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# OneDrive for Business

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Microsoft OneDrive  
90 Minutes

## Course Content

This course is designed for users who recently made the move to Office 365 or who will be moving soon. We will introduce you to Microsoft OneDrive, which is changing the way we save and access files. Just as you're switching to Office 365, you'll likely be switching to OneDrive for document storage and sharing. We're here to make it understandable and show you best practices and basic collaboration that will ultimately help you work more efficiently!

### **Lessons include the following:**

- OneDrive Personal vs. OneDrive for Business
- What happened to my network drive?
- OneDrive vs. SharePoint—Where do I put this document?
- Sync your OneDrive for Business documents to your computer
- Use OneDrive to collaborate with team members
- Integrate OneDrive with your installed desktop applications
- Attach OneDrive files using Outlook Online and the Outlook Desktop Application