



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

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- 6 **Security**
  - Is it safe to save personal files in OneDrive
  - Will other staff/users see my files
- 7 **Appendix – Working with Microsoft Office 365**
  - Download Microsoft Office 365 ProPlus
  - OneDrive App latest version

**Duration: 3 Hours**

#### 1 **Cloud Attachments**

- Access OneDrive via Web Browser
- 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
- Share With Me
- Enable/Disable notification when members of the team update the shared file

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

- Edit File using Office Online
- Co-Authoring using Office 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