

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**



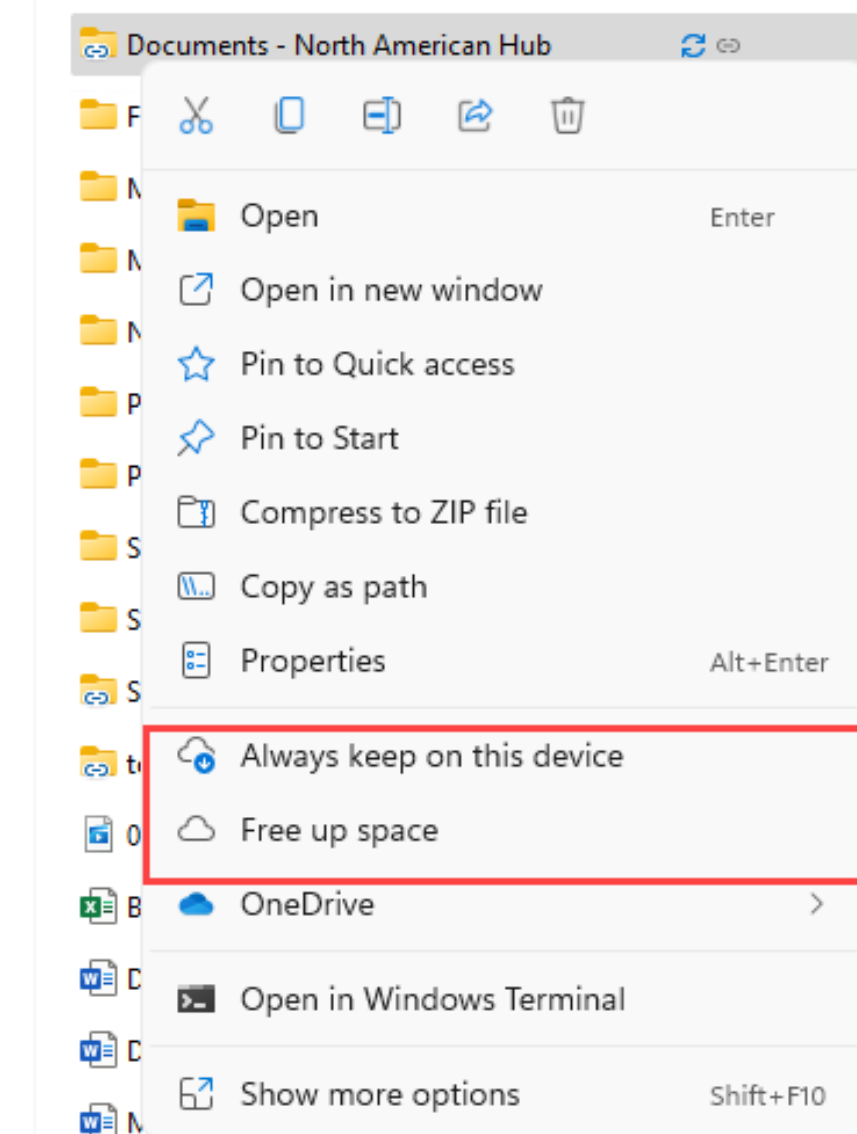
Keep Only the Files You Need Offline

By default – OneDrive syncs file as online only

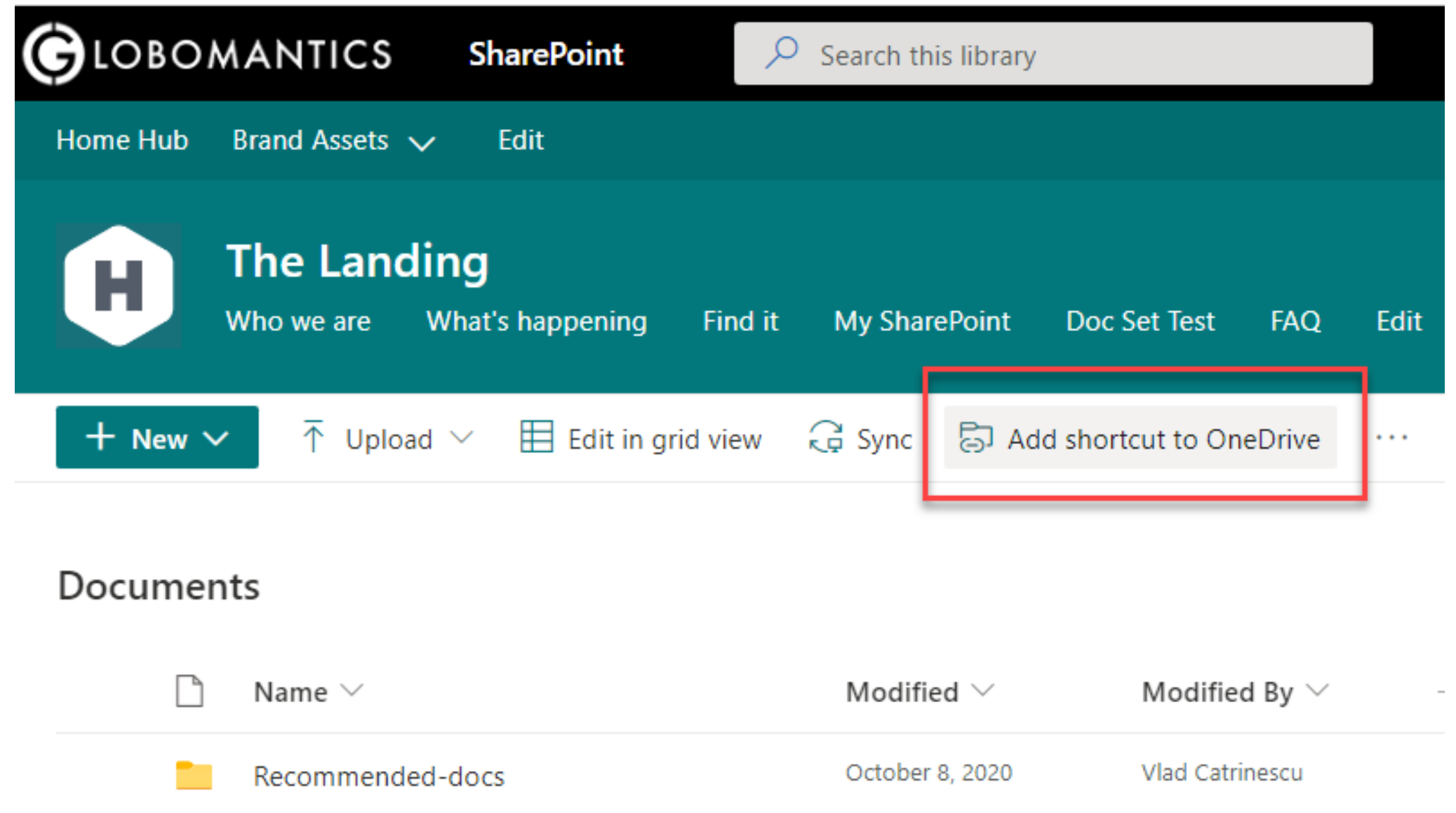
You see them on your device, but they will only download when you open them

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

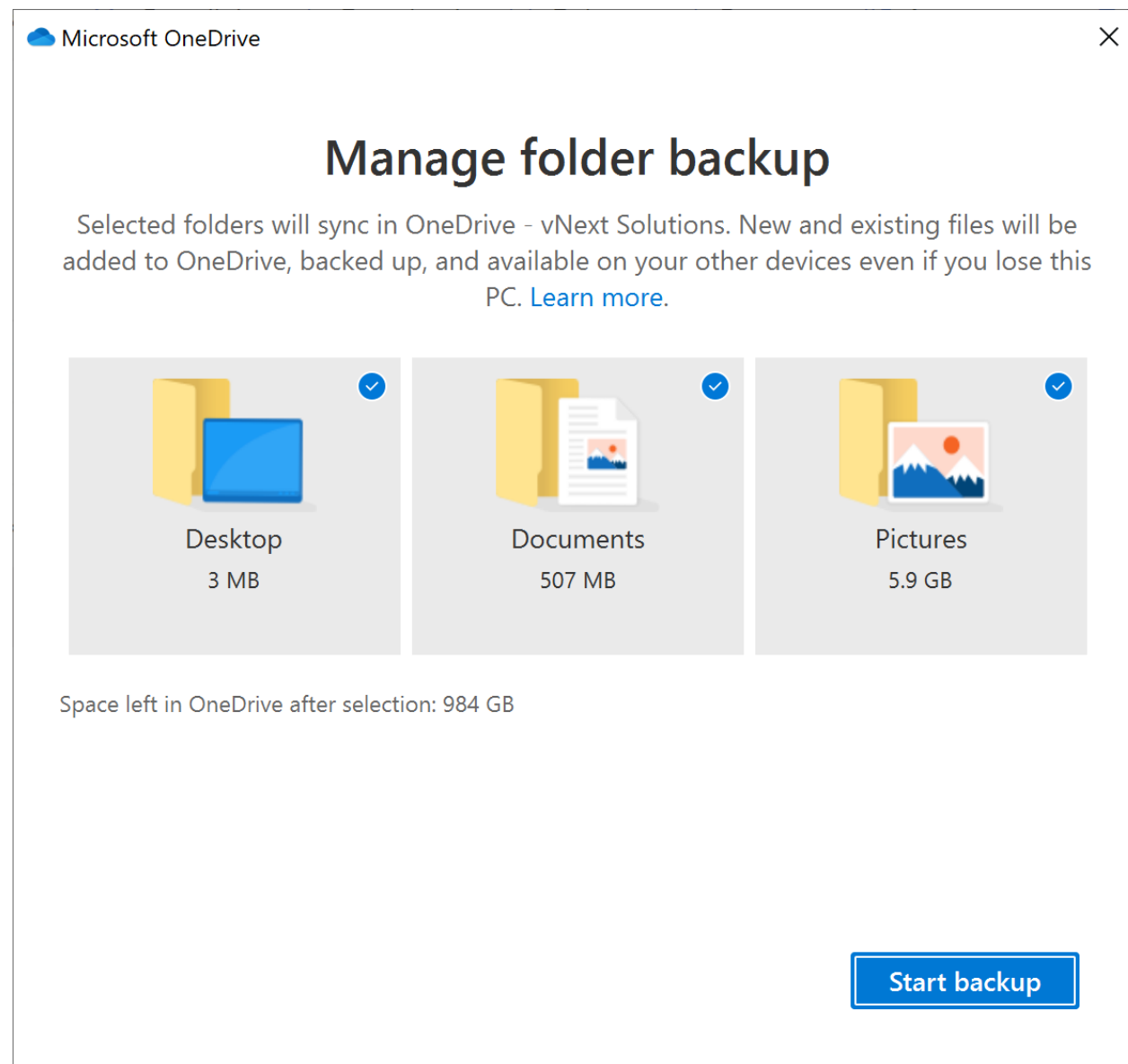


You Will Have Easy Access to All Your Important Document Libraries in Your OneDrive!

 > OneDrive - Globomantics.Org >				
Name	Status	Date modified	Type	
 2019		1/14/2022 6:52 PM	File folder	
 Apps		1/14/2022 6:52 PM	File folder	
 Attachments		1/14/2022 6:52 PM	File folder	
 Development		1/14/2022 6:52 PM	File folder	
 Documents		1/14/2022 6:52 PM	File folder	
 Documents - The Landing		1/14/2022 7:47 PM	File folder	



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

Vlad Catrinescu is requesting files for

Please submit your finalized RFP answers for...

1008290-252460-fr.pdf	×
Microsoft 365 Cloud Concepts.docx	×

+ [Add more files](#) Total 2 files 7.73 MB

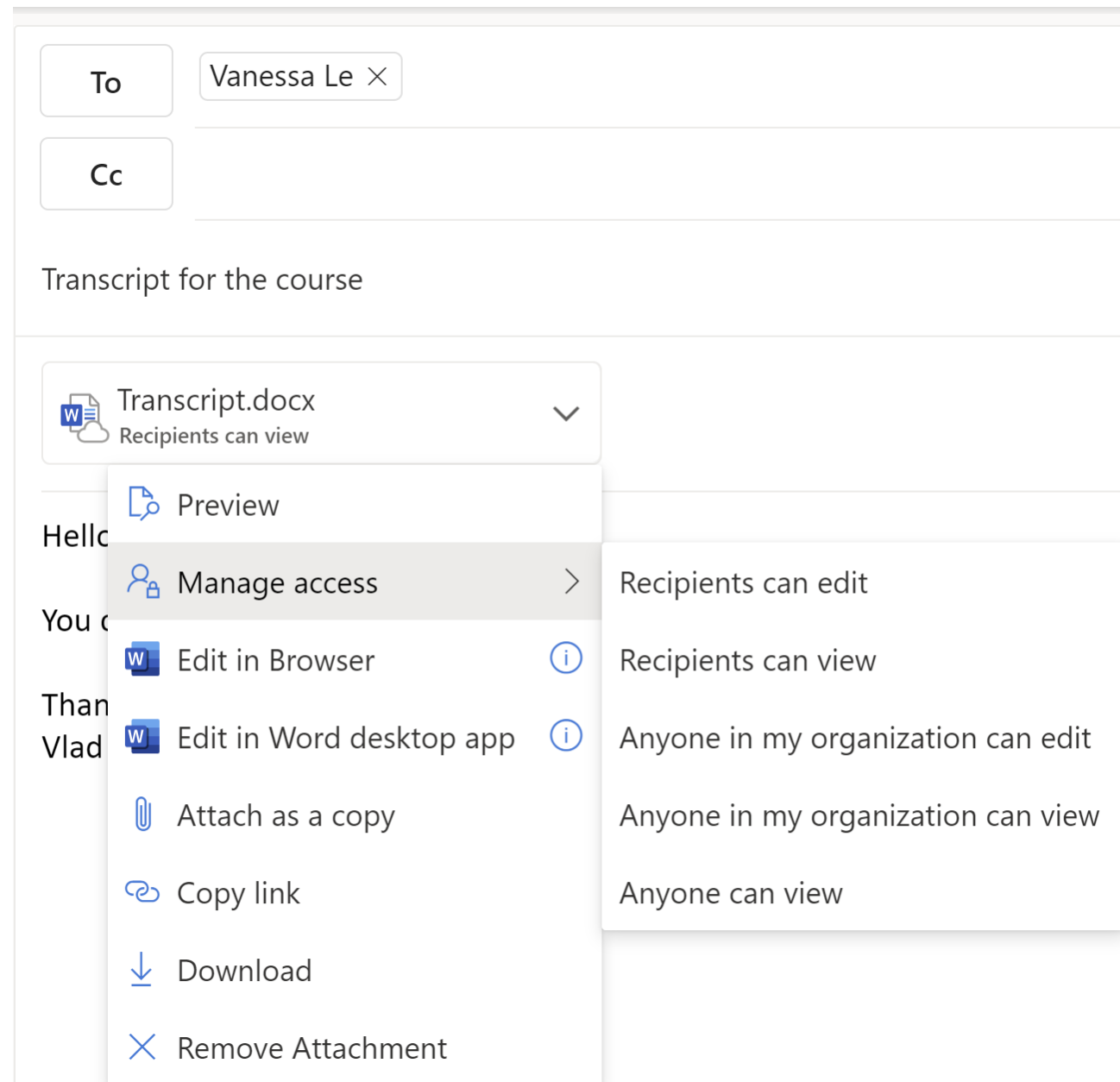
First name *

Last name *

[Upload](#)



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 😊

 **LOBOMANTICS** **OneDrive**

Restore your OneDrive

If something went wrong, you can restore your OneDrive to a previous time. Select a date preset or use the slider to find a date with unusual activity in the chart. Then select the changes that you want to undo.

Select a date

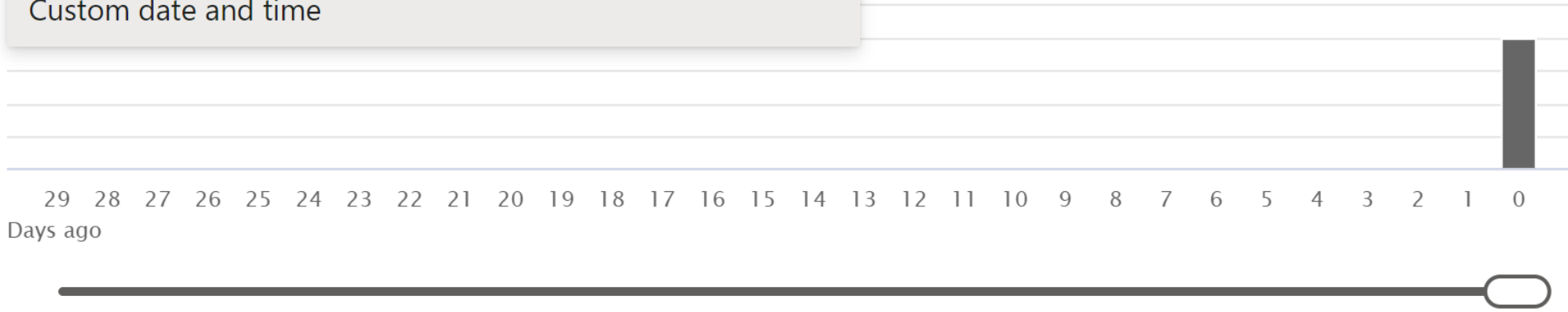
Custom date and time

Yesterday

One week ago

Three weeks ago

Custom date and time



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

