OneDrive Tutorial

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Welcome to the OneDrive Tutorial. One Drive provides you with a 1TB Cloud Storage Drive, allowing you to access file form multiple devices, as well as the ability to share files and folders with other users for collaboration.

During the OneDrive Tutorial, you will:

1. Become more familiar with OneDrive.
2. Learn how to Setup the Desktop and Mobile App for OneDrive.
3. Learn how to Add and Organize your OneDrive Files.
4. Learn how to access OneDrive on the Web *(Please note for OneDrive on the Web you will need to get the login credentials from the Westview Co-op IT Analyst).*
5. And Finally Sharing items in your OneDrive
    - Permissions
    - Files vs. Folders
    - People vs Groups
    - Managing Shared Files
    - Collaboration

This OneDrive Tutorial is roughly 35 minutes in length and is broken into chapters:

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Support Documentation: