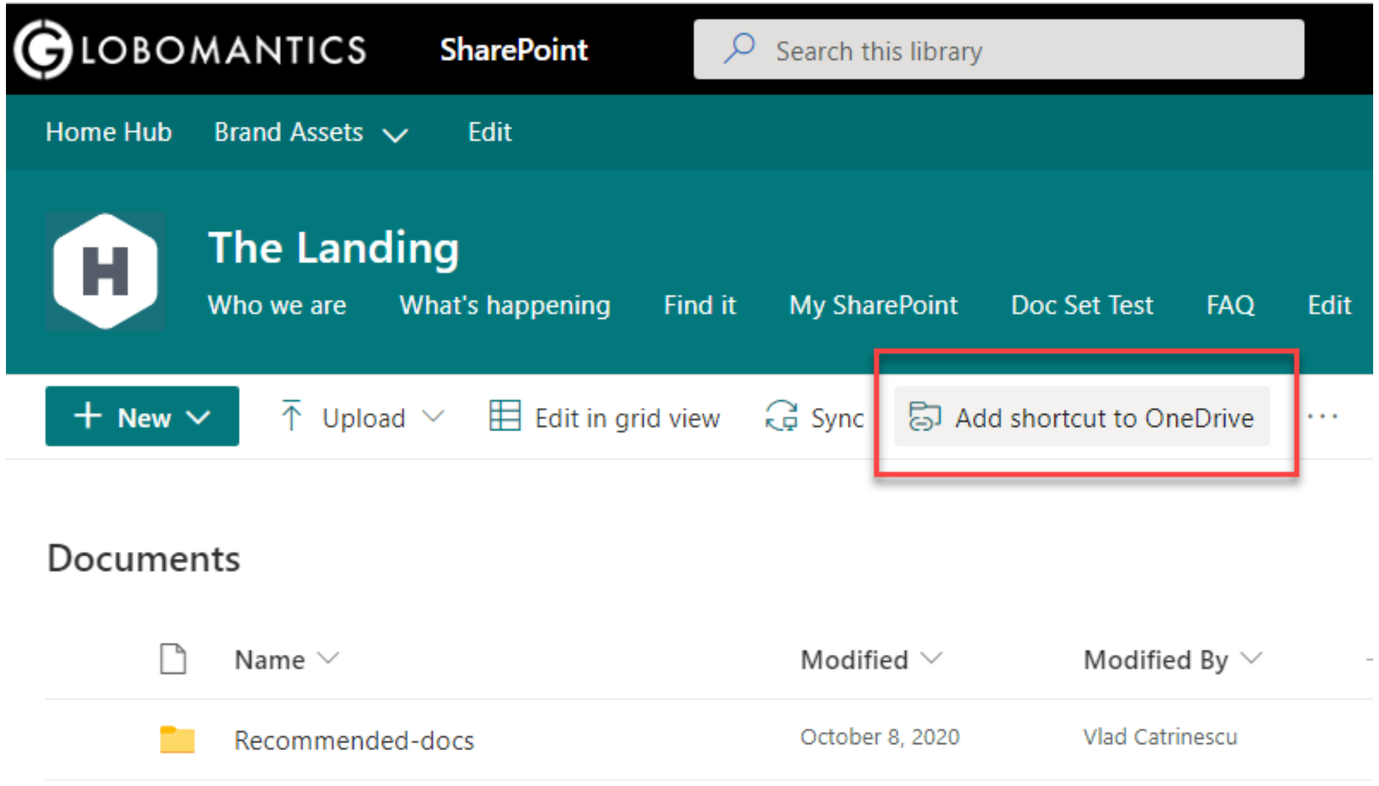
By default – OneDrive syncs file as online only

- **You see them on your device, but they will only download when you open them**
- **Feature name: Files On-Demand**

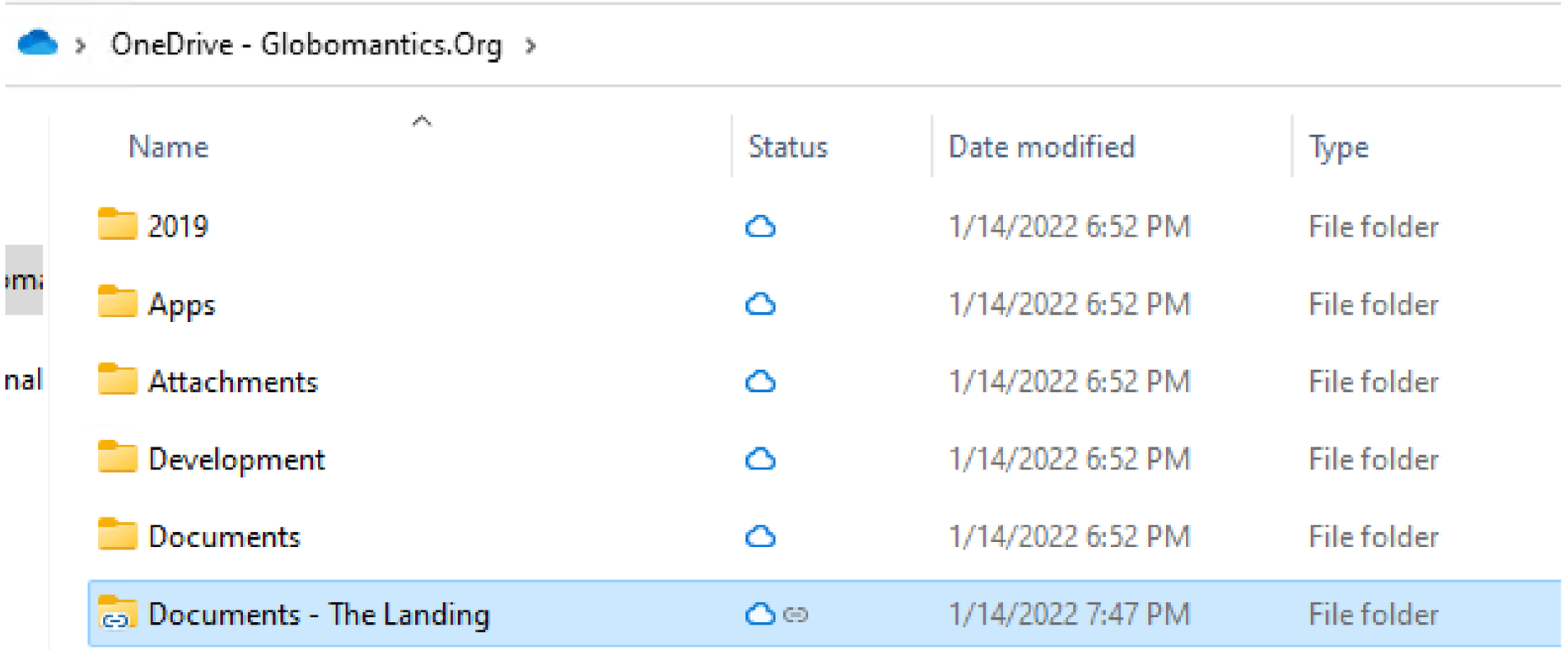
Make sure to choose “Always Keep On This Device” if you plan to work on them while you will be offline!



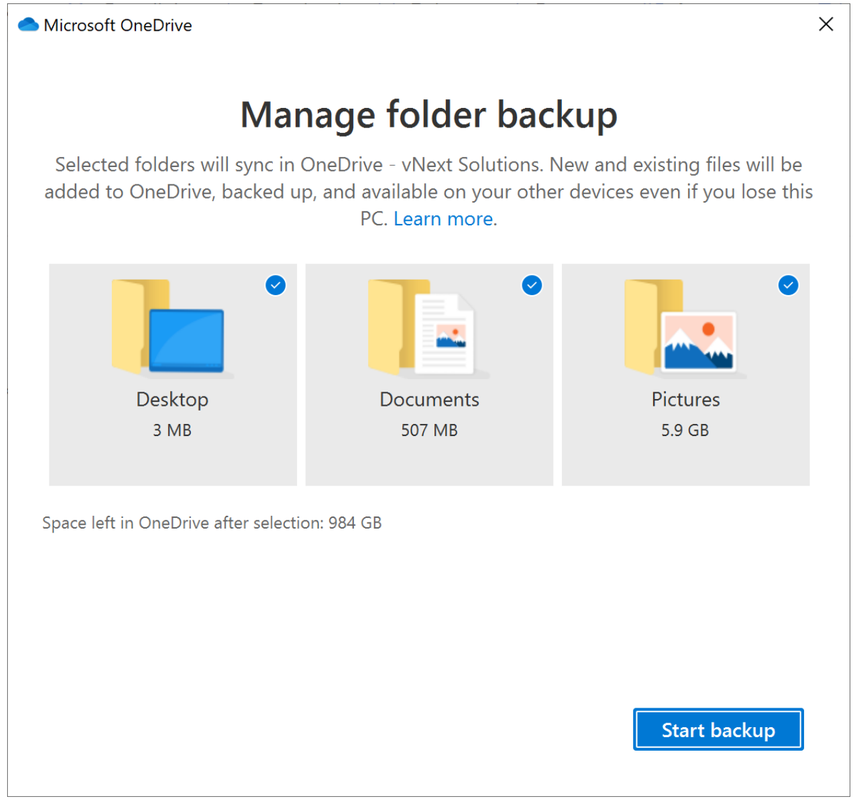
Add shortcuts to SharePoint document libraries in your OneDrive for Business



You Will Have Easy Access to All Your Important Document Libraries in Your OneDrive!



Backup / Known Folder Move



Automatically upload files to OneDrive for Business

- **Desktop**
- **Documents**
- **Pictures**

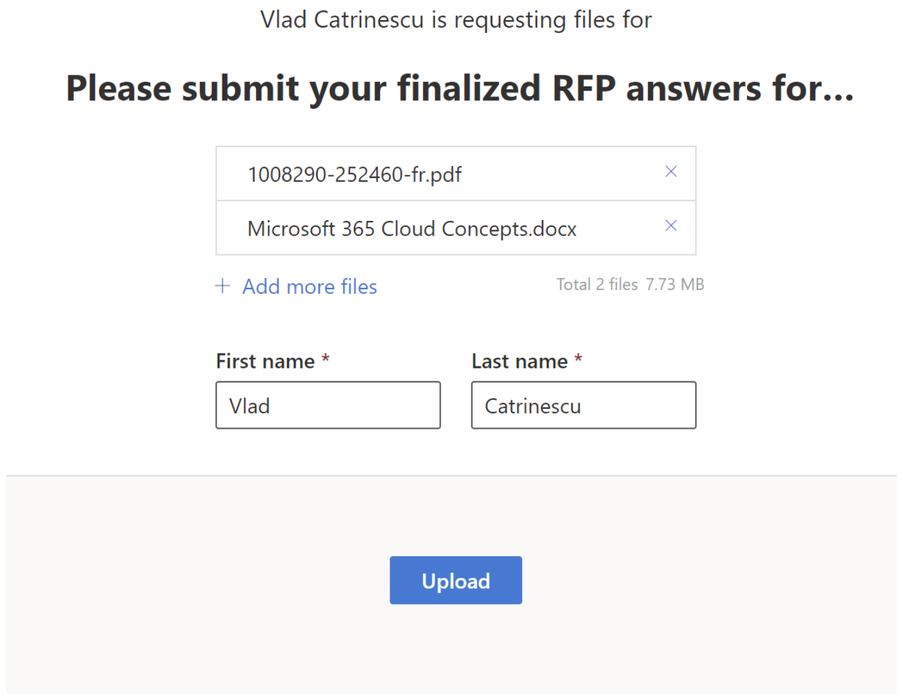
Ensures you always have access to those documents

File Request

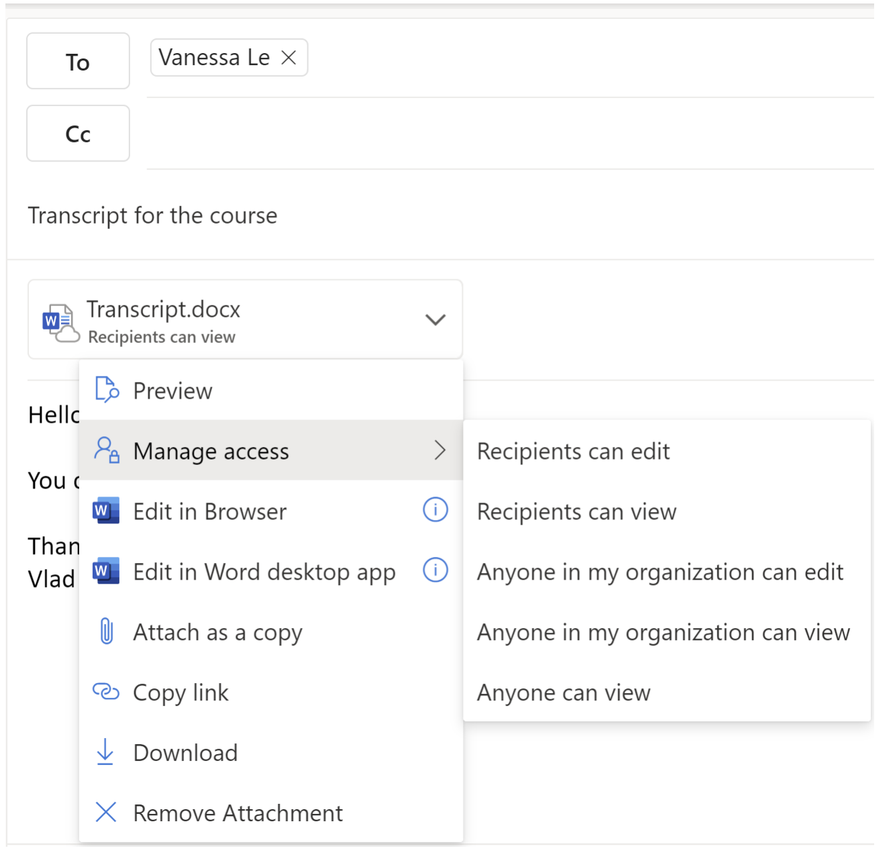
Create a link to request files

Users submitting files do not see files uploaded by others

Files uploaded will have the name of the uploader



Modern Attachments



Share a link to the file in your OneDrive for Business

- **You can set permissions based on recipients of the e-mail!**

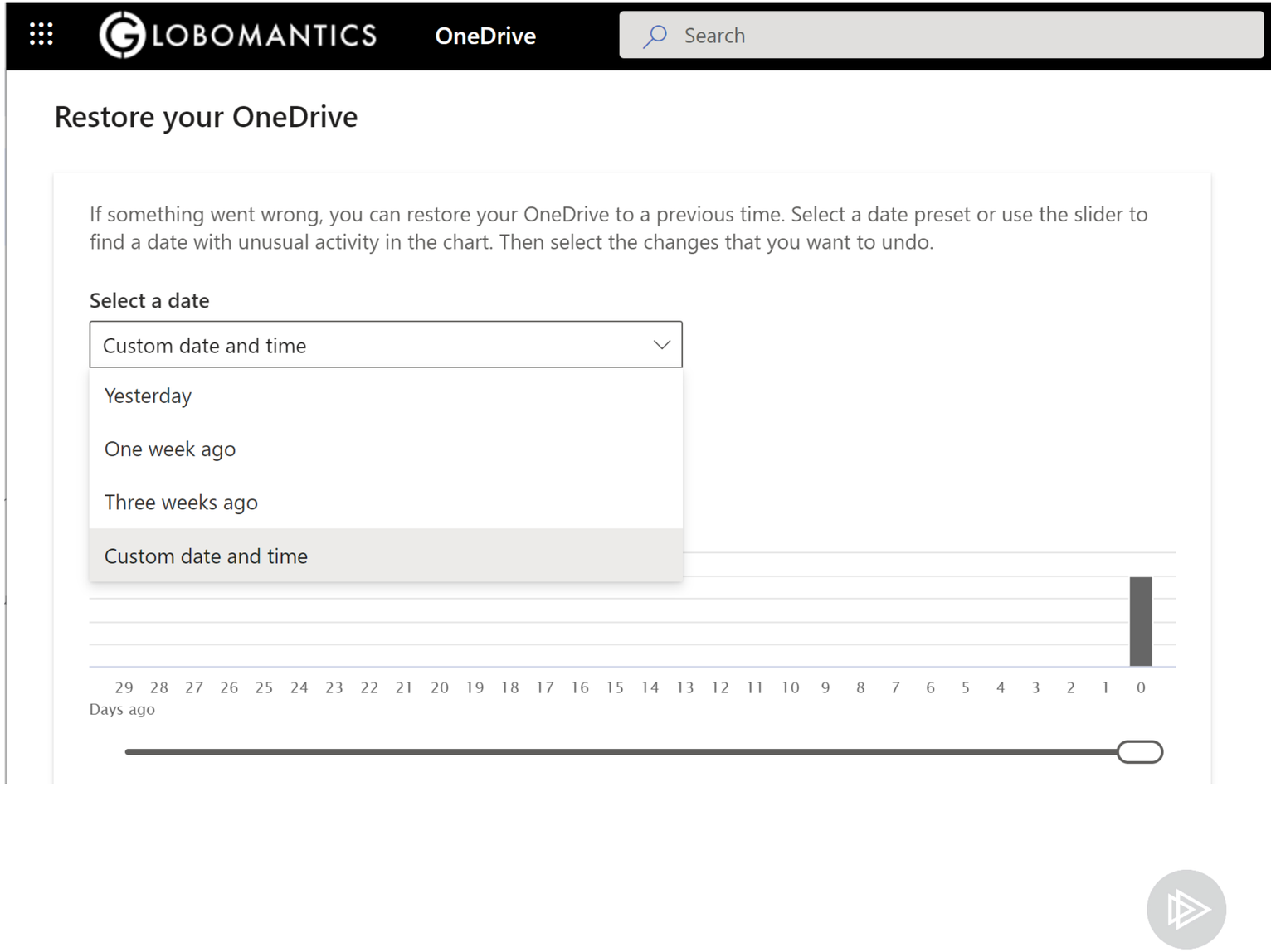
Everyone is seeing the latest version

Allows for better collaboration

Built in restore capabilities

Ransomware

Cat jumps on your laptop and deletes your files ☺



Demo

OneDrive for Business in action!

Conclusion

Personal productivity with OneDrive for Business

- Storage space for your personal work documents
- OneDrive for Business sync client
- Backup / Known Folder Move
- File Request
- Modern Attachments
- Restore capabilities

Up Next:

Track & Organize Information with Microsoft Lists