



OneDrive and Teams

North Carolina Tech Days



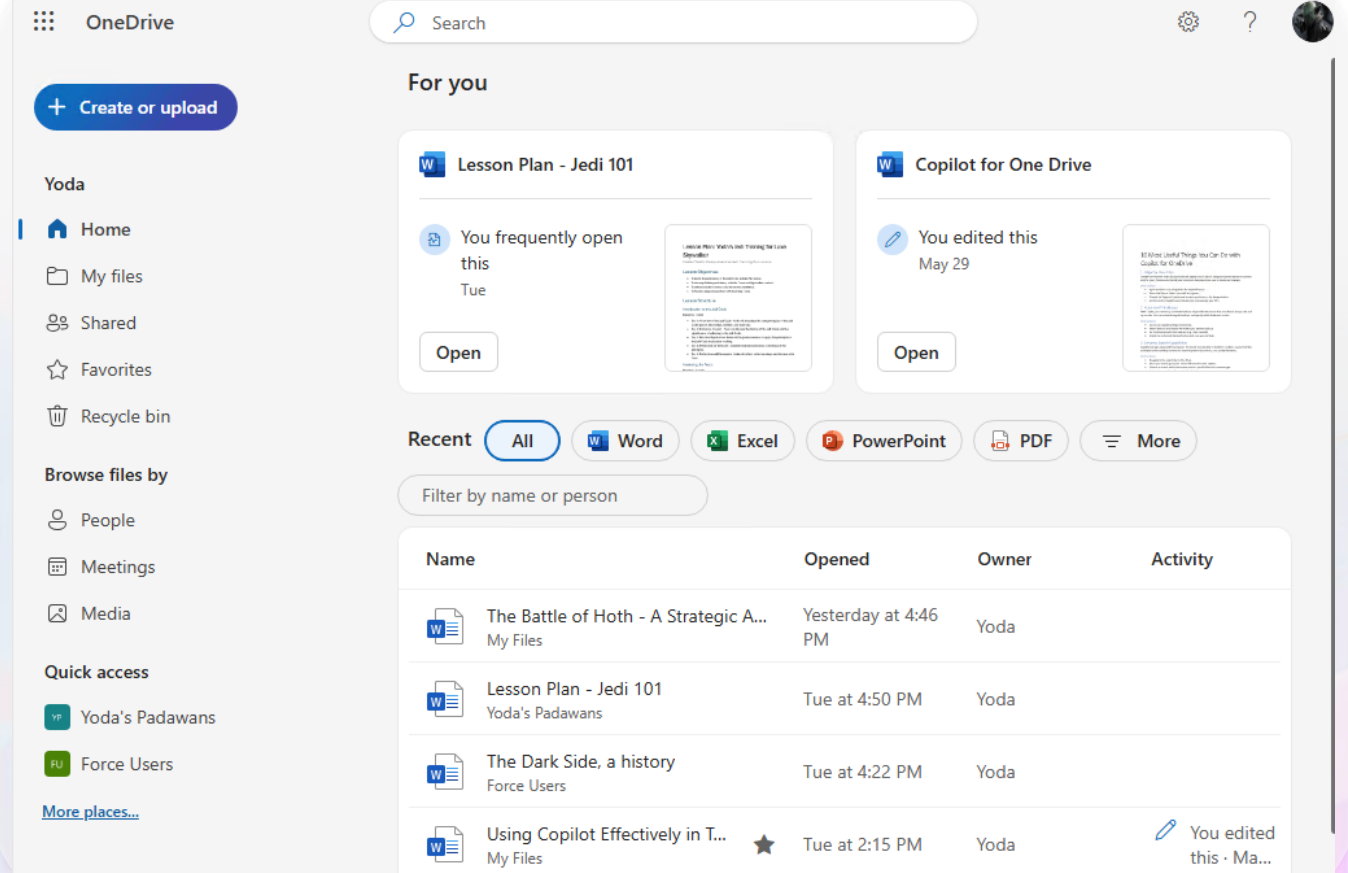
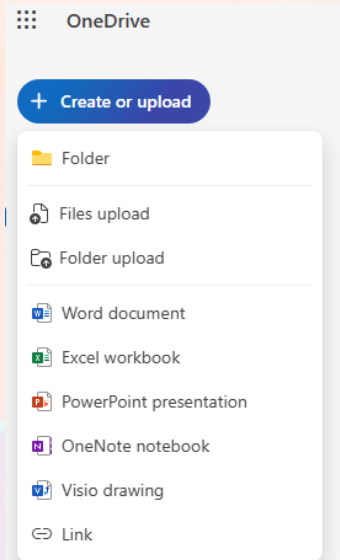
Topics

- What is OneDrive?
- OneDrive's Web UI
- Copilot for OneDrive
- OneDrive in Windows
- Questions

How to use: OneDrive on the web

Explore OneDrive on the web

- Navigate to <https://ncconnect-my.sharepoint.com>
- Your dashboard provide quick access to
 - Create new files
 - View recent files
 - Easily find shared files.
 - Search OneDrive



My Files: Actions and insights

Potential Actions

- Open a file on the web or in the the desktop app
- Shares files
- Interact with Copilot or Copilot Studio/Power Automate

The 'My Files' interface features a sidebar on the left with a 'Create or upload' button and navigation links: Home, My files (selected), Shared, Favorites, Recycle bin, and Browse files by (People, Meetings, Media). Under 'Quick access', there are links for 'Yoda's Padawans' and 'Force Users'.

The main area displays a table of files with columns: Open, Share, Copy link, Copilot, Delete, Favorite, Add shortcut, Download, Modified, Modified By, and File size. A context menu is open over the 'Open' column, showing options: Open in browser, Open in app, and Open in Immersive Reader.

	Open	Share	Copy link	Copilot	Delete	Favorite	Add shortcut	Download	Modified	Modified By	File size
									April 9	Yoda	3 items
									May 14	Yoda	2 items
									May 14	Yoda	11 items
									March 31	Yoda	0 items
									May 14	Yoda	3 items
									6 days ago	SharePoint App	1 item
									Tuesday at 12:4...	Yoda	1 item
									May 21	Yoda	4 items
									May 21	Yoda	16.3 KB





This screenshot shows a context menu for a file named 'Lesson Plan.docx'. The menu includes options: Copilot (with a dropdown arrow), Delete, and a three-dot menu. A sub-menu is open under 'Copilot', listing: Summarize, Compare files, and Ask a question. Below the menu, the file name 'Lesson Plan.docx' is visible, followed by a list of files including 'The Battle of Hoth - ...'.

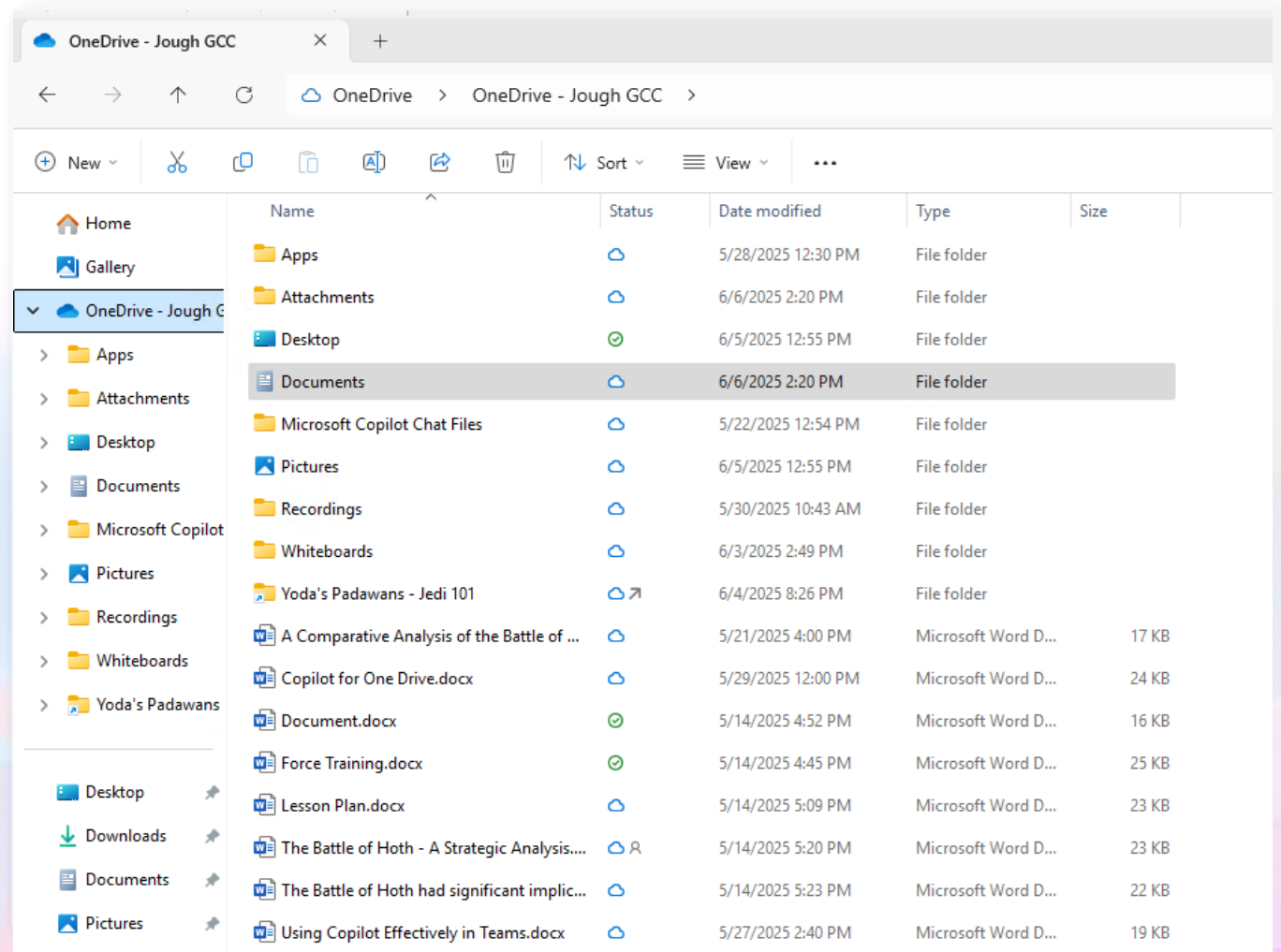
This screenshot shows a context menu for a file named 'A Comparative Analy...'. The menu includes options: Copilot (with a dropdown arrow), Delete, and a three-dot menu. A sub-menu is open, listing actions: Favorite, Download, Move to, Copy to, and Automate. The file name 'A Comparative Analy...' is visible, followed by a list of files including 'Yoda's Padawa...' and 'Copilot for One...'. The status '3 selected' is shown in the top right corner.

How to use: OneDrive

Note the specific prompts shown may vary

Explore OneDrive in Windows

- Your files follow you where ever you go
- Automagically takes your known folders with you
- Easy access to content from SharePoint and Teams
- Share files without a browser
- Visual clues that allow easy access to file status
 - Link to online file 
 - File downloaded to workstation 
 - Shared Library from Teams or SharePoint 
 - Content shared with other by the user 



How to use: Copilot in OneDrive

Note the specific prompts shown may vary

Sample use cases

- Summarize a file or multiple files
- Create a FAQ
- Compare files
- Create an audio overview
- Ask a detailed question

2 files selected
The Battle of Hoth had significant implications for the overall war between the Galactic Empire and the Rebel Alliance.docx, The Battle of Hoth - A Strategic Analysis.docx

Sure! Here is a comparison of the two documents, "The Battle of Hoth had significant implications for the overall war between the Galactic Empire and the Rebel Alliance" and "The Battle of Hoth - A Strategic Analysis":

Aspect	The Battle of Hoth had significant implications for the overall war between the Galactic Empire and the Rebel Alliance ¹	The Battle of Hoth - A Strategic Analysis ²
Focus	Discusses the overall implications of the Battle of Hoth on the war between the Galactic Empire and the Rebel Alliance.	Provides a strategic analysis of the Battle of Hoth, focusing on the tactics and strategies used by both sides.
Key Impacts	- Rebel Losses: Substantial losses for the Rebel Alliance. - Empire's Morale Boost: Increased morale for the Imperial forces. - Strategic Shift for the Rebels: Adoption of guerrilla-style tactics. - Increased Recruitment for the Rebels: Inspired many to join the Rebel cause. - Empire's Overconfidence: Potential strategic missteps by the Empire.	- Empire's Strategies: Surprise attack, ground assault using AT-AT walkers, air superiority, and blockade. - Rebel's Strategies: Early warning system, defensive perimeter, snowspeeders, evacuation plan, and sacrificial defense.
Outcome	Highlights the mixed strategic consequences of the battle, setting the stage for future confrontations.	Describes the Empire's decisive victory and the Rebel Alliance's resilience and resourcefulness.
Tone	Analytical, focusing on the broader implications of the battle.	Tactical, focusing on the specific strategies and maneuvers used during the battle.

Let me know if you need any further details or assistance!

AI-generated content may be incorrect

2 References

Copy Ask a question

Open Share Copy link Copilot

Summarize
Create an FAQ
Create an audio overview
Ask a question

Name
Yoda's
A Com
Copilot for One Drive.docx

Modified
May 21
May 21
May 29

Copilot Delete Favorite Download

Summarize
Compare files
Ask a question

Force Training.docx
Lesson Plan.docx
The Battle of Hoth - ...
The Battle of Hoth h...

Copilot

Hello Yoda!
Here's some ideas to get you started.

Summarize this file
Create an FAQ from this file
Suggest next steps from this file

what documents has Luke Skywalker shared with me?

Art of Prompting - Key Elements

WHAT
do I want?



Goal (Objective)

What response do you want from Copilot?
(Desired outcome)

WHY / WHO
do I need it?



Context, Persona & Audience

Why do you need it?
Who is involved?
Act as a <Persona>

WHERE
to look?



Source (Grounding)

Which information sources should Copilot use (ground against)?

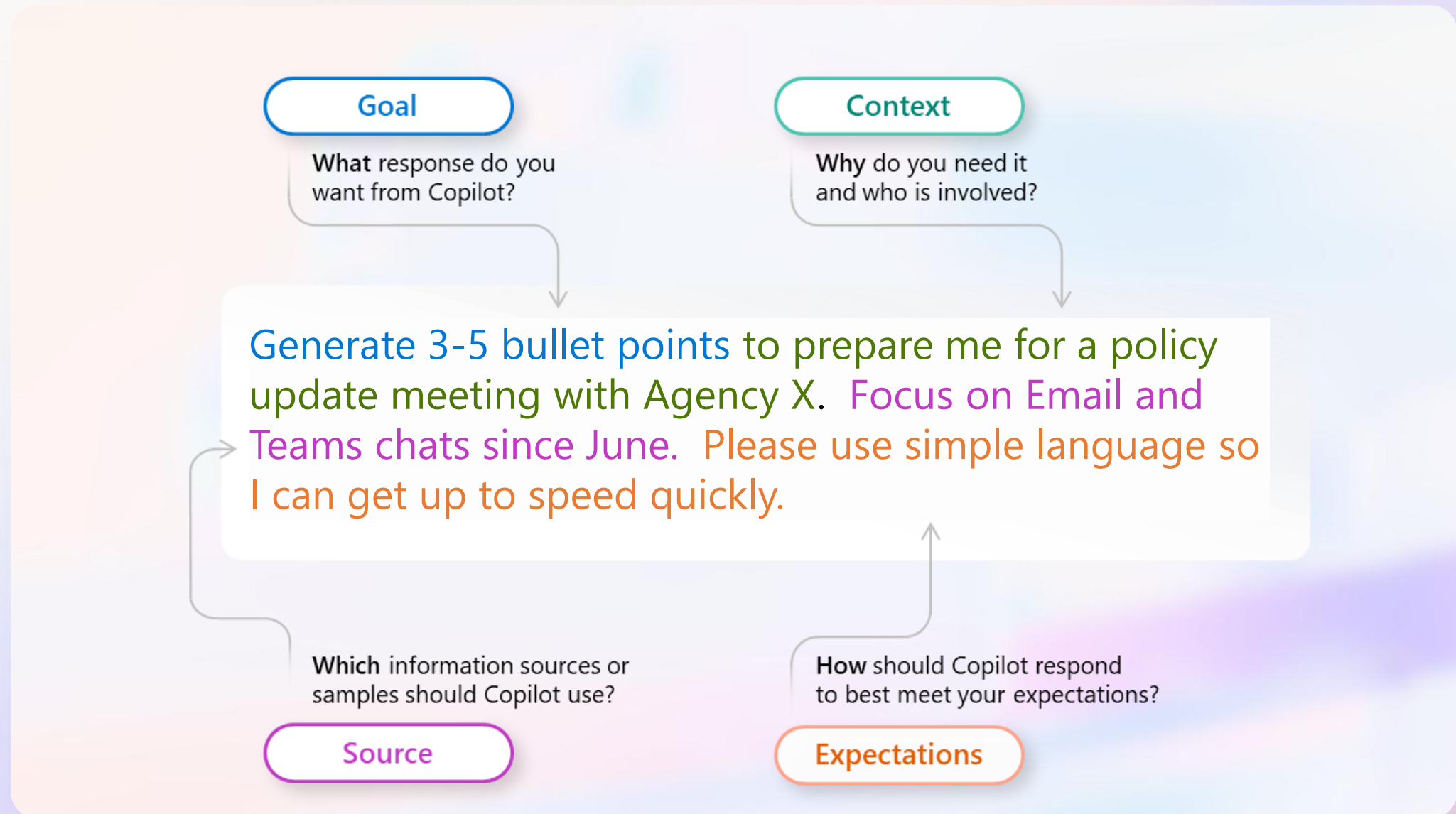
HOW
do I need it?



Expectations

How should Copilot respond to meet your expectations?

Art of Prompting - Key Elements



Popular prompts for Copilot and OneDrive



Simple but effective prompts

- Prompt Gallery - <https://copilot.cloud.microsoft/en-US/prompts?>
- Review my Projects Folder and find all Files that I have modified within the last 4 months.
- Compare these files and summarize the difference
- Create an audio overview
- Who has access to this file and what can they do
- What files has *username* shared with me
- Create a user guide based on these documents
- Summarize where I was mentioned in email, Teams chat and channels in the last 24 hours and using that information prioritize my top 3 action items for today
- Summarize the last 2 weeks into bullet points of actions where I have been mentioned. Refer to any emails, chats and meeting transcripts that I missed due to being on vacation. List the urgent actions first and who asked the question

Detailed prompts for Copilot and OneDrive



Complex and powerful prompts

- Dear Copilot, I'd love your help on wrapping up my day and preparing for tomorrow. Please name the first section: Today. Can you please write a short paragraph of my work today and separately list tasks that came from my meetings? Also highlight my important things from my email based on your analysis. In the next section named Your Meetings Tomorrow. Then, can you please help me with an overview of my meetings tomorrow. Create a table and list who organized the meeting and add details of the meeting. Please also show the category you would place that meeting (personal, internal, external or traveling) in and add any important things I need to know about the meeting. Please show me what % of time I am spending on the different categories in a list. In the last section named: Get prepared. Finally, as my personal assistant, please write a small summary and brief me on all the important things I need to know to make tomorrow a productive day and please suggest when I should consider taking breaks.

Detailed prompts for Copilot and OneDrive continued...



Complex and powerful prompts continued...

- Create an overview of all the messages in this chat of the last 10 days. Follow the formatting instructions exactly. Summarize every topic in a separate table, with only one cell each. Add each topic with the defined contents to this one cell. Add two line breaks between each topic and its table. In the summary of the topics, in the individual cells, add the following contents. Start with two line breaks, then create the heading of the topic in bold. Create a good term that reflects the topic briefly and concisely. Then add two line breaks. Continue in a new line with the title "Topic started by:", write this in bold. Name the person who started the topic. Then add two line breaks. Continue in a new line with "Started on:" write this in bold. Name the weekday (abbreviated) and the date (in the format DD.MM.) in normal font. Then add two line breaks. Continue in a new line with the point "TLDR:" in bold. Create a summarizing conclusion for the topic, in normal font. Then add two line breaks. Continue in a new line with the point "Content of the discussion:" in bold. Summarize the content of the conversation in detail, all in normal font. Then add two line breaks. Continue in a new line with the point: "Topic waiting for a reply:" in bold. Add a yes or no here, as an indication of whether a question or topic is still unanswered, in normal font. Add two line breaks at the end."

Questions

Thank you!

NC DIT Innovation Summit Follow-
Up

