

# Microsoft OneDrive for Business and Teams 365 Level 1

## Course Outline

Duration: 1 Day

Unlock the power of Microsoft OneDrive for Business and Teams for seamless file storage, sharing, and collaboration. Learn when to use OneDrive versus Teams to optimise workflows and make the most of Office 365's secure cloud platform. This OneDrive and Teams training course will empower you to manage your files effectively while boosting team productivity.

### What You'll Learn

- Work with files and folders in OneDrive and Teams
- Create, share, and sync files using OneDrive for Business
- Manage Teams, messages, and meetings effectively
- Add OneDrive into Teams for enhanced collaboration
- Decide when to use OneDrive versus Teams for file storage

### Course Prerequisites

This course is ideal for Office 365 users who want to integrate OneDrive for Business and Teams into their workflows. Delegates should:

- Be familiar with basic file management and cloud storage concepts
- Have experience using Microsoft Office 365 applications
- Be comfortable navigating a PC, Mac, or equivalent interface device

### Full Course Outline

#### Microsoft 365 OneDrive for Business

Understanding the difference between online and desktop OneDrive  
Uploading, creating, and sharing files and folders

#### Syncing and Managing Storage

Syncing files using the desktop app  
Adjusting OneDrive sync settings and managing storage  
Freeing up computer space and backing up files

## Using OneDrive on Mobile

- Installing the OneDrive app on mobile devices
- Adjusting sync settings and themes on mobile

## Microsoft Office 365 Teams

- Teams Basics
- Sending messages and managing conversations
- Creating announcements and managing Teams and channels

## Teams Meetings

- Scheduling and creating online meeting links
- Using virtual backgrounds, sharing screens, and recording meetings

## Integrating OneDrive with Teams

- Adding OneDrive as an app in Teams
- Accessing and sharing files between OneDrive and Teams

### Training Benefits

**Comprehensive training materials:** Access detailed notes and exercise files for future reference.

**Post-training support:** Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

**Certificate of completion:** Celebrate your achievement with a certificate that recognises your effort and skills.

**Practical learning environment:** Experience hands-on training designed to build confidence and inspire trust.