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

Wayne Jackson

6/9/2017

C. ONENOTE IN TEAMS