



OneDrive Masterclass



What we will be covering

01. — What is OneDrive?

02. — Why OneDrive?

03. — What changes for us?

04. — How does OneDrive work?

05. — OneDrive **integration** with other **Tools**

06. — **Walking around** OneDrive

07. — Q&A

What is OneDrive?

OneDrive is our personal **cloud storage Solution at Siemens.**

OneDrive offers us a simple way to store, sync and share various types of files, with other people from **anywhere** on all your devices.

OneDrive **connects** you to all your **files via browser, desktop or mobile devices.**



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The Siemens logo is positioned in the top right corner of the slide. It consists of the word "SIEMENS" in a bold, teal, sans-serif font, with the tagline "Ingenuity for life" in a smaller, black, script font directly beneath it. The background of the slide features a blue-tinted photograph of three people in a meeting. One person is pointing at a tablet held by another, while a third person is visible in the background. The entire image is framed by a white border.

Why OneDrive?

1. Part of Microsoft suite

Siemens is now bringing the Microsoft suite into the company. OneDrive is the cloud storage solution of Microsoft.

2. Unlocking Online services

With OneDrive we unlock Online services (Word, Excel, PowerPoint and OneNote), but also, the **full potential** of Microsoft Teams and SharePoint Online



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3. Work at the same time

OneDrive allows you to work on a document at the same time as your colleagues without overlapping versions.

4. Access files anywhere

You can easily store and access your files from all your devices. **Edits you make offline are automatically uploaded** next time you connect.

5. Work with anyone

With OneDrive you can share files and collaborate easily on documents with business partners (included in the list of whitelisted domains).

What changes for you?



OneDrive has replaced Syncplicity



Improved Cloud experience

With OneDrive, files are kept in the cloud and you can access and manage I also from your PC (magic folder: OneDrive – Siemens AG – under your file explorer) or mobile device, or vice versa.

OneDrive enables parallel working on a document.



No strictly confidential data (C3) storage

Documents up to C2 can be stored in OneDrive if you have MIP installed. Strictly confidential data (C3) is **not allowed** to be stored in OneDrive.



Sharing with Business Partners:

You can share, collaborate and work on documents with colleagues outside Siemens AG:

Siemens Healthineers, Siemens Logistics, Siemens Gamesa, Atos, Microsoft and Avanade.

OneDrive vs Syncplicity



OneDrive

Organization

Magic Folder

Storage

Keeps files and folders Online

Use Cases

Personal cloud storage for single files

O365 Integration

Can be accessed and works with all the Office 365 apps

Log on

Account protection MFA

Co-authoring

Several users can work on a document at the same point of time without overlapping

Syncplicity

File and folder mapping.

Offline copy of files and folder

Personal cloud storage and collaboration platform for a Team or a group of people

Works with a few Office 365 apps

Account protection with Entitlement

Version conflicts and creation of multiple file versions



How does OneDrive work?

OneDrive Features



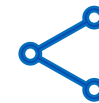
You can **view** and **edit** your files via various devices regardless of location and time.



OneDrive includes 1TB of storage space and allows you to store documents up to 100 GB in size.



Work with people on a document at the same time – without creating duplicate versions.



Share documents easily with colleagues by means of a link.



OneDrive works closely with Microsoft Office apps, such as Word or PowerPoint



You can access your OneDrive from various places, including desktop (this will link to your next slide)

OneDrive Features

Files on demand

1

Installation of
Desktop Application

2

When you
Synchronize
your local folder
in Windows
Explorer

Use your files on demand:

Helps you access all your files without having to download all of them and use storage space on your Windows device



Online-only files

A blue cloud icon next to a OneDrive file or folder indicates that the file is only available online. You see a cloud icon for each online-only file in File Explorer, but the file doesn't download to your device until you open it.



Locally available files

When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."



Always available files

Only files that you mark as "Always keep on this device" have the green circle with the white check mark. These always available files download to your device and take up space, but they're always there for you even when you're offline.

How can I access?

You can access OneDrive from any web browser. Simply head to: www.office.com and choose "OneDrive"

Access OneDrive via your local folders. Simply go to your Windows Explorer. Upon the migration, the OneDrive sync client is automatically pushed to your PC. No action needed.

Access your files on the go!

OneDrive mobile apps are available for Pilots and Pioneers users with:

1. Managed devices

- Android: Installed automatically
- iOS: Notification send. Download needed

2. Non managed devices

- Download via your app store

To access the mobile apps, you will need to login with your Siemens credentials.

OneDrive security

Microsoft Information Protection (MIP)



MIP in O365

OneDrive works with MIP to guarantee you with the correct labelling protection of your files and folders.

MIP is integrated in the following Office 365 applications (desktop, online and apps): Outlook, Word, PowerPoint and Excel

Categories

Classification categories in the top bar or under the "Sensitivity" button:

- I. Unrestricted (C0)
- II. Restricted (C1) (default)
- III. Confidential (C2)
- IV. Strictly Confidential (C3) (**Not allowed in OneDrive**)

Availability

Microsoft Information protection is also available on mobile devices, using the Microsoft Office apps (corporate account only)



OneDrive integration with other Tools

OneDrive or SharePoint?



OneDrive

Known as

The cloud version of the "Documents folder"

Storage for

Personal work documents

Sharing of

Single files or folders

Share with

A single person or few people

Used for

Collect feedback, or store a document that has a limited scope or lifecycle

SharePoint Online

An internal website and/or file server alternative.

Team documents

Several files or folders

A group of people

Upload team files that are intended to be collaborative and/or use check-in workflows and permissions.

What is the storage lifecycle?

On the OneDrive web version, you can **open and work** on your Shared Libraries, **without leaving OneDrive**.

Each team in [Microsoft Teams](#) has a team site in SharePoint Online. The Files you shared within a conversation are **automatically added to the document library**, and permissions and file security options set in SharePoint are automatically reflected within Teams.

Private chat files are **stored** in the sender's **OneDrive folder**, and permissions are automatically granted to all participants as part of the file sharing process.



01. Create in OneDrive



02. Complete in Teams



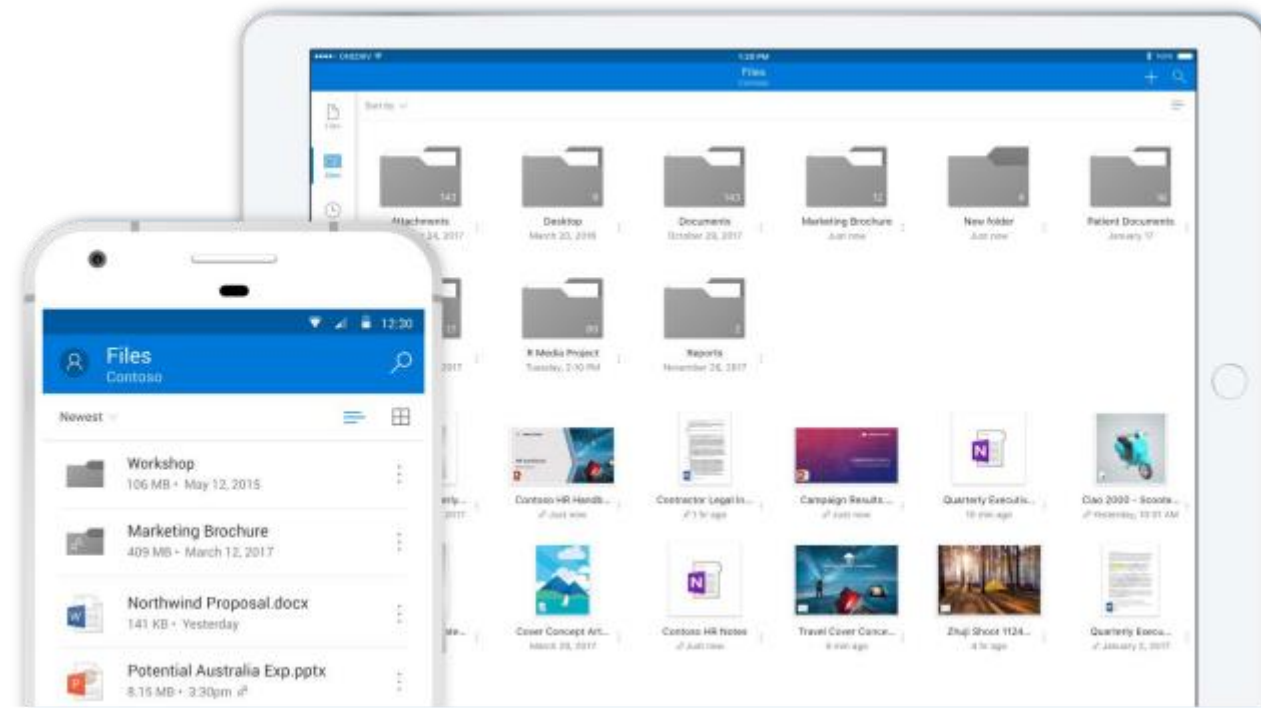
03. Publish in SharePoint



Walking around OneDrive



- File/folder synchronization
- Store documents on OneDrive
- Share documents with other people
- Remove/change permissions you have granted
- Restore deleted documents
- Co-authoring work
- OneDrive saves versions of a document





Q&A

Useful Links

- ▷ [OneDrive FAQs](#)
- ▷ [Office 365 hub: OneDrive](#)
- ▷ [Yammer group Office 365 Online Services](#)

Thank you!

Please answer this [Form](#), we would really appreciate your feedback!