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SOFTWARE SOLUTIONS TEAM
TRAINING - CONSULTING

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Course Outline

SharePoint Online & OneDrive for Business File Mgmt. Essentials

Days: Half-day

Prerequisites or Equivalent Skills: Windows

1) **SPO and OfB Introduction**
   a) SPO Environment
   b) Terminology

2) **Accessing Sites**
   a) Navigation

3) **Working with Documents Libraries**
   a) Open files
   b) Upload files
   c) Context file menu
   d) View file details

4) **File Versioning**
   a) When versions are created
   b) Restore prior version
   c) Compare prior version
   d) Delete prior version

5) **Document Check Out**
   a) Checking back in
   b) Adding comments

6) **Sharing a file**
   a) Share options
   b) Manage Access
   c) Stop Sharing

7) **Copy Link**
   a) Share link via Outlook email

8) **Office Integration**
   a) Access and Save documents
   b) Share

9) **Sync Files and Folders (Files On-Demand)**
   a) Sync library
   b) Access via File Explorer

10) **Alerts**
   a) Setting alerts for when files change
   b) Mange alerts

11) **Site Recycle Bin**

12) **Searching SharePoint**
   a) Filter search results

13) **SharePoint Mobile App**

14) **OneDrive for Business**
   a) Similarities with SPO

15) **Working with Files**
   a) Share, Versioning, Recycle Bin

16) **Working with OfB files in Office apps**

17) **Sync to File Explorer**