

I. WELCOME TO ONEDRIVE

- A. INTRO
- B. AGENDA

1. WHAT IS ONEDRIVE

A) INITIAL STORAGE SIZE

- Just over 5TB

2. WHY USE ONEDRIVE

3. STRUCTURE

A) DESKTOP VIEW

B) WEB VIEW

C) RECYCLE BIN

D) LEFT MENU

4. ADD/MANAGE FOLDERS

A) SEARCHING

B) CREATING/ OPENING FILES AND FOLDERS

C) RENAME

D) MOVE/ COPY

E) OPENING FILES

(1) WEB VERSION

(2) OPEN IN APPLICATION

5. SHARING FILES AND FOLDERS

A) SHARING LINKS

B) MANAGING YOUR SHARES

C) RIGHT SIDE OF SCREEN/ CHANGE PERMISSIONS

6. MANAGING ONEDRIVE

A) PAUSE SYNCING

B) CHOOSING FOLDERS TO SYNC

C) FOLDER PROPERTIES

D) MANAGE STORAGE

E) HIDDEN ICONS

7. FILE VERSIONS/ DELETIONS

C. ONENOTE IN TEAMS

1. TEAMS

A) SHARING FILES IN CHATS

B) IN THE FILES VIEW

2. OUTLOOK INTERGRATION

A) ATTACHMENTS