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Your Total Training Resource

## Microsoft® OneDrive®

Learn how to store and share files using OneDrive, Microsoft's free cloud storage service. OneDrive (previously SkyDrive, Windows Live SkyDrive, and Windows Live Folders) is a file-hosting service operated by Microsoft as part of its suite of online services. It allows users to store files as well as other personal data like Windows settings or BitLocker recovery keys in the cloud. Files can be synced to a PC and accessed from a web browser or a mobile device, as well as shared publicly or with specific people.

The modules for OneDrive are as follows:

- [Module 1 – Learn All the Essential Features of OneDrive](#)

### To Schedule / Need Additional Information

To schedule sessions, receive more information or for questions/clarifications contact us at:

**Email:** Ken Keller at [kkeller@c-kg.com](mailto:kkeller@c-kg.com) or Dean Carroll at [dcarrroll@c-kg.com](mailto:dcarrroll@c-kg.com) or

**Phone:** (630) 495-0505 or (800) 869-7497.

**[To see a complete list of our current computer training options click here.](#)**

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## Module 1 – Learn All the Essential Features of OneDrive

- Learn everything from managing files to organizing your photos in online galleries and slideshows.
- Learn how to upload, organize, copy, and delete files; share files using links and the public folder; find the files and info you need; tag photos; and create documents with Office online, the free cloud-based version of Office that comes with a OneDrive account.
- Learn how to setup a OneDrive account and then sign in.
- Learn how to create a storage area on your computer that mirrors your OneDrive account – and set it to synchronize so both areas contain the same up-to-date files.
- Learn how to create folders to organize your files.
- Learn how to upload folders and files from your computer or other devices.
- Learn the proper procedures for renaming, copying, downloading and uploading files and folders.
- Share individual files or folders of files very easily.
- Learn how to share files for others to collaborate on.
- Use the search tool to find files based on various attributes.
- Understand how to best work with photos and have them synchronize with your computer and other devices.
- Create and edit your Microsoft Office files using online versions (free) of Microsoft Office programs including Excel, Word, PowerPoint and others.