



# Get started with Microsoft OneDrive



# Five things you can do with OneDrive



## 1. Access files anywhere

Store and access your files from any device via a web browser, mobile app, or PC and Mac with robust sync options.

This includes your personal files and files shared with you in Office 365 from Microsoft Teams and SharePoint.



## 2. Collaborate with peers

Coauthor documents using Office Online, mobile apps, and desktop Office clients for Windows and Mac.



## 3. Protect your work

Protect your company data with advanced encryption, compliance, and other enterprise-grade security features.

If you lose your device or are subject to a cyberattack, OneDrive has your back, allowing you to recover your files and minimize any loss of work.



## 4. Find files faster

Using the intelligence of Microsoft Graph, you're able to return to your recent files, files that have been shared with you, or recommended files based on your working relationships with others. These personalized recommendations can help you discover content you might not have been aware of and that is unique to OneDrive and Office 365.



## 5. Share your work

It's simple to share files inside and outside your organization across web, desktop, mobile, and directly in the Office apps. You can even securely share files with people who don't have a Microsoft account using email verification to prove their identity.

Easily share in Outlook with modern attachments that include links to files rather than static copies.

## Get more from OneDrive.

Find additional guidance, tutorials, and tips at: [support.office.com/en-us/onedrive](https://support.office.com/en-us/onedrive)

# How different team members can use **OneDrive**



# Finance



From gathering data to conducting analysis and sharing insights, here are some of the key things OneDrive can help with:

## **Simplify data gathering and spend less time on data validation**

- Save your work in OneDrive with Version History and review or restore older versions of your files. Avoid making multiple versions of your analysis due to accidental changes or edits.
- Sync and store all your content to your device and access it when you're not connected. Any changes you make will be synced once you're online.

## **Secure your reports and update the way you distribute information**

- Securely share files internally or externally from OneDrive to easily modify, view, and edit permissions for recipients.
- Safeguard confidential and sensitive financial data with tools like multi-factor authentication, rights management, remote wipe, and data loss prevention controls. Control access to dashboards and reports by granting viewing and editing rights to the recipients.
- Keep your reports current by updating the same input file in OneDrive to enable your downstream reports to refresh automatically.

## **Access impactful analysis and provide actionable insights**

- Work together in the same document simultaneously and collaborate efficiently. Eliminate the need to wait for sequential updates thanks to Office integration.
- Send a sharing link, rather than a static attachment, to ensure your stakeholders always have the latest version of your work.

# Human Resources



From recruiting new talent to improving the way organizations develop and retain people, here are some of the key things OneDrive can help with:

## **Recruit new talent into your organization**

- Engage safely and confidently with external audiences like universities, research vendors, or recruiting and hiring firms. Securely share your company information, job descriptions, or other collateral with external recipients—reducing the risk of data breach.
- Scan resumes with the OneDrive mobile app at recruiting events and job fairs to follow up with candidates after the event.

## **Elevate employee onboarding and training**

- Engage with your peers across different regions using Office integration to simultaneously edit documents from anywhere, across web, desktop, and mobile clients. Capture comments and edits to track changes while you work.
- Produce impactful onboarding modules and leverage the work of your peers by taking advantage of the existing knowledge in your organization. Use the Discover view to easily access the content most relevant to the people you are working with and topics you are working on.

## **Develop people and retain top talent**

- Securely share information on new positions and internal candidates across departments, levels, and geographies within your organization to help develop careers and minimize turnover. You can even access previous versions for reference.
- Encourage employees to build out long-term career plans based on HR guidance, and store them in OneDrive to share with their management, coaches, and mentors. They can secure this information with built-in tools like multi-factor authentication and rights management.

## **Streamline personnel planning and reporting**

- Access and analyze your HR reports on the go by monitoring key metrics like headcount, turnover, workforce diversity, HR cost/employee, recruiting, and training effectiveness, even when you're offline. You can access all your content from virtually anywhere across multiple platforms (iOS, Android, Windows, and Mac). Data travels with you—not your device.
- Share HR reports or employee programs with your immediate and extended teams. Sharing is protected with access controls for viewing or editing permissions.

# Marketing



From researching market trends to executing campaigns, here are some of the key things OneDrive can help with:

## **Conduct and analyze research on competitors, products, and audiences to identify opportunities and define business goals**

- Build a best-in-class strategy and innovate together by learning about new market and industry trends, product updates, and existing material.
- Kick off projects successfully by tapping into the knowledge and results from marketing plans, goals, and campaigns already documented in your organization.
- Scan interesting print articles or marketing research with the OneDrive mobile app. You can even mark it up with ink and annotations right in the app.

## **Strategize and develop business and marketing plans to achieve business goals**

- Guarantee timely alignment with version control capabilities to refine and optimize product pitches based on your knowledge of customers, competitors, and sales processes.
- Work together easily with Office integration and offer real-time coauthoring on documents shared with creative agencies and vendors alike. Land successful marketing campaigns, track collaborators' activities, and develop great ideas as a team while saving time and money on key initiatives.

## **Create successful marketing projects, including campaigns, events, and more.**

- Plan and carry out effective campaigns and launches by leveraging OneDrive's secure external sharing capabilities.
- Promote product documentation and advisories with sales teams by sharing up-to-date marketing information with them.
- Build a community of customer advocates by sharing training guides, best practices, and other resources for quick and easy access. Offer the ability to adjust, view, or edit permissions.
- Safely store content, visuals, and data for all your projects and campaigns, market research, sales and performance reports, including high-resolution files and presentations, in OneDrive.

## **Review campaign performance, sales data, and market results relative to goals**

- Create impactful marketing no matter where you are. Stay in sync with your documents and continue to develop plans, analyze campaign data, or track marketing ROI even when you are offline. Changes you make get synced once you're online.
- Protect your business-critical data with robust security features. OneDrive's ability to restore data ensures you never have to worry about losing work due to accidental deletion.

# Sales



From developing new leads to closing deals, here are some of the key things OneDrive can help with:

## **Improve the way you identify new customers and build their trust**

- Scan business cards and expense receipts with the OneDrive mobile app at tradeshows, marketing events, and customer roundtables.
- Adjust sales plans based on performance and goals. Collaborate with fellow sales representatives and regional managers to put together a lead generation campaign plan. Let your coworkers review with comments and changes that you can track.

## **Modernize selling products, goods, and services**

- Create store sales-related collateral ranging from customer presentations, price catalogs, and proposal templates to marketing and legal documentation. Protect sensitive corporate and customer data with tools like multifactor authentication, rights management, remote wipe, and data loss prevention controls.
- Produce the best possible RFP by using the Discover view in OneDrive to help you find content in your organization based on the people you work with and the topics you are working on. Use this content to increase the depth of your proposal while you reduce rework.

## **Generate better solutions to customer problems, create a more personalized sales experience, and build stronger relationships**

- Gather a team of experts around sales deals or a proactive proposal by assigning sections to topic experts. Stay up-to-date with version control to view the most recent version of the final proposal and speed up the sales cycle. You can even access previous versions for reference.
- Engage with product experts to create and securely share documents with your external clients, partners, and vendors—reducing the risk of data breach.

## **Analyze industry trends, business performance, and customer behavior to optimize sales performance**

- Access and analyze your customer purchase trends and reports, even when you're offline. Sync your content and know that any edits you make offline are automatically uploaded the next time you connect. Retrieve your content from virtually anywhere, and across multiple platforms (iOS, Android, Windows, and Mac).
- Share your sales and territory reports with your immediate and extended teams to keep sales goals and metrics front and center.



# Take the next step

Check out OneDrive training videos and resources in the OneDrive Help Center.

[support.office.com/onedrive](https://support.office.com/onedrive) →