

Enhance Your Skills: Sign Up for OneDrive and Microsoft 365 Training

You can share files and folders with co-workers to collaborate on projects. Join a OneDrive training soon to make the most of this tool!

What is OneDrive?

OneDrive is the Microsoft cloud service that connects you to all your files. Imagine having a personal cloud storage space, like a digital locker, where you can keep all your important work files safe and sound. OneDrive is that digital locker. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices.

Every Judiciary employee is provisioned with a OneDrive account, and all files that you store in OneDrive are private unless you decide to share them. You can share files and folders with co-workers to collaborate on projects.

You can access them from anywhere, whether you're on your computer, tablet, or phone, as long as you have an internet connection.

Why use OneDrive?

- **Safekeeping:** Protect your files from accidental loss or device failure.
- **Easy Access:** Retrieve your files anytime, anywhere.
- **Sharing Simplicity:** Share files with colleagues effortlessly.
- **Collaborative Work:** Work on documents together with others in realtime.

Join a OneDrive training soon to make the most of this tool!

During the trainings, we will cover:

- How to set up and use OneDrive
- How to upload, download, and organize your files
- How to share files and folders with others
- How to use advanced features like version history and syncing

By the end of the training, you'll be a OneDrive pro, making the most of this storage and collaboration tool.

Training will begin on November 12th and run through January 31st.



Every Tuesday: OneDrive: Intermediate 2:00 PM - 3:00 PM - Saving, Sharing, Co-Authoring



Every Wednesday: General 365 2:00 PM - 3:00 PM - Office, OneDrive, Teams, SharePoint

Zoom Training Link: <https://www.zoomgov.com/j/1612031762>

As always, if you or your team would like to collaborate on a custom training or learning session, don't hesitate to reach out to 365 Adoption Specialist Heldana Mulugeta at **heldana.mulugeta@jud.state.ma.us**.