



Microsoft OneDrive and Collaborating

- Access OneDrive
- What is OneDrive?
- Navigating around the OneDrive screen
- Using OneDrive
 - Uploading Documents
 - Creating a new document using Online Apps
 - Saving to OneDrive from Desktop Apps
 - Creating Folders
 - Marking a file as a favourite
- OneDrive on your PC
- Sharing Documents
 - Sharing Permissions
 - Accessing a Shared File
 - Working together
 - Finding shared documents
- Remove a Share
- Use Version history
- Find favourites
- Finding files
- Using Delve to search
- Using the Recycle bin
- Shared Libraries and Groups
 - Shared Library
 - Teams and SharePoint
 - Adding shortcuts to OneDrive

Discover how Microsoft OneDrive can transform the way you store, manage, and share your files. Learn how to keep your documents secure, stay organised, and collaborate effortlessly with colleagues—all from one powerful, cloud-based platform.

