



### Personal File Storage with OneDrive for Business (Administrative Staff)

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**Duration: 3 Hours**

**Course Objective:**

The course would introduce OneDrive for Business as a tool for personal files Cloud storage. With OneDrive for Business, users can store, share, edit and co-author their Microsoft related files in the Cloud.

**Training Contents:**

**1. Cloud Attachments**

- Access OneDrive via web browser (<http://portal.office.com>)
- Access OneDrive via different mobile devices
- Access OneDrive folders and files in PC File Explorer
- Sync documents, pictures and desktop folders with OneDrive

**2. File and Folder Sharing**

- How to share files and folders to other colleagues?
- How can a staff share files and folders to a student in HKUST?
- How to share files and folders to external users?
- Options of sharing preference: edit rights or read-only rights
- Users within HKUST can use “Shared with me”, while external users will need to use the link provided in the invitation email or add bookmarks by themselves
- Enable/Disable notification when members of the team update the shared file

**3. File Editing and Co-Authoring**

- Edit file using Word Online, Excel Online and PowerPoint Online
- Co-author file using Word Online, Excel Online and PowerPoint Online

**4. Version History**

- How to obtain previous versions of documents?

**5. Comparison with Other Storage Tools**

- OneDrive vs OneDrive for Business
- OneDrive for Business vs Dropbox/Google Drive

**6. Security**

- Is it safe to save personal files in OneDrive?
- Will other staff/users see my files?

**Appendix**

**1. Working with Microsoft Office 365**