# OneDrive 365 for Business

## Course Outline:

## Introduction to OneDrive for Business

- What is OneDrive?
- Understanding cloud storage
- How to sign in and create an account

## Accessing OneDrive

- Accessing OneDrive files
- Syncing OneDrive files
- Accessing OneDrive with a mobile device

## Working with Files

- Accessing OneDrive files
- Syncing OneDrive files
- Accessing OneDrive with a mobile device
- Accessing OneDrive files

## Structuring and Display

- Structuring OneDrive
- Finding your way around OneDrive

## Using One drive with office

- OneDrive and Office Online
- Working with Word documents
- Working with Excel spreadsheets
- Working with PowerPoint decks

## Using OneNote

## Using SharePoint