



Office 365 OneDrive for Business *Outline*

Summary:	In this session, you will learn the basics about using OneDrive for Business for cloud storage, sharing, and collaboration.		
Intended Audience:	Staff and Faculty with an Office 365 account		
Duration:	2.0 Hours	Format:	Presentation and Hands-On Activities
Prerequisites:	None		
Objectives:	We will cover: <ul style="list-style-type: none">• Accessing your OneDrive for Business• Storing Files• Working with Files• Managing Files• Sharing and Collaboration		
Class Information:	For training schedule, please visit: Campus Training http://www.csub.edu/training/schedules/index.html		
Registration Information:	For registration, please use the Online Registration at: https://pstraining.csub.edu .		
For More Information:	Contact Tammara Sherman at 661-654-6919 or tsherman@csb.edu .		



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