



Office 365 OneDrive Training Agenda

Office 365 OneDrive Training

This training course is designed for IT System Administrators and Implementers. This training is an instructor-led 1.5 hour online training course by Cloud Advantage to create awareness of Microsoft Office 365 OneDrive administrative features, answer questions, suggest useful policies and provide guidance for administration, engineering and support.

OneDrive Admin Center

- Accessing OneDrive
 - OneDrive admin center
 - OneDrive access on web, local client, tablets or phones
- OneDrive licensing
 - Which licenses are required for OneDrive?
 - Enable or disable OneDrive licenses

Sharing Settings

- Create files and folders in OneDrive
 - Sharing files and folders
 - Manage links
 - OneDrive links & security features
 - Set links to expire
 - Edit permissions for files and folders
 - Lock down links – only allow intended recipients, block forwarding
 - Allow file or folder owners to see who views their files
 - Enable or disable external sharing
 - Manage guest account access

OneDrive Sync Settings

- Download, install and configure the sync client
- Control syncing of files for OneDrive
 - Show or hide synch button for users
 - Block or allow specific domains sync access
 - Block syncing of specific file types

- Troubleshoot OneDrive sync client
 - Permissions
 - Connectivity
 - Caching
 - Device problems
 - Windows updates

Storage Settings

- Applying storage limits
 - Determine the maximum storage available with your Office 365 Plan
 - Set default storage limits for users
- Data retention
 - Set the amount of time to retain files after a user account is deleted

Device Access & Security

- Controlling access
 - Allowing access only from specific IP address locations
 - Add specific IP address locations to your whitelist
 - Allow or disallow access from apps that don't use modern authentication
- Mobile Application Management
 - Creating settings based on your security needs
 - Deploying or removing your policy
- Offline device settings
 - User verification timelines
 - Removing OneDrive data from devices of inactive or terminated users

Notifications

- Controlling notifications in OneDrive
 - Determining end-user notifications for OneDrive
- Automated E-Mails to OneDrive users
 - Controlling e-mail notifications for OneDrive users