



# How to Use Microsoft OneDrive



WELCOME!

I'm Dave

Trainer &  
Implementation Specialist

Say Hi and tell me  
about yourself in the  
comments!

# What can OneDrive do?



Save files in one place



Access all your files from any device



Easily share files

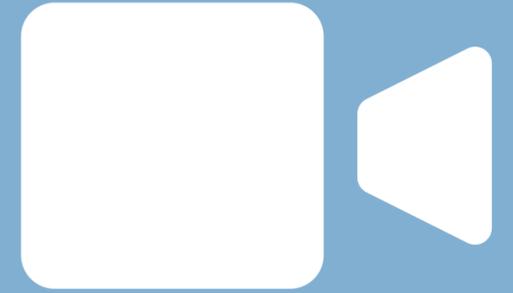


Easy to use

BY THE END OF THIS TRAINING...

You will be a pro at  
Microsoft OneDrive!

# The basics in 60 seconds



# What do you think?



How are you feeling about OneDrive so far?

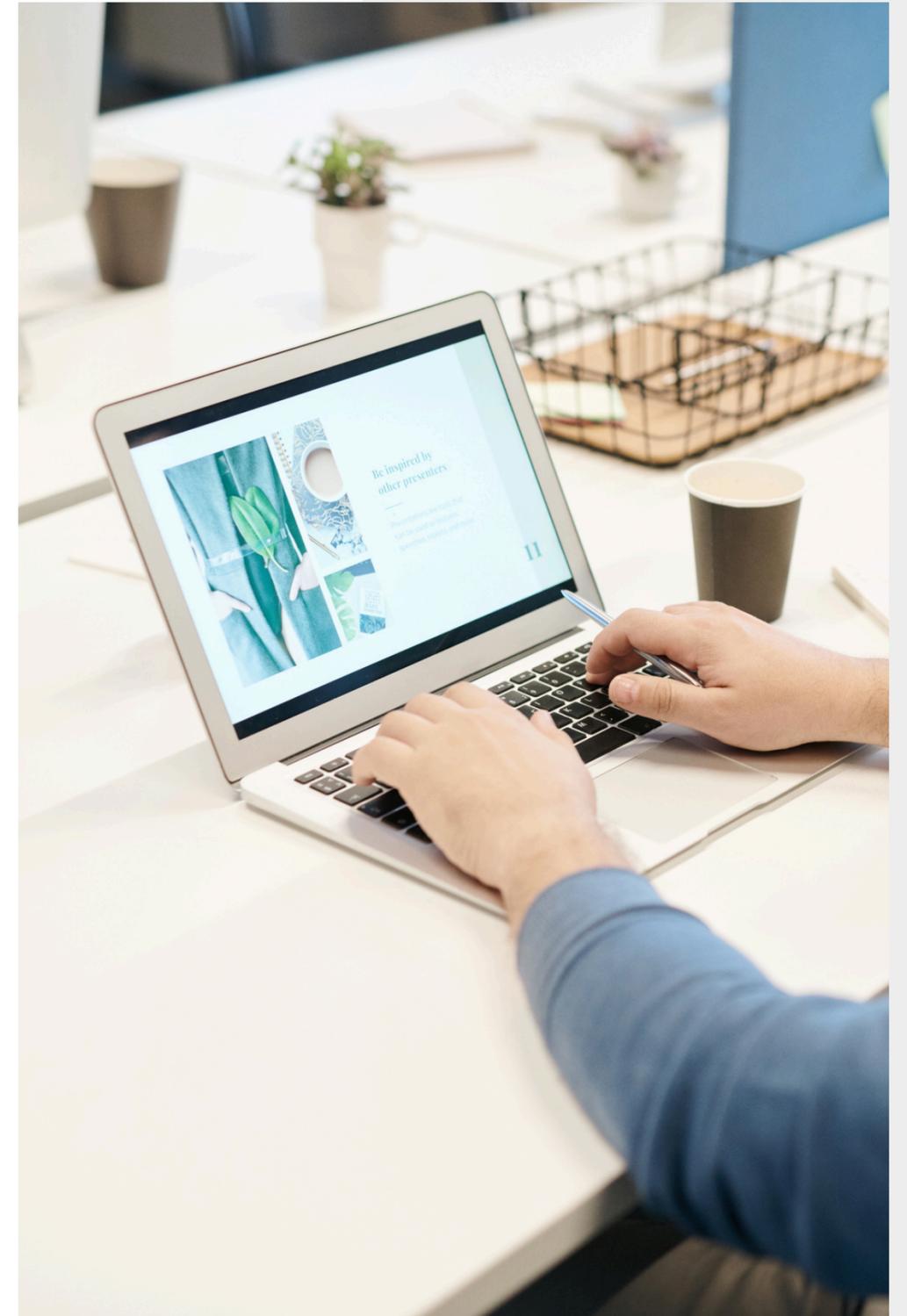
What problems/concerns do you think you might have with using OneDrive?

Do you have any questions?

Feel free to let me or us know in the comment section or chime in on the conversation!



5 minutes



# Monitor Your Progress



I NEED MORE  
PRACTICE/HELP

GETTING THERE

A PRO

CREATING  
A FOLDER

UPLOADING  
FILES

SHARING  
FILES

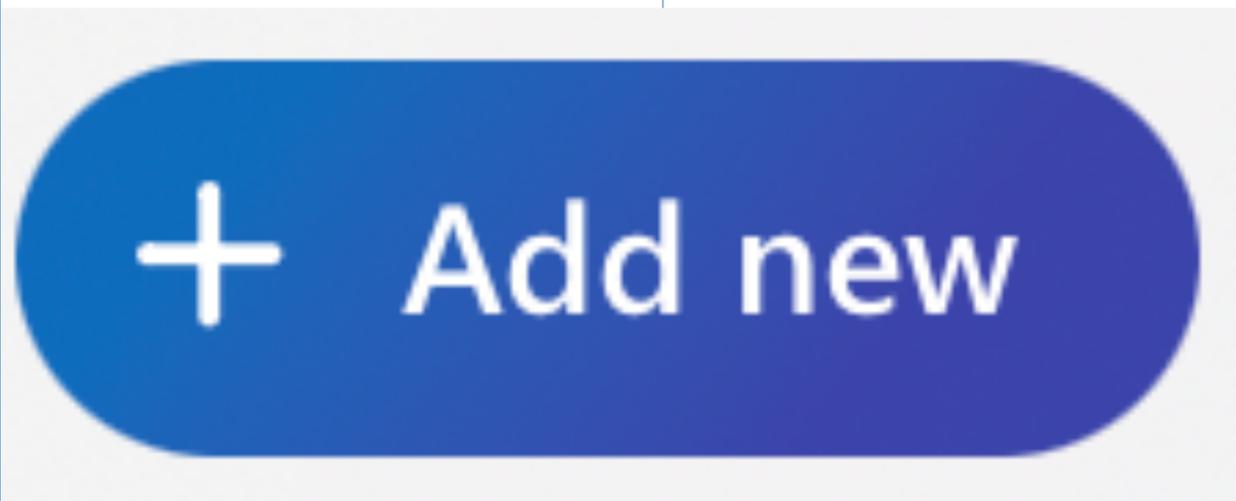
	I NEED MORE PRACTICE/HELP	GETTING THERE	A PRO
CREATING A FOLDER			
UPLOADING FILES			
SHARING FILES			

# Creating Folders

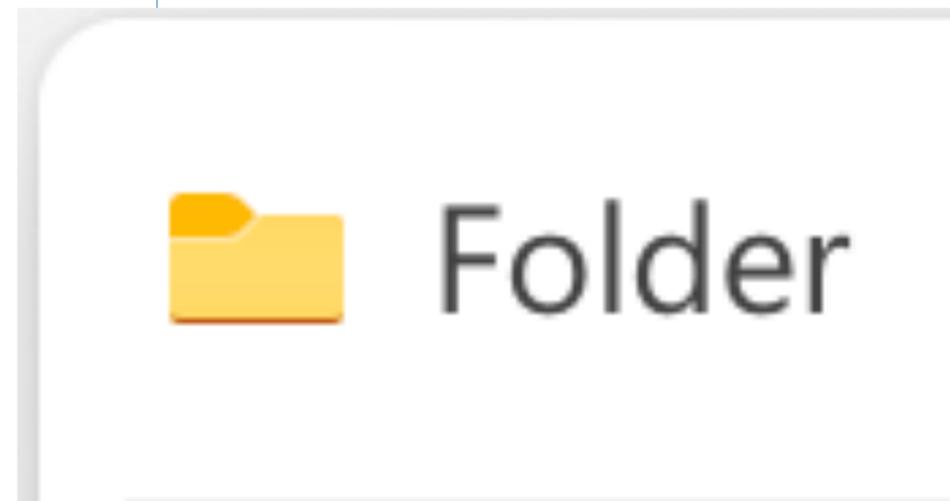


FOLLOW THESE SIMPLE STEPS TO CREATE A FOLDER!

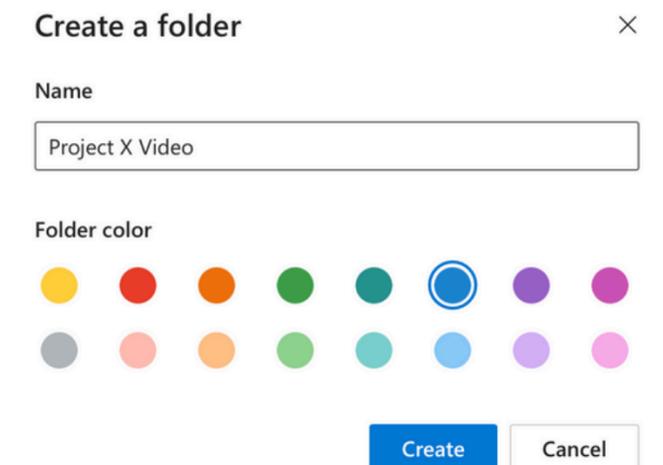
## Step 1



## Step 2



## Step 3

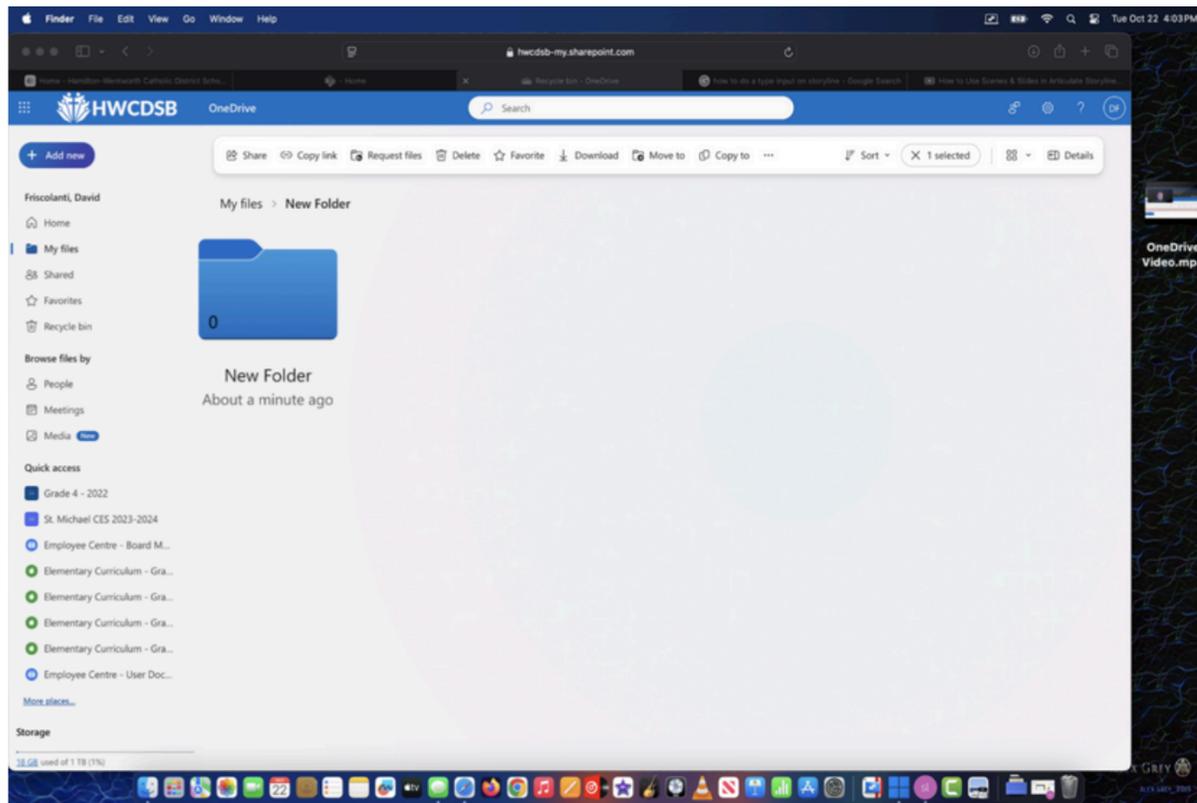


Name the folder whatever you like, pick a colour and click 'Create'

# Uploading Files



## Step 1



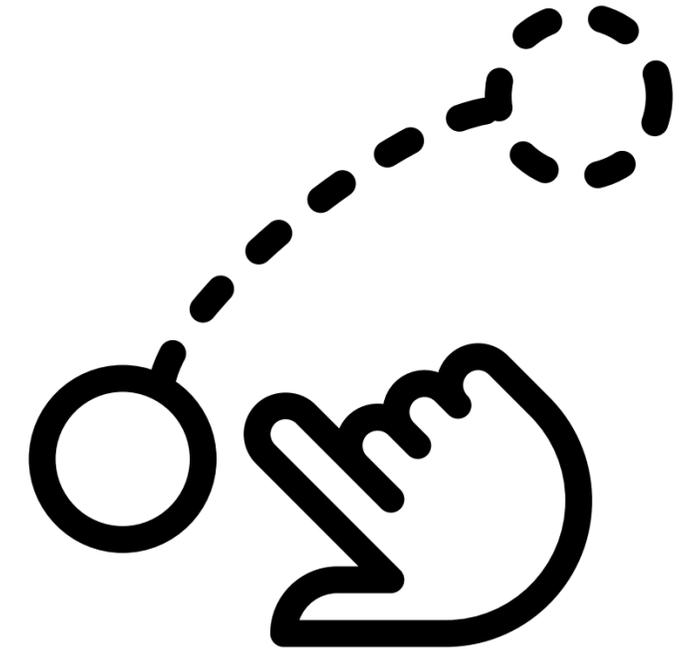
Re-size your window, and move your file to be easily located and moved.

## Step 2



Select the file

## Step 3

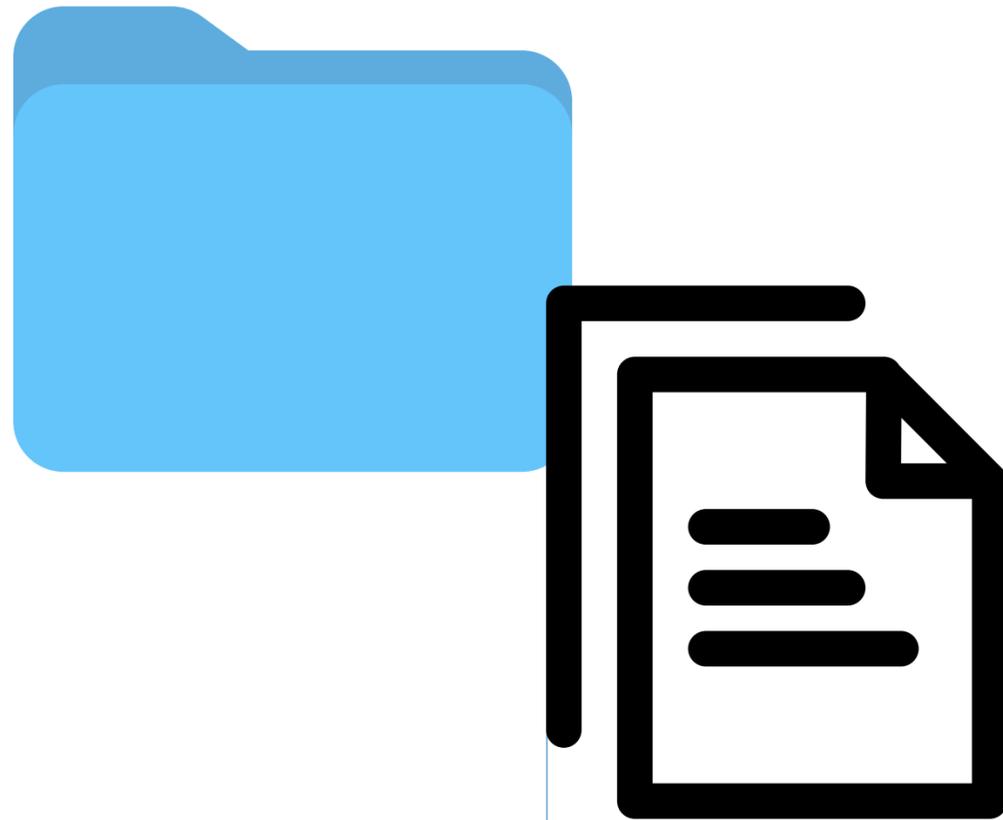


Drag file by holding left click on the mouse down as you move. Drop into your folder by releasing left click

# Sharing Files

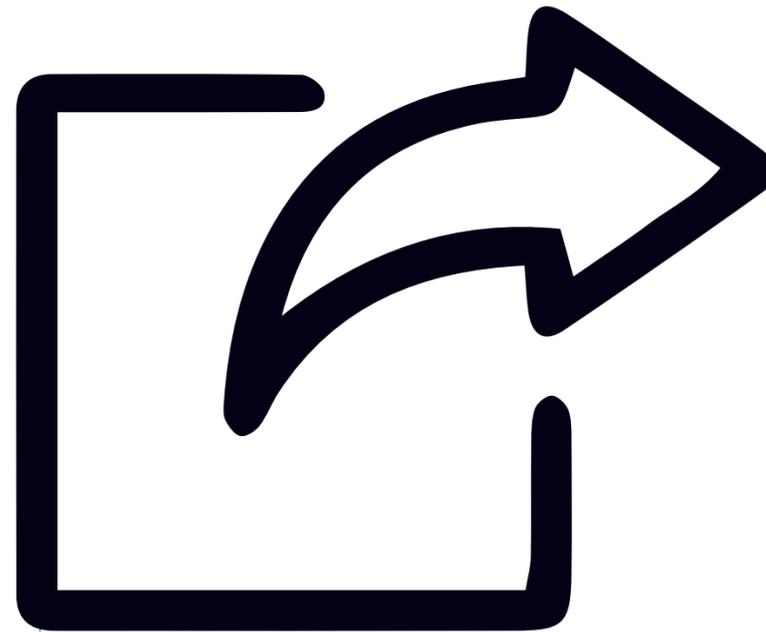


## Step 1



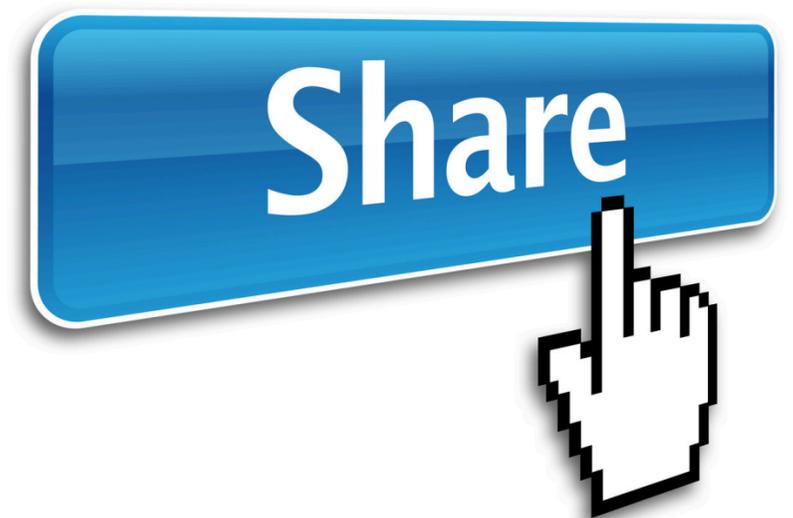
Select the folder or file you want to share.

## Step 2



Click "Share"

## Step 3



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

You Did It!

**YOU ARE**

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**A Certified OneDrive User!**

