



OneDrive Benefits

OneDrive: a new secure individual working drive you can access at work, at home or on the go.

Think of OneDrive as your new H: Drive, with the added benefit that you can get to it from anywhere you have an internet connection – on any desktop, laptop, tablet or phone.

Any time, any place, any device

All you need is an internet connection to access OneDrive

Convenient and simple to use

Share files instantly, without having to email or save to a USB

Secure

Microsoft automatically updates the software for OneDrive, so you can be confident your information is always secure

Version control

Automatically view earlier saved versions of a file – no need to save multiple versions with updated dates or names

Collaborate easier

Edit with colleagues in real-time, at the same time, seeing changes as they happen

Desktop features, wherever you are

Open and edit files on the go from any device using OneDrive and Office apps

To learn more, visit taskroom.sp.saskatchewan.ca/projects/office365/onedrive