



# How To Effectively Organize OneDrive Folder Structure



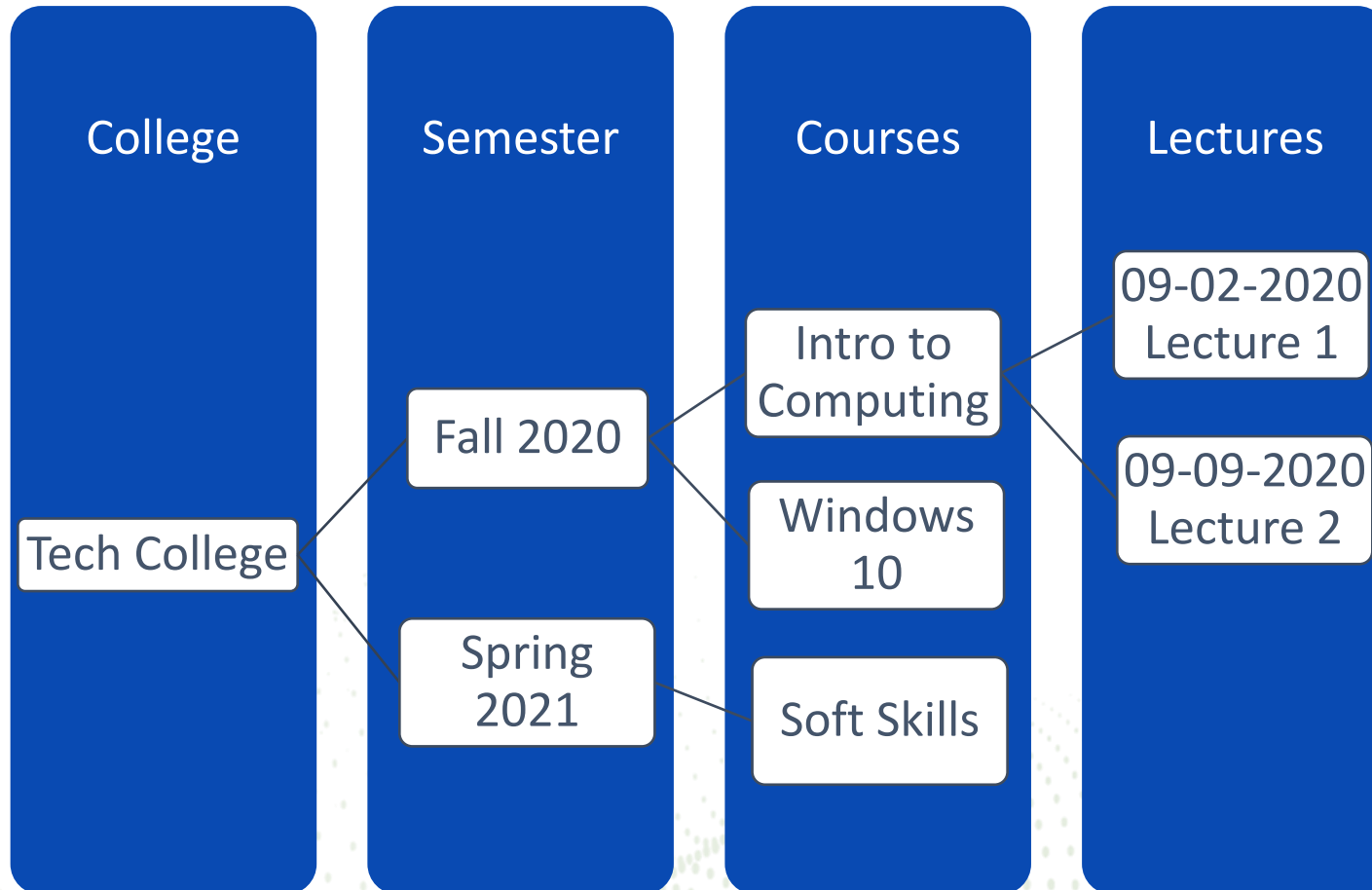
# WHAT IS ONEDRIVE



- **Online File Storage**
- **Collaboration Tool**
- **Backup Tool**
- **Online Microsoft Office**
- **Productivity Tool**



# Organize Files



# COOL ONEDRIVE FEATURES TO CONSIDER



- **Create/Edit Microsoft Office Documents** for Free
- **Access Files** on Mobile Device
- **Free Storage** – up to 5GB
- **Share and Collaborate** with Others on a File



# COOL ONEDRIVE FEATURES TO CONSIDER



- **Reliability & Backup:** – documents are stored in the cloud
- **Share Files** Across Computers
- **Security Vault:** Protection of Sensitive Documents -

