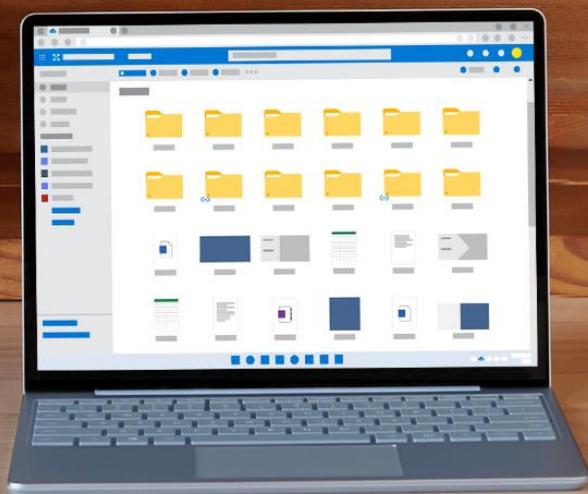


Microsoft OneDrive

Powering the collaborative files experience across Microsoft 365



Powering the collaborative files experience across Microsoft 365



What people are saying



“We wanted a **single, easy-to-use file sharing solution** that integrated with the everyday tools people already have on their desktops. OneDrive was the answer.”

— Paul Saunders, Program Manager | aka.ms/onedrive/nestle



“We can use OneDrive for much more than personal file storage—it’s a **collaboration platform** that we use to also work together on all files and folders. That’s the biggest benefit.”

— Sam Qureshi, Director of User Experience Platforms | aka.ms/onedrive/ecolab



“By moving business units off of shared network drives, we enabled our employees to **collaborate directly through file sharing rather than through email**. I know of no other competing solution that offers this level of integration.”

— Benita Bankson, Senior Director of Employee Enablement | aka.ms/onedrive/gap

**ONEDRIVE IS
A LEADER IN**

Gartner Magic Quadrant for
Content Collaboration Platforms

Forrester Wave for
Enterprise File Sync and Share

Benefits of OneDrive

Individual work

Team collaboration



Access, capture,
and backup all
files and images
from any device



Organize and
find files that
matter most
across the org



Share and work
together with
anyone in
real time



Keep files compliant, secured, and protected



Access, capture, and backup all files and images from any device

- Sync all your files (OneDrive, Microsoft Teams, Microsoft SharePoint) across PC and Mac
- Save disk space with Files On-Demand for Windows 10/11 and Mac
- Work while on the go with mobile apps on iOS and Android
- Back up important files with Known Folder Move for Windows 10/11



Organize and find files that matter most across the org

- Add shared folders directly to your “My files” page in OneDrive
- Get back to recent, pinned, and shared files
- View files that are important for your team with Popular around you
- See file insights and summaries with intelligent file cards



Share and work together with anyone in real time

- Share safely inside and outside your organization
- Coauthor in real time with Office integration across web, mobile, and desktop
- Apply access controls and expiration dates to secure shared content
- Stay up-to-date with @mentions, comments, and notifications



Keep files compliant, secured, and protected

- Give the right access to the right people as you work with secure, consistent sharing
- Adhere to a variety of regulatory standards, like ISO 27001, FedRAMP, and GDPR
- Surface usage patterns with audit logs and sharing reports to accommodate work styles
- Manage all your OneDrive security, compliance, and governance in the Microsoft 365 admin center

OneDrive connects you to all your Microsoft 365 files

Your individual work files

Files stored in My Files are private by default

Files shared with you

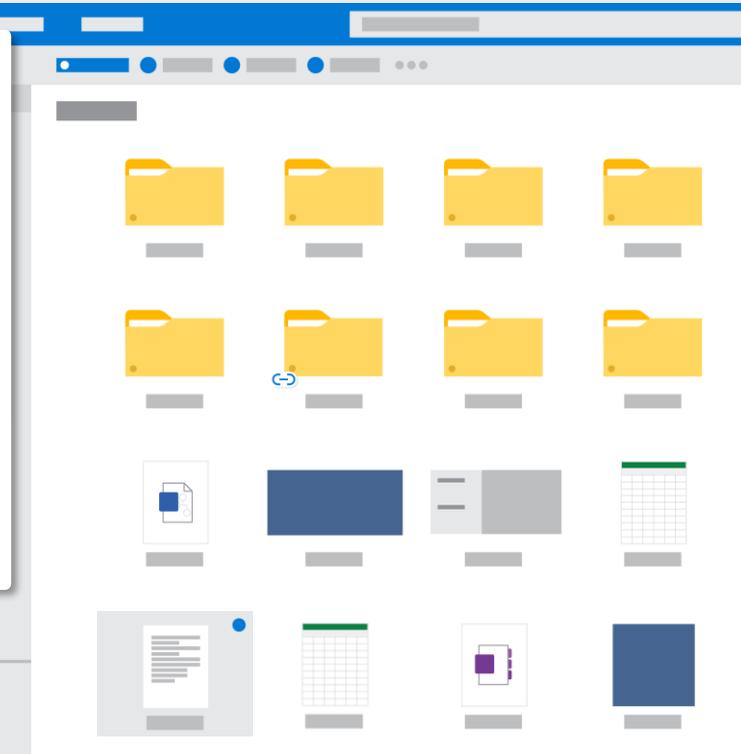
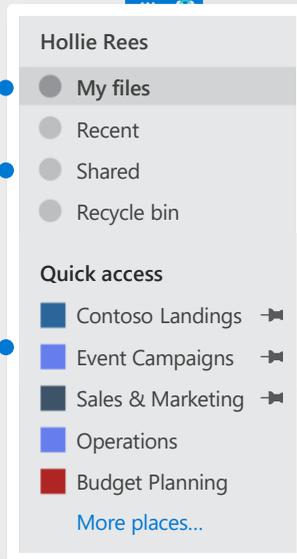
Find files and folders that others have shared directly with you

Your team's files

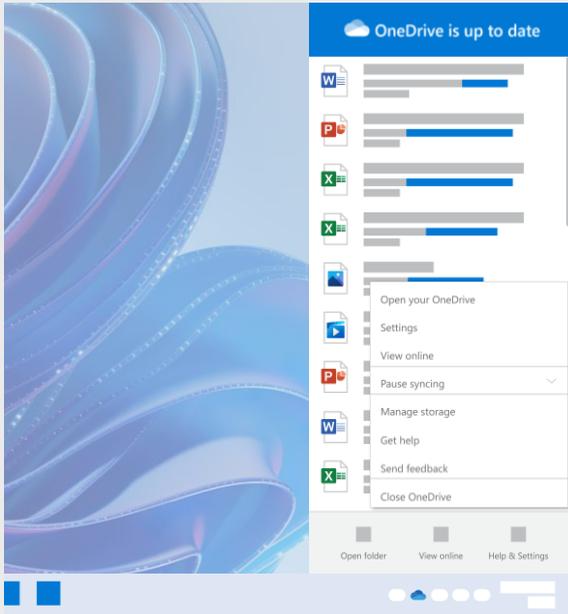
Files stored in Microsoft Teams and Microsoft SharePoint team sites are shared automatically with your team—manual sharing not required

Files shared with your org

Files stored in SharePoint communications sites, like your company Intranet, can be shared broadly across the organization



Get set up



For Windows 10/11 devices, OneDrive is already installed on your computer. Visit onedrive.com/download on all your other devices to get set up!

OneDrive integrates with File Explorer on Windows and Finder on Mac so you can view, open, share, and work with all your files directly from your desktop. OneDrive **Files On-Demand** lets you:

- Save disk storage space. Files are downloaded automatically when you open them.
- View thumbnails of 320+ file types without requiring specialized applications.
- Make files available offline. Work easily when you are disconnected from the Internet.
- View a file's version history and roll back to a previous version.

Files On-Demand		
 Online-only	 Locally available	 "Always keep on this device"
Online-only files don't take up space on your computer	When you open an online-only file, it downloads to your device and becomes a locally available file	Files that you mark as "Always keep on this device" can be accessed even when you are offline

ADMIN PRO TIP

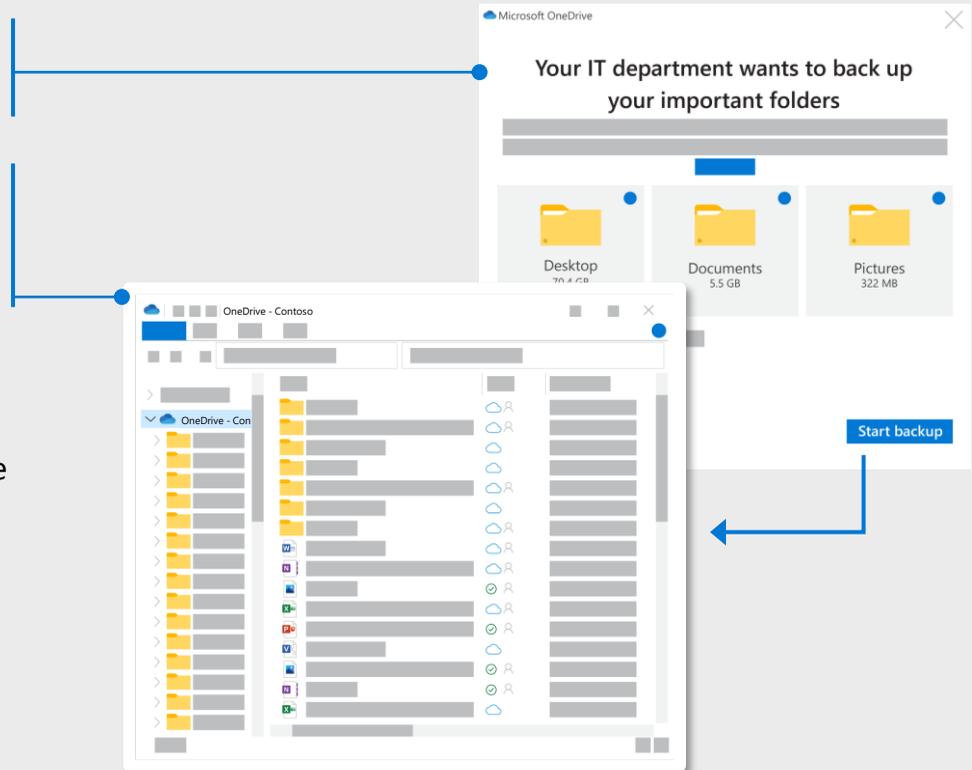
Are you concerned about bandwidth utilization from sync? No worries! **Differential sync** in OneDrive lowers bandwidth utilization by syncing only the parts of files that have been changed, rather than re-uploading an entire file.

Get secure

Protect and backup your Desktop, Documents and Pictures folders with **Known Folder Move**.

- Access and save files to your familiar folders from any device
- Collaborate and share directly from your PC
- Files are protected by enterprise-grade security
- Recover from malicious attacks and accidental deletes with Files Restore

Your organization can enable Known Folder Move by turning it on automatically for everyone or giving each user the choice. Learn more at aka.ms/onedrive/kfm.



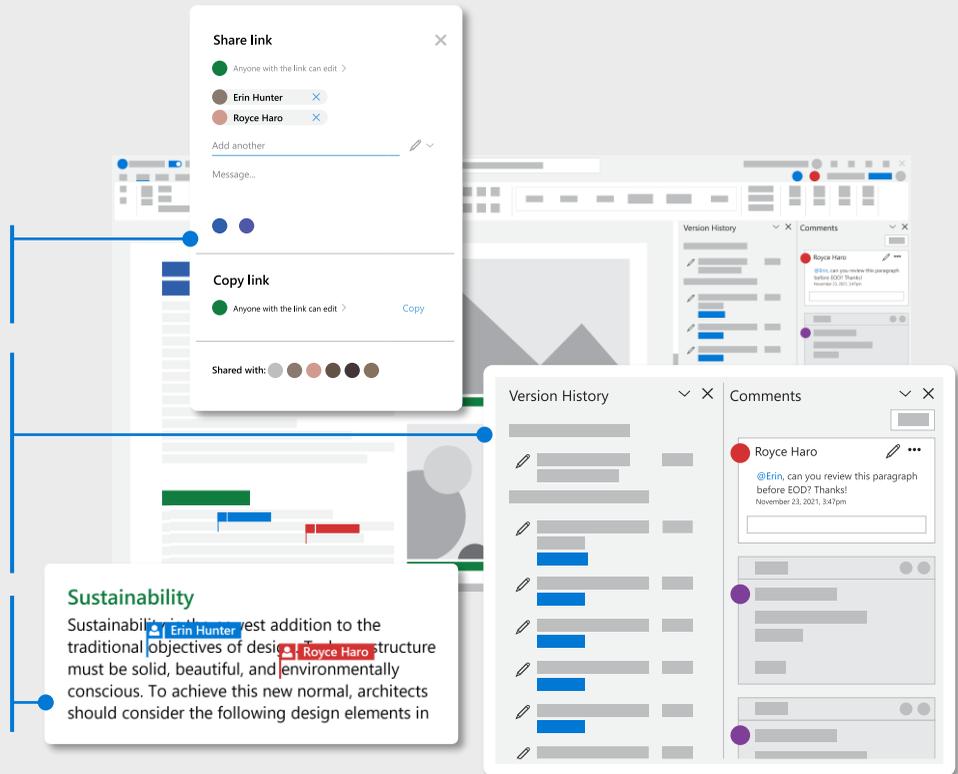
ADMIN PRO TIP

The OneDrive sync health dashboard in the Microsoft 365 Apps admin center provides actionable insights about the OneDrive sync app. Admins can check the sync status of individual devices, monitor Known Folder Move roll out, and track errors with insights that range from summaries to drill-downs.

Get productive

OneDrive makes it easy to share files and work with anyone, anywhere, across devices.

- Share files securely with people inside and outside your organization
- Know what's changed and what's needed with intelligent file updates, comments, @mentions, and notifications
- Roll back changes using version history
- Collaborate with people in real time using Word, Excel and PowerPoint on your desktop, on the web, or on your mobile device

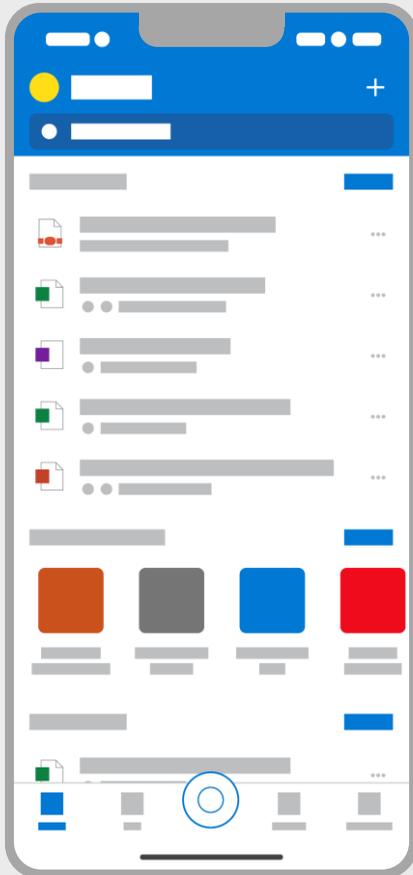


ADMIN PRO TIP

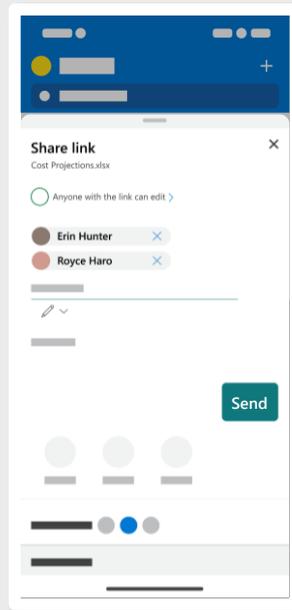
OneDrive gives you the power to control what can be shared externally, who can share externally, to whom content can be shared, and how can users share.

Create, capture, and collaborate on the go

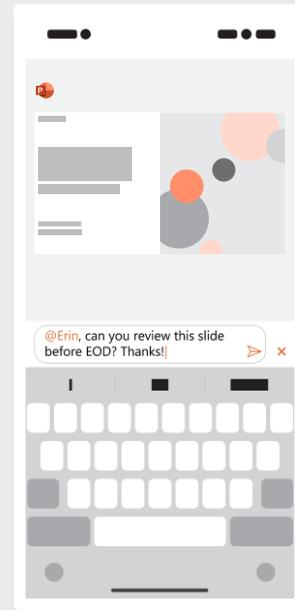
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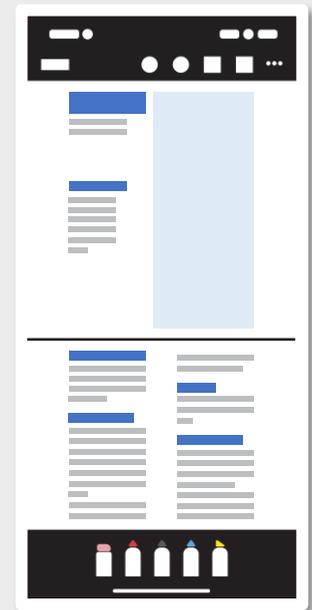
Share files securely through email, SMS, and other apps



Collaborate in real time with the Office mobile app

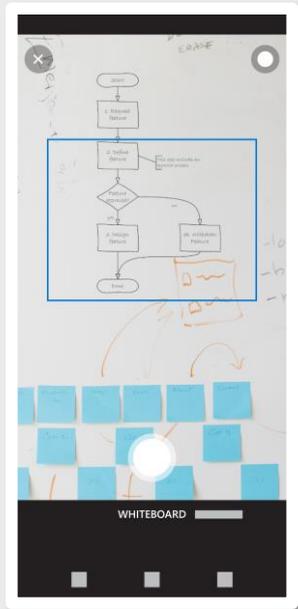


Sign and mark up PDFs with text, ink, notes, and more

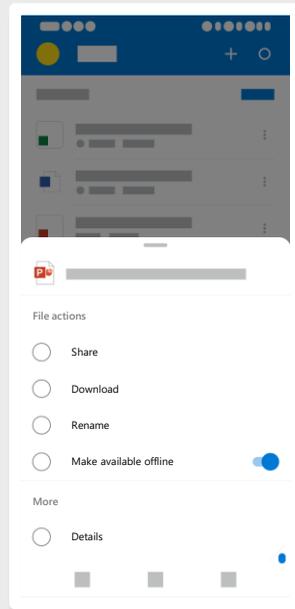


← ANDROID

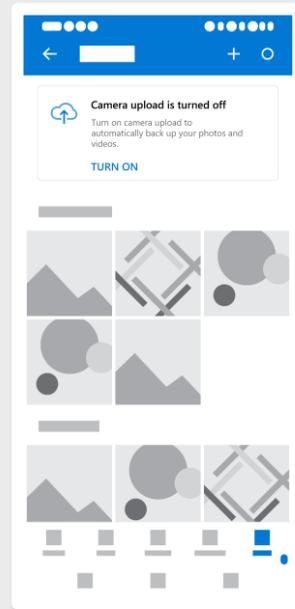
Scan documents, whiteboards, photos, and business cards



Take files offline so you can work while disconnected



Automatically back up photos from your device



All features available on both iOS and Android

OneDrive superpowers

Popular around you

See files that are important to your team right now

Available on the "Shared" page

Popular around you



Erin Hunter modified
Fri at 9:18 AM



Quarterly Executive R...



Royce Haro modified
Wed at 4:54 PM



Bulk Request Form_D...

Sharing dialog

Gain lots of control when you share a file

Link settings

Who would you like this link to work for?

- Anyone with link
- People in Contoso with link
- People with existing access
- Specific people

Other settings

- Allow editing
- Set expiration date
- Set password
- Block download

File card

Hover over a file for insights, activities, and conversations

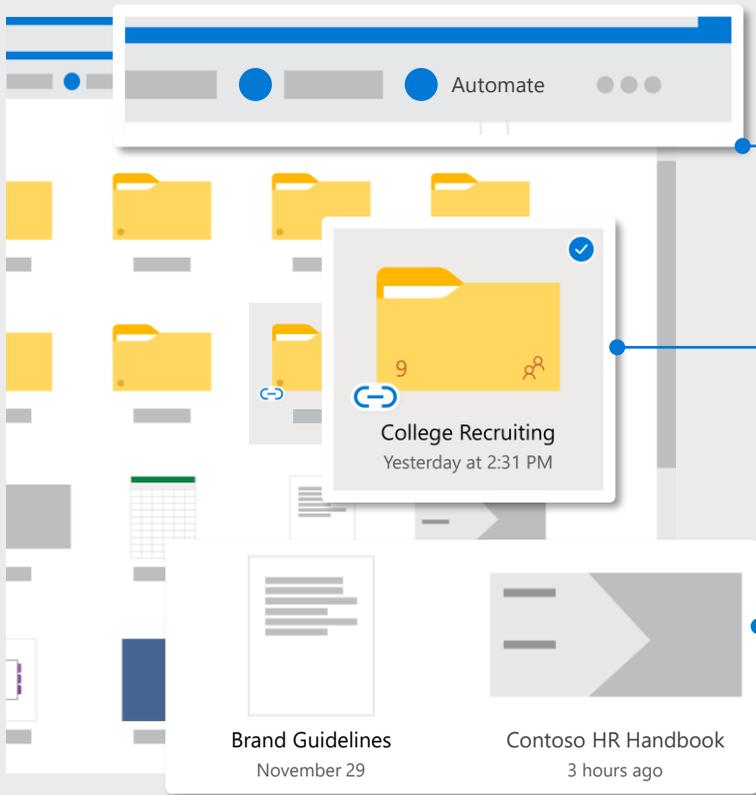
Campaign Outline

151 views

[See details](#)

3 viewers • 151 views

- You viewed this
2h ago
- Filip Safranek viewed this
Oct 27
- Idris Ibrahim viewed this
Oct 19



Power Automate button
Streamline processes with built-in or custom workflows

Add to OneDrive
Easily add a shortcut to shared files and folders to your My files page

File previews
See previews for 320+ file types—no additional apps required!

Learn more

[OneDrive product page](#)

aka.ms/onedrive

[OneDrive support page](#)

aka.ms/onedrive/support

[Tech Community Blog](#)

aka.ms/onedrive/blog



Image shows illustrative representation of OneDrive

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Published November 2021 | Image on front cover shows illustrative representation of OneDrive

