# ONEDRIVE
## LEVEL: BASICS

FORMATION CAD

**Duration:** Half a day
**Prerequisites:**
- Knowledge of the Windows environment.
- Have access to a computer and Microsoft OneDrive (versions 2013, 2016 or OFFICE 365)
**Learning tools:**
- Distance learning
- Demonstrations
- Training material included

**Skills learned from the training:**
- Create, save, and access your documents in OneDrive regardless of the device
- Synchronize your library and work offline
- Create a workflow for OneDrive
**Attestation:** yes

## PROGRAM:

### Introduction to OneDrive

- **introduction**
  - What is OneDrive?
  - Privacy of your documents on OneDrive
  - Positioning OneDrive vs Teams and SharePoint
  - Access your OneDrive space in different ways
  - Storage capacity
- **Use online applications**
  - Auto-save to OneDrive
  - Save a document to OneDrive from an Office desktop app

### Store and Share documents

- **The document library**
  - Overview of the interface
  - Know how to create and move a document or folder in OneDrive
  - Know how to sort your files and change the display
  - Good practices
  - The information component
- **Share OneDrive documents or folders**
  - The 4 ways to share a document or folder

  - The security code for externals
  - Manage permissions and accesses
  - "Copy link"
  - Co-edit a document with your collaborators
  - Version history
  - The "Shared" tab
- **Search in OneDrive**
  - Find your files on OneDrive online
  - Find your SharePoint and Teams files in OneDrive
  - Restore a deleted file or folder

### Synchronization

- **Sync OneDrive with your desktop**
  - What is the purpose of synchronization?
  - Synchronize files
  - The limits of synchronization
  - Explain "files on demand"
  - Explain how to back up important folders
- **Introduction to power Automate**
  - What is Power Automate?
  - Create a workflow for OneDrive

### QUESTIONS AND ANSWERS