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Microsoft OneDriveTraining

Training Duration: 2 hours

Microsoft OneDrive Training for up to 25 participants   €900
Microsoft OneDrive Training from 26 participants   €1,500

- The training will be recorded for later review.
- The training includes a Q&A session.
- The training schedule is recommended and can be customized according to the company's needs.
- It is recommended to identify the specific training needs in a 30-minute pre-meeting with the trainer before the training.

Microsoft OneDrive is a cloud service platform that allows users to store and sync documents, providing easy access to them anywhere and anytime. By the end of the training, users will be able to independently use OneDrive, share and manage files, collaborate, and utilize all the basic functions of OneDrive.

Overview of OneDrive

- What is OneDrive and what is it used for?
- OneDrive as a backup for computer data
- Principles of setting up document synchronization
- Using the search function

Managing Files and Folders

- Saving documents
- Uploading and downloading files
- Creating and managing folder structures
- Renaming and moving files and folders

Sharing Files and Folders

- Methods of sharing files and folders
- Managing sharing permissions (viewing, editing)
- Stopping sharing and managing sharing history

Collaboration Features

- Simultaneous editing of files
- Commenting and tracking changes

Version History and Recovery Options

- File version history and restoring previous versions
- Recovering deleted files and folders

Contact Us

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bm certification
ISO 9001
ISO 27001
System certification