Exercise

# Explore the OneDrive Interface

## What is OneDrive

* Be able to explain what OneDrive Cloud storage is and why it is preferable to save your files into the cloud.

## Access OneDrive

* Ensure that you have access to OneDrive
* If not, run through the process of setting up OneDrive on your PC

## OneDrive Online vs OneDrive

* Be able to explain the difference between OneDrive Online and OneDrive

## OneDrive Online

* Go into OneDrive from the Microsoft 365 Portal
* Make sure you are familiar with the Interface
* Be able to identify what each item in the left-hand menu relates to
* Practice navigating using the breadcrumb trail
* Know where to go to access more actions