

Customized Training by
UseIT at SFS

OneDrive Essentials



UseIT at **SFS**

Agenda

1 OneDrive in a nutshell

2 Lifecycle use case

3 Files-on-demand & back ups

4 Sharing and collaborating with others

5 Live demo

Personal Cloud Storage, max 1 TB

- Doesn't take up space in the PC
- Version history & backup
- Enterprise-grade security



Accessible from any managed device

- Automatic Syncing with File Explorer on laptops
- All web browsers (microsoft365.com)
- Mobile app (Android & iOS)



OneDrive in a nutshell



Easy sharing

- All files are private until shared
- Associated with the user, not a group
- Quick sharing with a link
- Possible also for Guests
- Advanced Search function



Use cases



Drafts
Individual documents
Meeting recordings
Backups



Team files
Large and regularly updated files (.pst files)
Strictly confidential data (C3)

A lifecycle use case: Business report



1. Create in OneDrive

- Personal files and initial drafts before they are ready for sharing



Your private working space that remains private until you share things



2. Complete in Teams

- Team & Group sites
- Files Tab in Microsoft Teams is a document library in SharePoint



Small(er) groups of people usually all with edit permissions



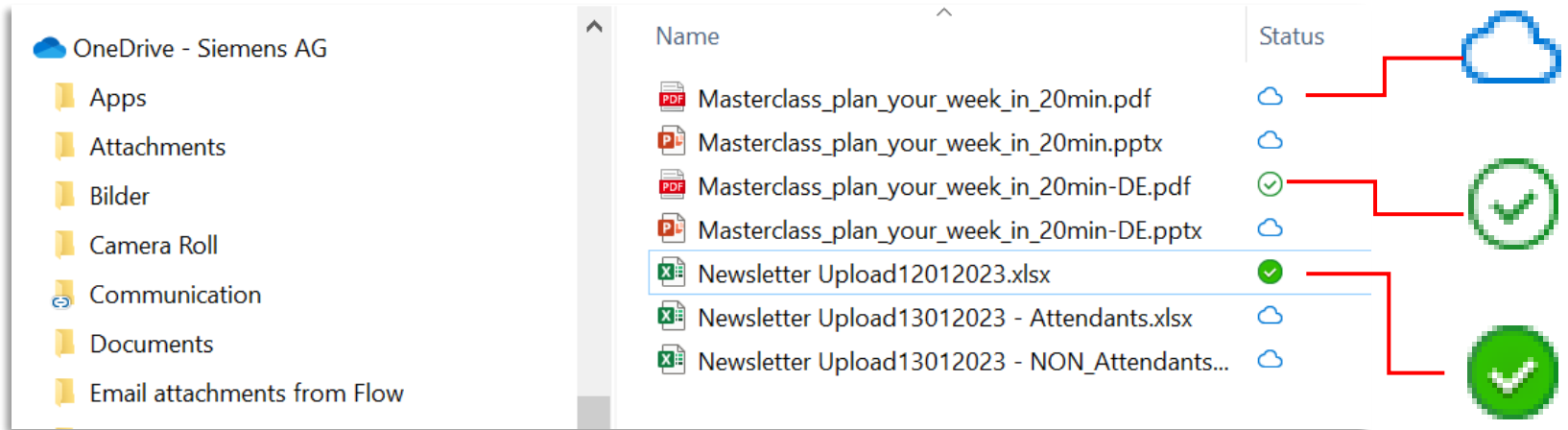
3. Publish in SharePoint

- Publishing sites
- Communication sites
- Most intranet sites



Large(er) groups of people usually read-only permissions for most of them

Files-on-demand



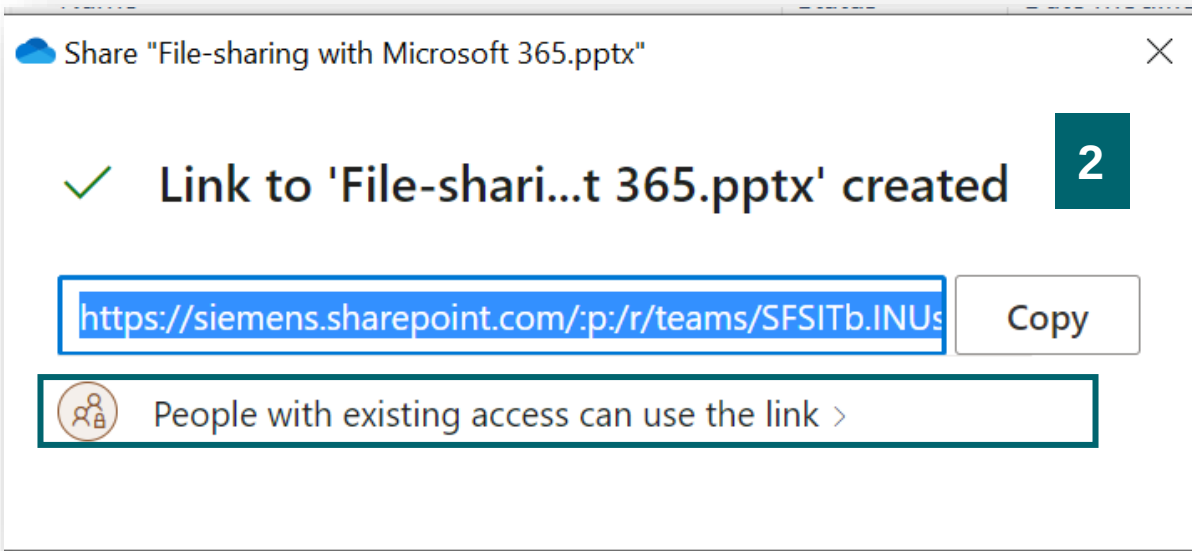
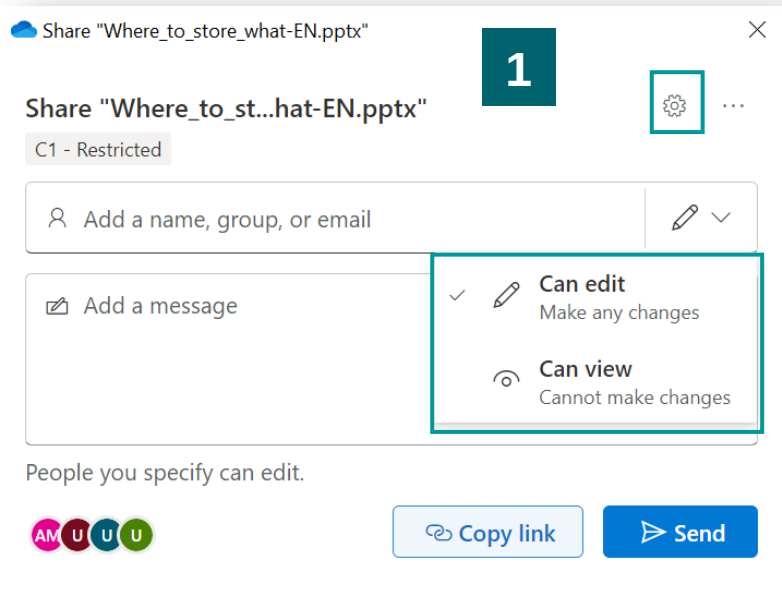
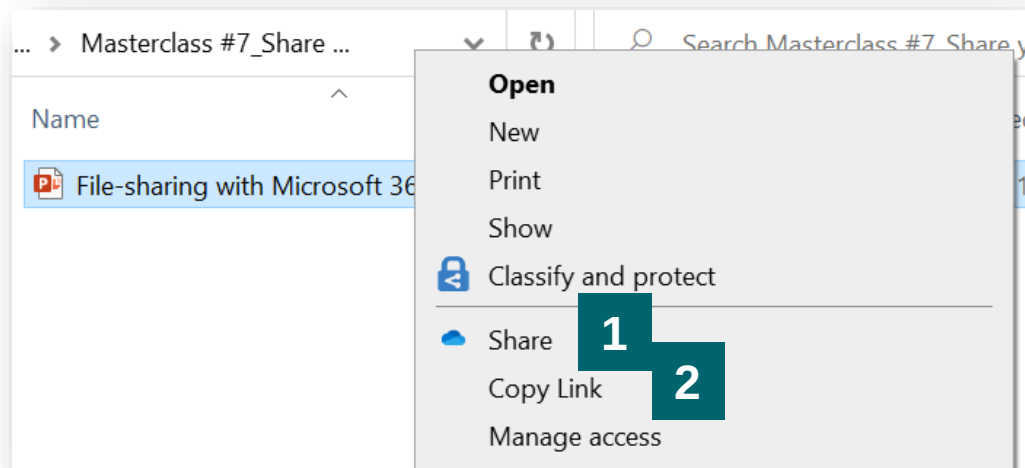
The screenshot shows the OneDrive interface for 'Siemens AG'. The left sidebar lists folders: Apps, Attachments, Bilder, Camera Roll, Communication, Documents, and Email attachments from Flow. The main area displays a table of files with their status and availability.

Name	Status
Masterclass_plan_your_week_in_20min.pdf	Cloud icon
Masterclass_plan_your_week_in_20min.pptx	Cloud icon
Masterclass_plan_your_week_in_20min-DE.pdf	Green checkmark icon
Masterclass_plan_your_week_in_20min-DE.pptx	Cloud icon
Newsletter Upload12012023.xlsx	Green checkmark icon
Newsletter Upload13012023 - Attendants.xlsx	Cloud icon
Newsletter Upload13012023 - NON_Attendants...	Cloud icon

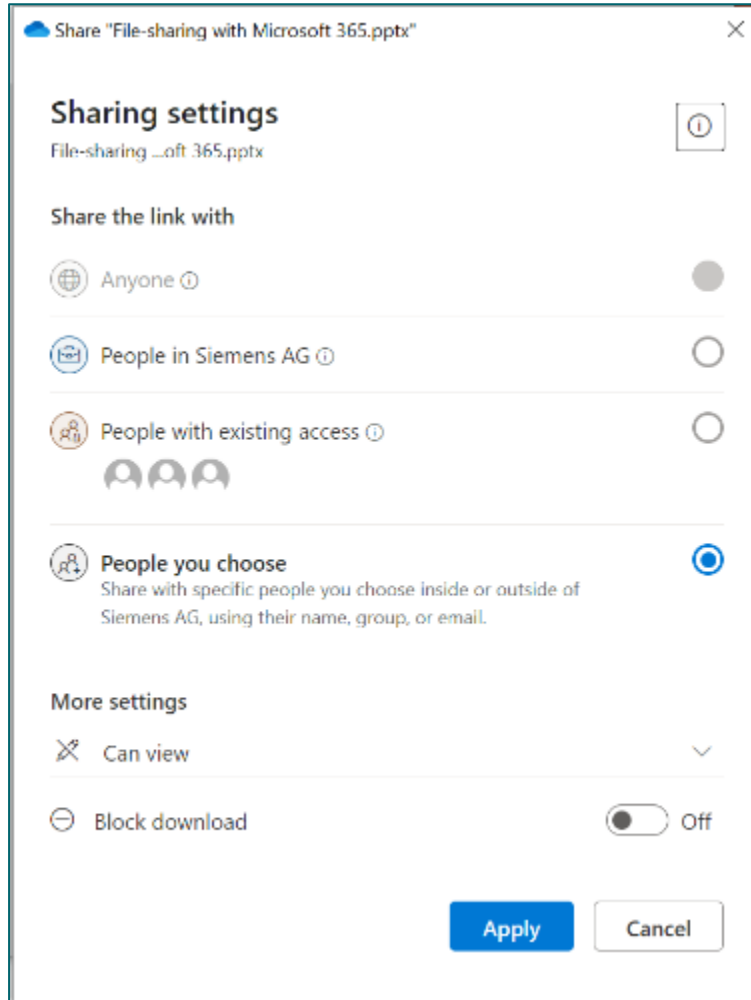
Red lines connect the status icons in the table to larger icons on the right:

- Cloud icon (blue) → Only available online
- Green checkmark icon (green) → Locally available file
- Green checkmark icon (green) → Available when offline

Sharing a document



Sharing settings



Share the link with (can be changed later)

- **Anyone** automatically disabled
- **People in Siemens AG**, organization account required
- **People with already existing rights** (Mouseover on symbols)
- **People you choose**, also outside Siemens AG

More settings

- **Can edit**
- **Can view**, possible to block download

Deletion Policy enabled on November 1st 2023

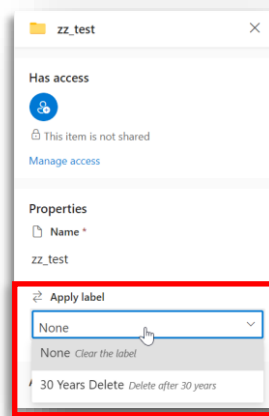
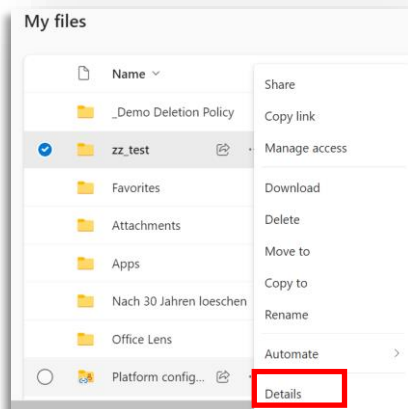


Files and emails stored in these Microsoft 365 apps will be **automatically deleted** if they have been **unchanged for the last 11 years**.

How to keep data saved?

Apply the **retention label** called “Delete after 30 years”

Open your **SharePoint or OneDrive** in Microsoft365.com



Learn more: [Deletion Policy official manual](#)

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Live Demo



Q&A



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Share your feedback!

Click on the faces to open our survey



Questions?

Work Smarter [page on OneDrive](#)
[OneDrive FAQ \(wiki\)](#)

Click [here](#) to book a 1.1 Guidance call