

Microsoft OneDrive Basics Course

FRIDAY, MAY 8 | 11 AM – 12:30 PM | ZOOM

Join us for a hands-on session exploring Microsoft OneDrive for Business, the personal file storage and collaboration tool within Microsoft 365. Participants will learn how to securely store, share, and co-author documents in real time; manage files both in the browser and on Windows; and sync content to local devices for offline productivity, enhancing collaboration and workflow efficiency from any location.

LEARNING OBJECTIVES

- ✓ What is OneDrive for Business?
- ✓ Exploring OneDrive for Business
- ✓ Adding Content to Your OneDrive
- ✓ Sharing Files from Your OneDrive
- ✓ Managing Files in the Browser
- ✓ Managing Files in the Windows
- ✓ Syncing OneDrive Content to Your Local Device
- ✓ Using Selective Sync
- ✓ OneDrive and Teams

To RSVP, please email Rowanne Khafagy at rkhafagy@scgma.com