LEARNER GUIDE

Microsoft OneDrive

LEARNER GUIDE

Use your learner guide to record your notes throughout this training.

WATCH& DISCUSS (

While watching OneDrive explained in 60 seconds, jot down any questions you may have about it. Furthermore, try to anticipate any problems/concerns about things you may encounter as you learn OneDrive today.



TRACK YOUR PROGRESS

As you complete the next sections, take a moment after each section to track you progress.

Monitor Your Progress



	I NEED MORE PRACTICE/HELP	GETTING THERE	A PRO
CREATING A FOLDER			
UPLOADING FILES			
SHARING FILES			

PUTTING IT IN ACTION

MAKING A FOLDER

Complete each of the steps below. Check them off when done.

Click 'Add New'.

Select 'Folder'.

Name the file whatever you want, choose a colour for your folder, and hit 'create'.

UPLOADING A FILE

Complete each of the steps below. Check them off when done.

Resize your window, and make the file accessable on the desktop.

Select the file.

Drag file by holding left click on the mouse down as you move.Drop into your folder by releasing left click.

SHARING A FILE/FOLDER

Complete each of the steps below. Check them off when done.



Select the folder or file you want to share.



Click 'Share'.

Type the name of the person in your organization that you want to share it with and then press 'share'.

WORTH NOTING! ANY FILE OR FOLDER SHARED WITH YOU CAN BE FOUND IN ONEDRIVE IN THE 'SHARED WITH YOU SECTION' AND IT CAN ALSO BE ACCESSED THROUGH AN EMAIL THAT WILL BE SENT TO YOUR EMAIL ACCOUNT.


