



**EFFICIENCY+
GLOBAL
BOOSTER
2025**

**FOR MICROSOFT 365
USERS**

Microsoft OneDrive & SharePoint File Management

OneDrive

- What is OneDrive
- Create Documents and Folders in OneDrive
- Share Documents and Folders
- Sharing Permissions
- Unshare
- Document Versions
- Copy or Move Documents to SharePoint
- The OneDrive App

SharePoint

- What is SharePoint
- Work with Libraries
- Create Documents and Folders
- Check Out and Check In Documents
- Share Documents and Folders
- Sharing Permissions
- Unshare
- Send a link to a document
- Document Versions
- Create Library Views
- Collaborative Editing
- Create a link/shortcut in OneDrive to a SharePoint location

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