

# Modern Workplace Tech Toolkit #5



## 0365 Monthly Spotlight – OneDrive - What is it?

OneDrive is the cloud storage location for your personal work files. You can access OneDrive from any browser using the O365 app launcher, via the mobile app, or on your desktop computer.

- Your files in OneDrive are accessible only to, until they are shared by you.
- Although you can share files in OneDrive, this is recommended only for short term sharing.
- Files that are of value to the company should be stored in SharePoint or a Teams site.

### Why use OneDrive?

- Anywhere access to your files - get to your files from any browser, or on-the-go with mobile apps.
- OneDrive should be used at Nutrien in place of 3rd party tools (Dropbox) or USB thumb drives to access files away from the office.
- OneDrive comes with version history, allowing you to restore previous versions of your files.
- Sync OneDrive to your desktop using the OneDrive app for access offline.



### OneDrive Tour:

Select a command from menu bar, or right-click a file in the list and select a command from menu

Select a file, then select ⓘ to see the file's info, preview, and recent activity, and to manage sharing rights

See which files are shared and with whom

Find and restore earlier versions of your files

Find trending content, files shared with you, SharePoint sites you're following, and more



### Delve Profile



**Everyone has a personal profile page at Nutrien called Delve. Your profile page in Delve is a great opportunity to let others know more about you, what you're good at, and what you're working on right now.**

### What to do in Delve:

- Add a picture that will be visible in Skype and O365 to give your profile a personal touch.
- Add skills, interests, and education history to your profile
- Search and connect with people that have similar interests
- Find people to help you based on the skills and expertise they have identified in their profile

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