

# Microsoft OneDrive



## **\*\*About Microsoft OneDrive\*\***

Microsoft OneDrive offers you a mobile access to your saved documents, pictures or files. Like that you can work with them everywhere, also when you're on the move.

By using Microsoft OneDrive you can easily access documents, pictures or other files and share them with others. You get access to all your files, from every device. Besides you can also work together with others or share photo albums with friends and acquaintances.

## **\*\*Microsoft OneDrive – features: \*\***

- **Access your files from everywhere:** Microsoft OneDrive offers you a mobile access to all your files from every device. Like that you can work with saved documents, pictures or other files even when you're on the move. Besides you can also make the most important files available for offline use so that you can work with them even when you don't have an internet connection.
- **Teamwork:** By dint of Microsoft OneDrive you can work together on Office documents with several persons at the same time. Like that you can follow editing, come forward with a proposal or stay in permanent contact with your colleagues. In order that you stay up to date, OneDrive informs you when someone edited the shared document.
- **Share your photos:** You can create different albums in the Microsoft OneDrive app so that you keep quicker track on your pictures and find them again faster. These albums help you to sort and manage your photos. If you want to show your albums to other people, you can share them easily. Like that also your friends and acquaintances get access to your shared photos.
- **PDF notes:** By dint of OneDrive you can annotate PDFs. Highlight information, draw a marginalia or mark important or still unexplained facts up.

Conclusion: Microsoft OneDrive offers you a flexible working. Since you have access to your files from everywhere and from every device, you can use them flexibly and are no longer bound to a specific position.