

DRI-101

# Manage your Documents with OneDrive and SharePoint



## Objectives

With this training, participants will be able to:

- Manage documents online with OneDrive and SharePoint
- Securely share files stored in OneDrive or SharePoint
- Apply best practices for effective co-editing in Microsoft 365
- Set up local file synchronization to work offline

## Practical information

Duration	3 hours
Level	Beginner
Number of participants	7 participants
Languages available	French - English

## Prerequisites

Basic knowledge of the Microsoft 365 environment

## Target audience

Managers, Administrative staff

## Content

### 1 - Introduction to OneDrive and SharePoint Basic Functions

- OneDrive and SharePoint roles in the 365 Environment
- Access OneDrive and SharePoint
- Upgrade your documents
- Open, Edit and Save files online
- Open, Edit and Save files from local Office applications
- Find, Delete and Restore files
- Open a SharePoint document library
- Create document change alerts
- Extract/Archive documents in SharePoint
- OneDrive and SharePoint mobile applications

### 2 - Sharing and Collaboration

- Share files securely
- Best practices for effective co-editing in Microsoft 365

### 3 - File Sync for offline work

- Enable/Disable local synchronization
- Adjust synchronization settings

## Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months