



OneDrive and SharePoint for Office 365 User Training

Objective:

The objective of this training is to equip users with the necessary skills and knowledge to effectively utilize OneDrive and SharePoint within the Microsoft Office 365 environment. By the end of this training, participants should be able to navigate OneDrive and SharePoint, collaborate on documents, upload and manage files, and utilize SharePoint's features and Teams integration for efficient teamwork.

Why: Security and Efficiency

Duration: Approximately 1 hour

Agenda:

- I. Understand the benefits of using OneDrive.
- II. Navigate the OneDrive interface effectively.
- III. Upload, organize, and manage files and folders.
- IV. Introduction to SharePoint
- V. Navigating SharePoint Sites
- VI. Document Collaboration
- VII. Managing Files and Documents
- VIII. Utilizing SharePoint Features for Teamwork
- IX. Q&A Session

1. Introduction to OneDrive:

- Overview of OneDrive and its integration with Microsoft Office 365.
- Benefits of using OneDrive: accessibility, collaboration, security.

2. Getting Started:

- Accessing OneDrive through the Office 365 portal or desktop/mobile applications.



- Logging in and navigating the OneDrive interface.
- Understanding the different sections: Files, Recent, Shared, and Recycle Bin.

3. Uploading and Managing Files:

- Uploading files from your computer or device.
- Creating new folders and organizing files.
- Searching for files.
- Renaming, deleting, and moving files and folders.

4. Sharing:

- Sharing files using attachments.

5. Version Control and File Recovery:

- Understanding version history and how to view or restore previous versions of files.
- Recovering deleted files from the Recycle Bin.

6. Introduction to SharePoint

- Overview of SharePoint and its role within Microsoft Office 365
- Importance of SharePoint for collaboration and document management

7. Navigating SharePoint Sites

- Accessing SharePoint sites through Office 365 portal
- Understanding site structure: Home page, document libraries, lists, etc.
- Exploring site navigation and search functionality



8. Document Collaboration

- Uploading documents to SharePoint libraries
- Editing documents collaboratively in real-time
- Version control: Tracking changes and managing document versions
- Using comments and @mentions for communication within documents

9. Managing Files and Documents

- Organizing documents within document libraries
- Creating folders, subfolders, and metadata
- Renaming, moving, and deleting documents
- Setting permissions and sharing documents with team members

10. Utilizing SharePoint Features with Microsoft Teams for Teamwork/Collaboration

- Creating and managing Teams Interface with SharePoint Libraries
- Utilizing lists for data tracking
- Creating SharePoint pages for team communication
- Integrating SharePoint with Microsoft Teams for enhanced collaboration
- Using SharePoint news and announcements for team updates