Microsoft

Get started with Microsoft OneDrive

Four ways OneDrive improves the way you work

1. Access files anywhere with ease

Store and access your files from any device via a web browser, mobile app, PC, or Mac with robust sync options. This includes your personal files and files shared with you in Microsoft 365 from Microsoft Teams and SharePoint. Using the intelligence of Microsoft Graph, you can easily 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—that's a feature unique to OneDrive and Microsoft 365.

2. Share your work to maximize collaboration

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. Modernize the way you send files via Outlook with modern attachments that include links to files rather than static copies. To maximize collaboration, try the coauthor feature using Office Online, mobile apps, and desktop Office clients for Windows and Mac.

3. Stay connected with the mobile app

Create, view, edit, and share files on the go with the OneDrive mobile app. Easily capture whiteboards, scan documents for safe keeping, and annotate PDFs with the app's built-in features. You can access your content on your iOS or Android device from virtually anywhere.

4. Protect your documents and data

Migrate your files to OneDrive with the push of a button with Known Folder Move. 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.

Get more from OneDrive
Find additional guidance, tutorials, and tips at support.office.com/en-us/onedrive

Top features

Real-time collaboration
Co-author documents and presentations live

Connecting files to conversations
Collaborate seamlessly by sharing files in Teams

PDF annotation
Make notes or leave feedback to share with colleagues

Files On-Demand
Access all your files without having to download them

Known Folder Move
Move your content with a single click and gain anywhere access

Auditing and reporting
Track user and admin activities to mitigate risks and fulfill compliance

Secure external sharing
Send files safely and ensure total access for recipients

Data loss prevention
Identify, monitor, and automatically protect sensitive information

How teams across your organization can benefit from OneDrive

Engineering

Finance

Human resources

Legal

Marketing

Sales

Engineering

From marking up designs to checking in with the field, here's how OneDrive can help

Mark up your designs from any location and any device
Take your designs with you, no matter where you are. OneDrive delivers anywhere access, so whether you're in the field, in the office, or with the manufacturer, you can review plans and make changes. Because OneDrive is synched to the cloud, your specs, calculations, and timelines are accessible from all your devices (iOS, Android, Windows, and Mac).

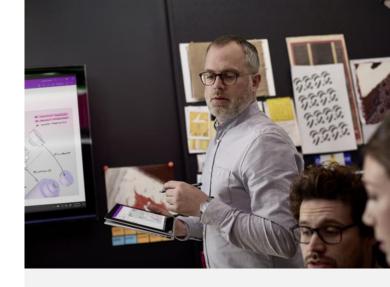## Free up time for innovation with collaboration made easy
Cut down on the back and forth, and free up time for design, with simple collaboration. OneDrive is compatible with more than 320 file formats, so your team can seamlessly review and edit all kinds of documents—from AutoCAD drawings to 3D designs to DICOM images. And gathering comments and input from external stakeholders like manufacturers and clients is easy with the collaborative features and secure sharing capabilities of OneDrive.

Move R&D forward with a robust OneDrive mobile app
Even when you're on the go, stay connected to the data you need with the OneDrive mobile app. Review designs when you're talking with a vendor or pull up a shared document when you're meeting with a client. You can even use the OneDrive mobile app to quickly capture, tag, and make notes on photos in the field or at the office.

Keep product ideas and specs proprietary
With the enterprise-grade security of OneDrive, you can rest assured that your documents meet data privacy requirements. And keep your organization's plans confidential with a two-step authentication for additional security. Safeguard next year's product launch with tools like multi-factor authentication, rights management, sensitivity labels and data loss prevention controls.

Highlight features

Files On-Demand
Store and access large files while saving disk space

Upload large files
Upload file sizes up to 100GB*

Differential sync
Sync only the parts of the file that changed

File previewer
View AutoCAD, 3D, Adobe Illustrator files and more in full fidelity

Finance

From sharing financial documents to improving workflow processes, here's how OneDrive can help

Collaborate on financial documents and provide actionable insights

Work together in the same document simultaneously and 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 and the most recent financials ready to go. With Version history you can avoid making multiple versions of your analysis due to accidental changes and keep your reports current by updating the same file in OneDrive, so your downstream reports refresh automatically.

Oversee budget planning anywhere

Don't let anything slow your fiscal planning. Use OneDrive to easily sync and store all your information related to budgeting, reporting, forecasting, and analytics, then access your documents even when you're not connected. Any changes you make will be synced once you're online. Need more information on performance data? Simply create special links in OneDrive and request files from the team.

Secure your reports inside and outside your organization

Know your files are protected. With OneDrive, you're able to securely share files internally or externally by easily modifying, viewing, and editing permissions for recipients. You can safeguard confidential and sensitive financial data by creating custom passwords, setting expirations date, and even blocking downloads.

Keep contracts moving even when you're on the go

Did a contract come through while you were out of office? No problem. With the OneDrive mobile app you can review, edit, and approve contracts and invoices as you receive them. And for hard-copy items, you can easily scan things like receipts and expense reports through the app, then seamlessly share with your team.

Highlight features

Version history
Find and restore all your previous files

Request files
Generate unique links to collect files from anyone

Full encryption
Secure your files both in transit and at rest

Information barriers
Set policies to prevent or allow communications between teams

Human resources

From recruiting new talent to improving the way organizations develop and retain employees, here's how OneDrive can help

Encourage career growth while keeping personal information secure

You're constantly engaging external audiences—from universities to recruiting firms. With OneDrive you can safely and confidently share resumes, company information, and job descriptions, reducing the risk of a data breach. Internally, you can encourage employees to build out long-term career plans based on HR guidance. They can store and share their professional goals with mentors, coaches, and managers securely with built-in tools like multi-factor authentication and rights management.

Elevate employee onboarding with company-wide input

Impactful onboarding modules draw from the work of your peers and existing knowledge within your organization. Use the Discover view to easily access content that's most relevant to you. With OneDrive you can engage colleagues across departments using Office integrations to simultaneously edit documents from anywhere, across web, desktop, and mobile clients. Capture comments and edits, tag someone with @mentions, and track changes while you work.

Make the most of recruiting events with the OneDrive mobile app

Job fairs can be a major boon for finding new talent. With the OneDrive mobile app you're ready to capture and share information from new recruits. It's easy to scan resumes and business cards within the OneDrive app, then seamlessly follow up with after the event and even gather resumes from promising candidates by generating a request files link.

Streamline personnel planning and reporting from wherever you work

Analyze key metrics like headcount, turnover, workforce diversity, HR cost/employee, and recruiting while you're on the go or even offline. You can access all your content from virtually anywhere across multiple platforms (iOS, Android, Windows, and Mac). Rest assured your data is ready when you need it, no matter which device you're on.

Highlight features

File sharing
Share and collaborate on Teams or any Office 365 desktop and mobile app

Conversations
Use the file card to see your conversation history and jump back into the thread

PDF annotation
Mark up or highlight important files directly from the mobile app

@mentions
Tag collaborators in documents to drive action

Legal

From redlining contracts to collaborating with outside counsel, here's how OneDrive can help

Take care of those contracts from wherever you work

OneDrive delivers the freedom to work wherever, whenever, from any device (iOS, Android, Windows, and Mac). Go ahead and mark up that contract—even when you're offline. Your changes will be automatically uploaded the next time you connect. How about streamlining the contracting process? Through OneDrive you've got the power of AI on your side to help reuse existing content to more quickly create new documents.

Align your team with outside counsel via seamless collaboration

Easily pull together input from within your department and outside counsel to make sure contracts, IP filings, and claims forms meet the needs of all parties. Enable each person to review, edit, and share documents in real time, then easily find them for a final seal of approval. No matter what project you're working on, OneDrive supports over 320 different file types, so you can find and share what you need.

Capture new documents with the OneDrive mobile app

Even when you're away from the office, the OneDrive mobile app makes sure you can access corporate documents from your phone. Whether you're collecting documents from customers, team members, or vendors, use the scanning function in the app to capture new information, seamlessly mark it up, and share it with your team.

Share information securely to protect proprietary information

The last thing you want is a data breach that exposes your organization's sensitive information. With OneDrive, all your proposals, contracts, and deals are protected with industry-leading compliance. Even when you send documents to external stakeholders, your organization can set information protection policies like encryption and sensitivity labels.

Highlight features

Expiring external access
Send secure links with a time-limited verification code

Request files
Create specialized links to request more information

Mobile markup
Mark up files on the go with an embedded tool

Data loss prevention
Identify, monitor, and automatically protect sensitive information

Marketing

From researching market trends to executing campaigns, here's how OneDrive can help

Compile research in one accessible place

Build a best-in-class strategy by learning about new market and industry trends, product updates, and audience segments with all your insights stored in one place, accessible anywhere. With OneDrive you can use intelligent search to easily leverage information that's already documented in your organization. No matter where you are, you'll stay in sync with your documents so you can keep strategizing even when you're offline.

Build campaigns with cross-team collaboration

It takes a village to put a campaign in motion. OneDrive makes it easy for all your stakeholders—both inside and outside your organization—to collaborate and weigh in. Ensure your shared files are easy to find by simply adding them to your OneDrive. With Office integration, @mentions, real-time coauthoring, and version control capabilities, you can track collaborators' activities and develop great ideas as a team while saving time and money on key initiatives.

Stay connected when it counts

Whether you're at a conference venue, or a on your way to a meeting, staying connected is critical. Keep your files in your pocket with the OneDrive mobile app where you can create, review, edit and share from your phone. Scan market research or print articles from within the app, then mark them up with your own notes and save them directly to OneDrive or share them with your peers.

Keep sales, research, and campaign data safe

A successful marketing strategy leverages lots of business-critical information. Make sure your proprietary documents are stored and shared safely with OneDrive. Robust security features protect your market research, sales reports, campaign data, and marketing ROI. Plus, OneDrive's ability to restore data ensures you never have to worry about losing work due to accidental deletion. And when you need to engage creative agencies and vendors, share documents using OneDrive's secure external sharing capabilities that allow you to adjust, view, and edit permissions.

Highlight features

Add to OneDrive
Add shared files to your OneDrive and find what you need faster

@mentions
Direct attention to specific items to inspire action

OCR scanner
Capture inspiring words on your phone to save for later

Expiring access
Ensure access to your most critical files doesn't last forever

Sales

From developing new leads to closing deals, here's how OneDrive can help

Stay connected when you're offsite and meeting potential customers

When you're on the go—at tradeshows, marketing events, customer roundtables, or even between meetings—always have the documents you need with the OneDrive mobile app. Don't lose contact information from new prospects! Just scan their business cards through the app. Keeping track of expenses is easy too. In just a few clicks, you can scan, save, and send your receipts.

Protect trade secrets and sales tactics

With OneDrive you can keep confidential sales goals and metrics front, center, and secure. Protect sensitive corporate and customer data with policies like sensitivity labels, information protection, remote wipe, and data loss prevention controls. Securing the way you share documents with external clients, partners, and vendors, helps reduce the risk of a data breach.

Build a captivating pitch through team-wide collaboration

Collaborate with fellow sales representatives and other stakeholders to put together a lead generation campaign. Assign different sections to subject matter experts, then let your coworkers review with comments and tracked changes. Using the Discover view you can easily find relevant content related to your team to build compelling proposals for prospective clients. Version control makes sure you have the most recent information at your fingertips.

Optimize sales performance from anywhere

Easily 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).

Highlight features

Mobile scanner
Capture and store the information you and your team need

Secure sharing
Choose who can access the shared content

Realtime collaboration
Work together across any device using Word, Excel, or PowerPoint

File sync
Edit files offline and automatically sync any changes

Take the next step

Check out OneDrive training videos and resources in the OneDrive Help Center.
support.office.com/onedrive