

OneDrive and SharePoint

Simplifying Cloud Storage and
Collaboration

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Topics

Introduction to OneDrive

Working with OneDrive and MS Applications

Getting started with OneDrive

Differences between OneDrive and SharePoint

SharePoint Basics

Collaboration

Sharing

Permissions

Timings

- 09:00 to 15:15
- Break 10:20
- Lunch 12:00
- Break at 2:20
- Finish and Wrap up 15:15
- Q&A

What you need for the course

Access to OneDrive

[Download the OneDrive App for PC, Mac, Android, or iOS – Microsoft OneDrive](#)

You can download this or if you have windows 11 it is probably already on your machine

Access to Office 365 – (you can access a free trial for a month)

To Access the SharePoint Site

Username

Password



What is OneDrive

- OneDrive is Microsoft's cloud storage service that allows users to store, access, and share files securely from anywhere.

Key Features of OneDrive



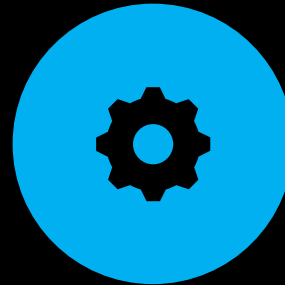
Cloud storage for
personal use



Integration with Office
365 apps

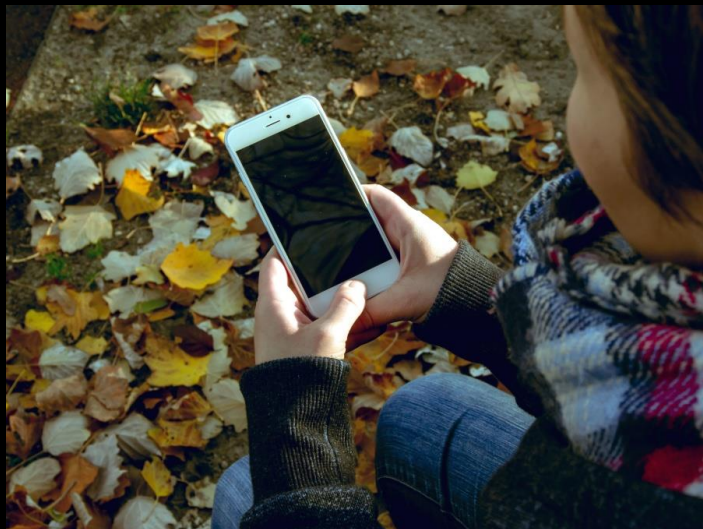


File sharing and
collaboration



Automatic
synchronisation across
devices

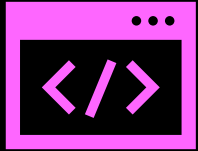
When to use OneDrive



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- Think of OneDrive as your personal storage area in the cloud
- Back up Personal files Securely
- Access files on multiple devices, including mobile and desktop
- Working on draft items (items that are not ready to be collaborated on with the wider team yet)

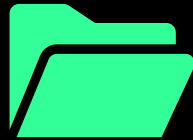
How OneDrive Fits Within Office 365



Integration:

Works natively with Office apps like Word, Excel, and PowerPoint

Enables real-time co-authoring and editing of documents



Collaboration:

Share files and folders directly from Office apps

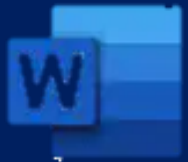


Accessibility:

Access files from any device with an internet connection

Offline access to files through synchronisation

Demo OneDrive within Microsoft Apps



- PowerPoint
- Word
- Excel
 - Saving documents to OneDrive
 - Opening Documents Saved in OneDrive

Exercise 1

- Create a new document in Word, Spreadsheet in Excel or Presentation in PowerPoint
- Enter what you had for breakfast or would have liked to have had for breakfast
- Save this document in OneDrive as MY DAY



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Exercise 2

- Groupwork In groups take 10 minutes to discuss the benefits of using OneDrive
 - Are there any drawbacks to using OneDrive?
 - We will come back together and talk about the results

Key Benefits of using OneDrive

- **Improved Productivity:**

- Centralised file storage reduces duplication and confusion
- Real-time collaboration speeds up workflows

- **Security and Compliance:**

- Built-in encryption and compliance with industry standards
- Advanced threat protection and version control

- **Cost Efficiency:**

- Included in most Office 365 plans, reducing the need for additional cloud storage services

OneDrive Features Overview

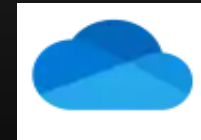
Storage Capacity:	Up to 1TB or more depending on the Office 365 plan
File Sharing:	Share links with specific permissions (view/edit)
Version History:	Recover previous versions of files
Mobile Access:	OneDrive app for iOS and Android
Backup and Sync:	Automatic backup for Desktop, Documents, and Pictures folders

Accessing OneDrive from your PC

- You can access OneDrive through windows explorer
- Windows button + E



Alternatively you can access it from the Cloud Icon on the status bar at the bottom of your screen



Behaviour of files saved on OneDrive

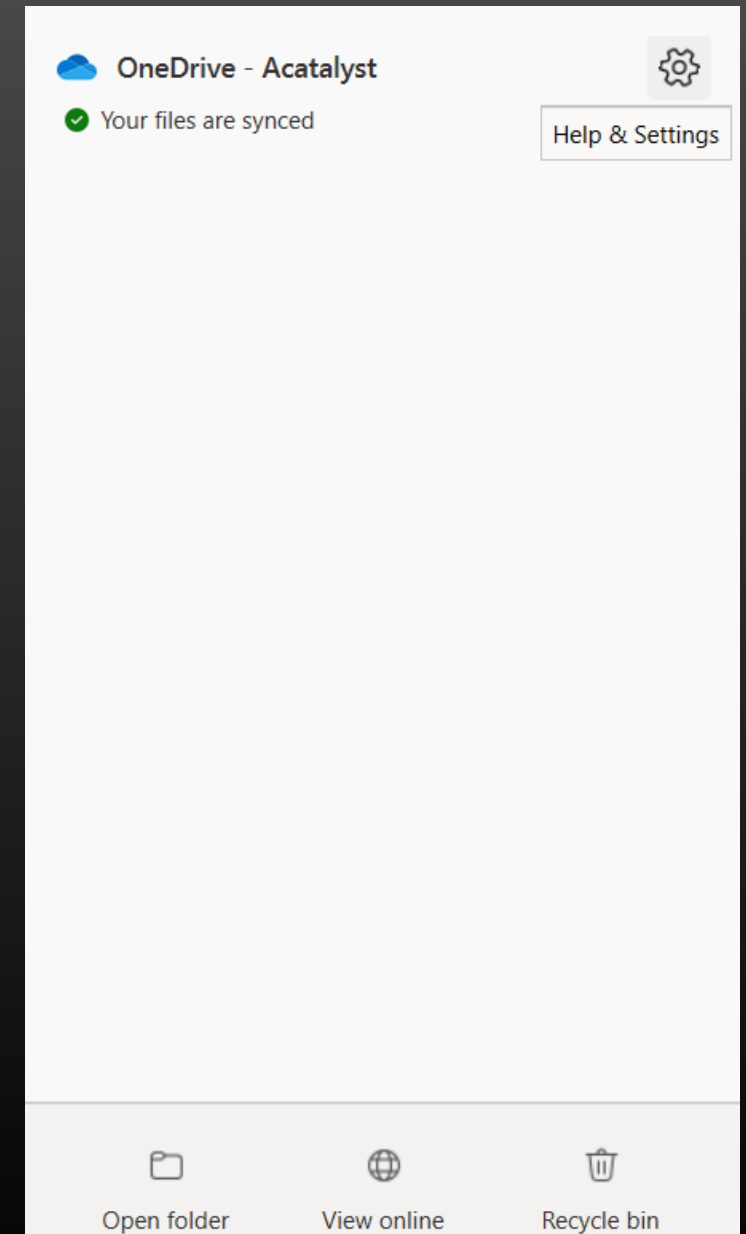
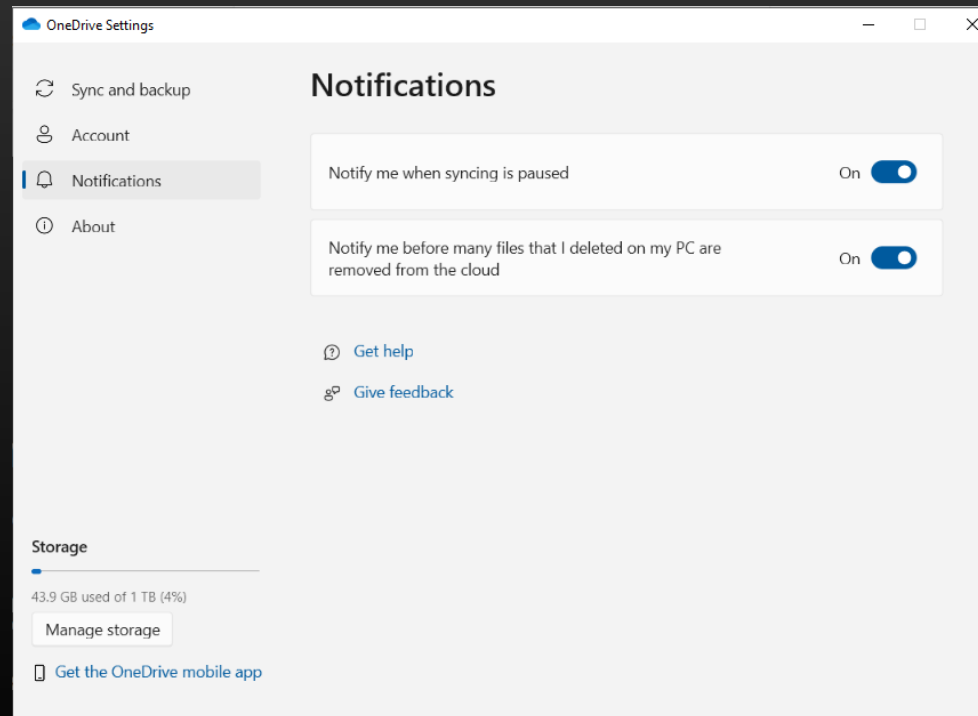
- Files in One Drive live in the Cloud.
- If you open a file from One Drive it will download to your device so that you can edit it.
- If your laptop/PC is set to sync then the document will automatically sync back up to the cloud once you have finished editing.
- It is important to remember that if you delete a file from your device it will also delete from its home in the cloud.



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Settings

- Folders
- Sync and Backup
- Account
- Notifications



Demo OneDrive within PC/Laptop

- Windows Explorer
 - Different Icons
- Status Bar
 - Settings

One Drive Status Icons in File Manager

What do the Icons Mean?

Name	Status
 Find and Replace	 
 North Pole Styles	 
 Sea	 
 The Whistlestop	 

On-line Only Files

- A blue cloud icon next to your OneDrive Files indicates that the file is only available on-line. You cannot open this file if your device is not connected to the internet. This is the default setting.



Locally available Files

- When you open any file from OneDrive it will download locally to your device. You can open this file anytime, without the internet.
- If your laptop is set to sync then any changes you make to this file will upload straight back to OneDrive



Always Available Files

The solid green icon means you have made the file available offline always

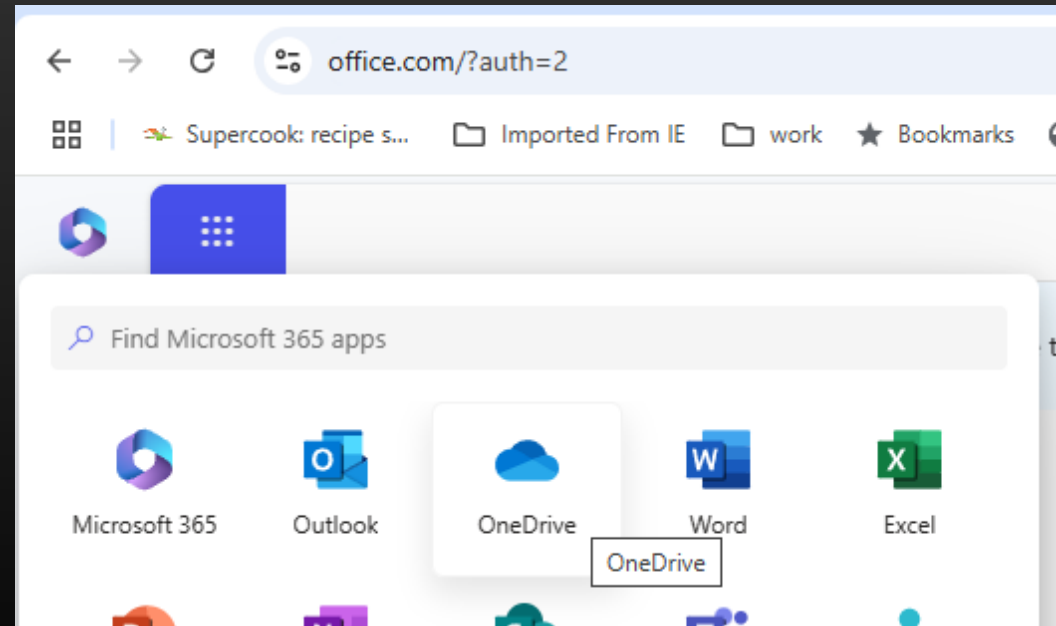
You can also right click any file and make it available off-line.

This means that it will always be available on your device but they will always take up space.



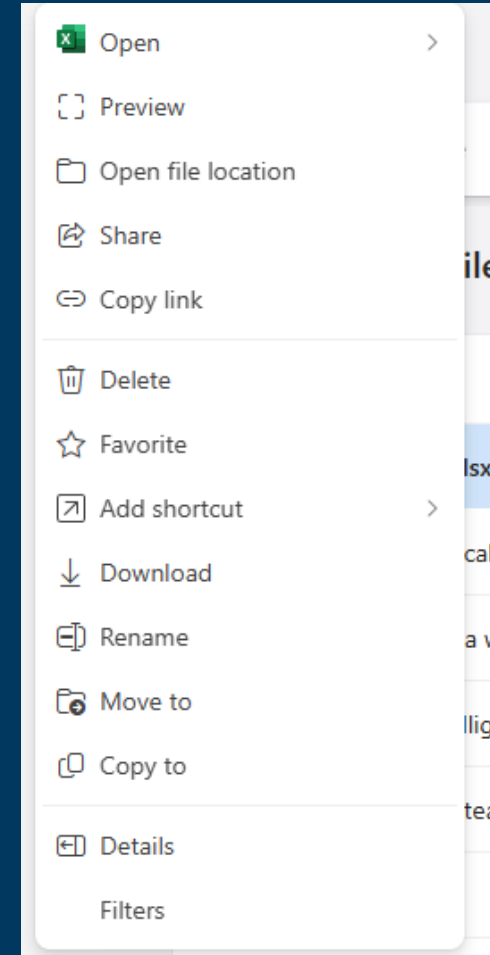
OneDrive Web App

- Can be accessed anywhere you have internet
- Mobile – you can download app from app store
- Browser – office.com



Demo

- Creating new files
- Uploading files and folders
- Creating folders
- Searching
 - Filtering and sorting
- Menu Options
- Favourites
- Deleting



Exercise 3

- Save this presentation into your onedrive folder
- Add this as a favourite



Demo

- Sharing
- Versions

- People with access to a shared document on OneDrive can view previous versions, but it depends on their permissions:
- **Viewing Previous Versions:**
- **Edit Permissions:**
 - If the person has edit permissions, they can typically view and restore previous versions of the file. This is because the version history is accessible for collaborative editing.
- **View-Only Permissions:**
 - If the person has view-only permissions, they cannot see or access the version history. They will only be able to view the current version of the file.
- **How to Access Version History:**
- **For Editors:**
 - Open the shared document from OneDrive or Office Online.
 - Click on the file name or use the **File** menu in Office apps.
 - Select **Version History** to see a list of previous versions with timestamps and editor details.
- **For Owners:**
 - File owners can manage permissions and determine whether collaborators can access features like version history.

- Open your MY DAY file
- Add what you would like to have for lunch
- Save this file
- Share this file with
Andrea@acatalyst.onmicrosoft.com



OneDrive vs SharePoint

SharePoint and OneDrive are both Microsoft tools for file storage, sharing, and collaboration, but they serve different purposes and are best suited to different scenarios.

OneDrive

Personal File Storage

Drafts

File Share with Specific Individuals

Temporary Collaboration

SharePoint

Team Collaboration

Structured Content

Intranet Sites

Complex permissions

Long Term Projects



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What is SharePoint

- **SharePoint** is a web-based platform developed by Microsoft that enables teams, departments, and organizations to collaborate, manage content, and share information securely. It's part of the Microsoft 365 suite

OneDrive vs SharePoint

Comparison: Key Differences

Feature	OneDrive	SharePoint
Ownership	Individual	Team or Organization
Access	Private by default	Shared with a group by default
Use Case	Personal files	Team collaboration and shared files
Permission Levels	Basic (view/edit)	Advanced (granular control)
Content Organization	Simple folder structure	Advanced libraries with metadata
Integration	Syncs files to devices	Intranet, workflows, and applications

OneDrive vs SharePoint

Files may start life in OneDrive and then move to SharePoint when they are ready to be accessed by a wider team.

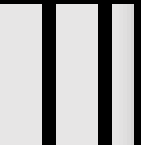
Alternatively, files that are personal or not needed for the wider team may always stay in OneDrive.



Exercise 5

- In Groups discuss the following scenarios and whether you would save them in OneDrive or SharePoint

1. The completed HR Policy document
2. Your To Do list
3. The latest Project Plan
4. Company Newsletter
5. Holiday Photos
6. The draft proposal you and your colleague are working on



Core Functions of SharePoint

Collaboration

Provides shared spaces (called **sites** or **libraries**) where teams can work on documents together in real time.
Supports co-authoring for simultaneous editing in tools like Word, Excel, and PowerPoint.

Content Management

Allows users to organize, store, and retrieve documents, images, videos, and more.
Version control ensures every change is tracked, and previous versions can be restored.
Metadata tagging makes it easy to categorize and search for files.

Intranet and Communication

Used to create internal websites for sharing news, announcements, and resources within an organization.
Serves as a centralized hub for team updates, policies, and departmental information.

Document Sharing

Facilitates secure sharing of documents internally and externally.
Includes advanced permission settings to control who can view, edit, or approve files.

Workflows and Automation

Automates routine processes such as document approval or task assignments using Power Automate integration.

Integration with Microsoft 365

Works seamlessly with Microsoft Teams, Outlook, OneDrive, and other apps for a connected experience.
SharePoint-hosted files are accessible in Teams and can be synced to local devices.

Components of SharePoint

Sites

Team Sites: Designed for collaboration, offering shared document libraries and tools for team projects.

Communication Sites: Ideal for broadcasting information like news or organizational updates.

Document Libraries

Central repositories where teams can store, organize, and share files.

Lists

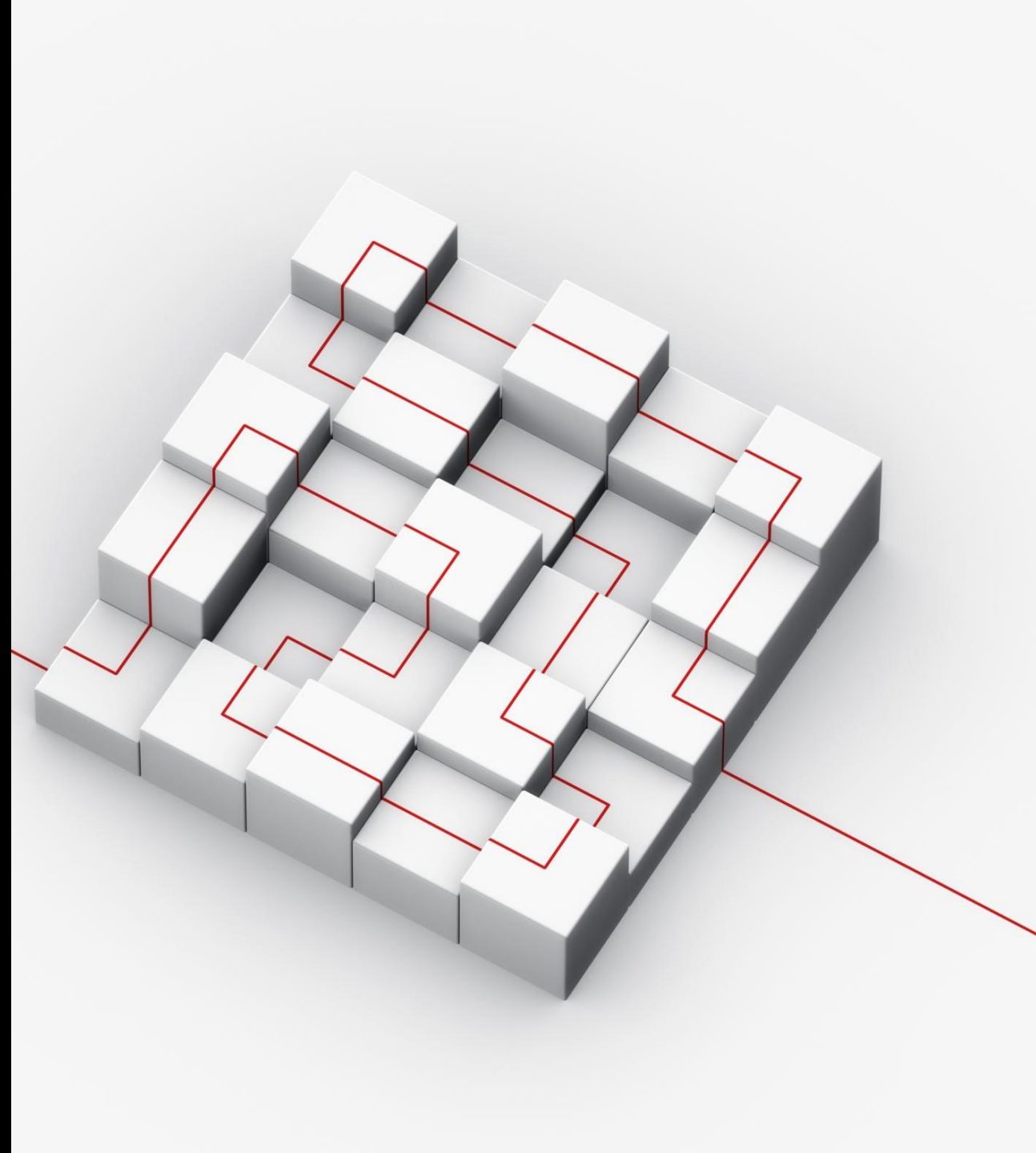
Structured databases for tracking tasks, inventory, or project details.

Permissions

Advanced control over who can access or modify files and content.

Search and Discovery

Powerful search capabilities to find documents, sites, or data quickly.



Accessing SharePoint



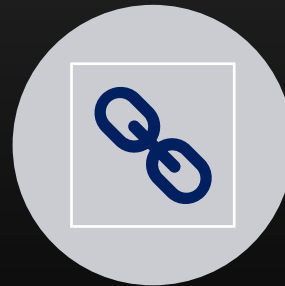
Web Browser



OneDrive



SharePoint Mobile App



Via link you have been
sent

Demo SharePoint

- From a Browser
 - Office.com and select SharePoint
- From a link you have been sent
 - <https://acatalyst.sharepoint.com/sites/TrainingCourses?spStartSource=spappbar>
- From OneDrive
- Within Desktop App
 - Similar to OneDrive

Navigating SharePoint Document Library



New



Upload



Open



Collaborate



Download



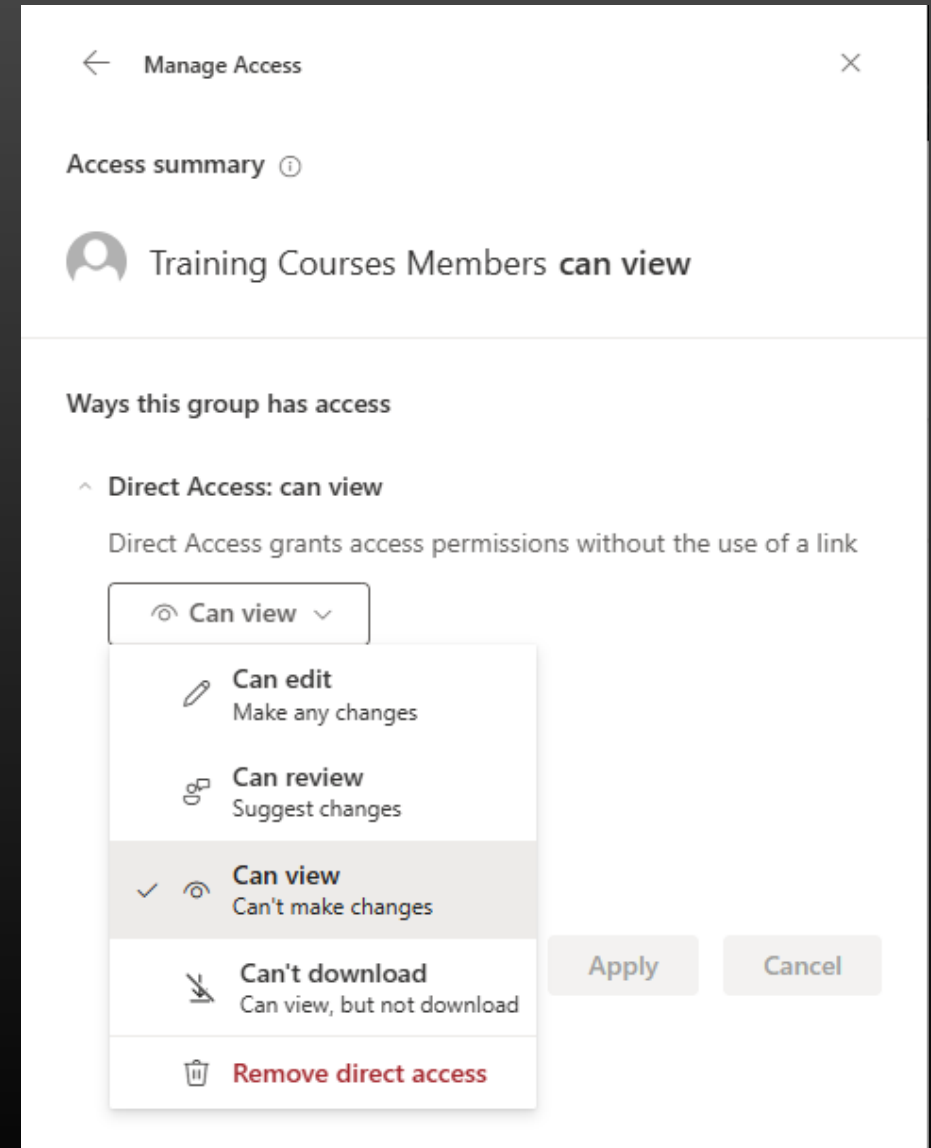
Pin

Demo Document Library

- Adding and uploading to doc library
 - Opening in desktop app vs browser
- Menu Options

Permissions

- Permissions get inherited from the site permissions
 - Anyone that has access to that particular site will usually have access to the document libraries
- Different types of permission
- Sharing

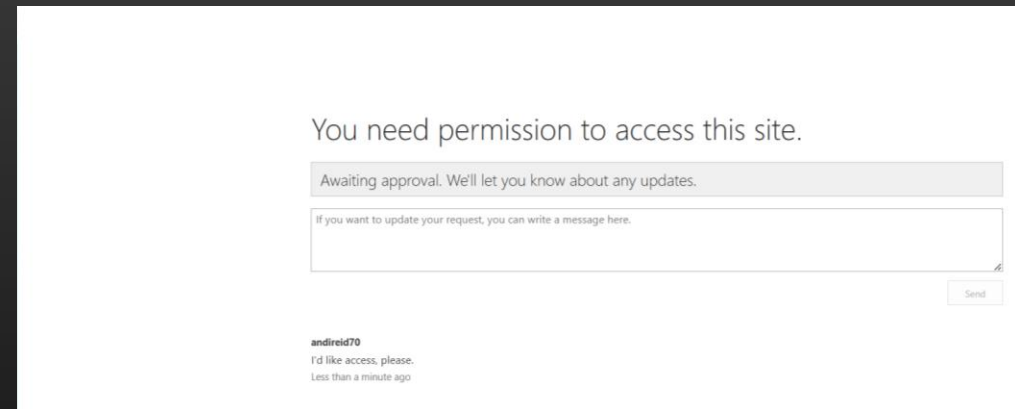


Permission

If someone tries to access a SharePoint site and they don't have the correct permission they will see this screen.

They can from here request access to the site and this request will be emailed to the site administrator.

People can access a file you have shared with them even if they don't have access to the site.



Exercise 6

1. Navigate to the SharePoint site using the link provided
2. Enter the username and password given
3. Upload the file you created this morning to the document library

<https://acatalyst.sharepoint.com/sites/TrainingCourses/SitePages/CollabHome.aspx>

<https://bit.ly/3BXWdzo>

Searching and filtering

Powerful Search feature
Can Filter by metadata
Can sort of ease of use

The screenshot displays the SharePoint 'Training Courses' library. The left sidebar contains navigation links: Home, Conversations, Documents (selected), Shared with us, Notebook, Pages, To Do, Tech Con.iqy, Check in, Materials, Site contents, and Recycle bin. The main content area shows a 'Documents' view with a search bar at the top right labeled 'Search this library'. Below the search bar, a dropdown menu titled 'Items' is open, listing search results with icons, file names, and modification times. The main document list below shows a table of files and folders.

Name	Modified	Modified By
Attachments	About an hour ago	Andrea Reid
March 2025	February 28	Stu Dent 11
14th March.docx	46 minutes ago	Andrea Reid
Collaboration Document.docx	46 minutes ago	Andrea Reid
External Sharing Document.docx	46 minutes ago	Andrea Reid
Group Activity.xlsx	46 minutes ago	Andrea Reid

Demo Search and Filter

- Searching
- Sorting
- Filtering

Co-Authoring

- Co-authoring allows users to make real time updates and collaborate with others
- Version History lets you revert to older versions of documents

Demo Co-Authoring

- Co-Authoring
- Version History

Exercise 7

1. Open the Collaboration Document
2. Type in your name and your favourite animal

<https://acatalyst.sharepoint.com/sites/TrainingCourses/SitePages/CollabHome.aspx>

<https://bit.ly/3BXWdzo>

Final Tips

- Create a shortcut on your desktop, pin to taskbar or star for favourite for sites you visit frequently
- Go through your settings on OneDrive and make sure you have the folders you want included
- Remember free up disk space frequently
- Logging Off
- Logging off everywhere

