

Microsoft Office 365 OneDrive Setup

Service Definition

2024 - 2025



EDUCATION DIGITAL
SERVICES

About the Service

Microsoft OneDrive is a file hosting service which allows registered users to store, share and sync their files including documents, photos and other files in the cloud, and can be accessed across multiple devices.

It provides individual users with their own workplace cloud storage and is used in collaboration Microsoft Teams, which provides shared file storage space.

This service is part of our collection of Microsoft 365 Assisted Setup consultancies designed to support schools who need more help in preparing staff accounts for use with cloud services.

Other options in the Microsoft 365 Assisted Setup consultancy collection includes:

- Microsoft Office 365 Unique Identities and MFA Assisted Setup
- Microsoft Office 365 Teams Setup consultancy
- Microsoft Office 365 Sway consultancy

What are the benefits?

- Cloud storage for personal work files in your school's M365 platform.
- Ability to give and set permission to share specific files if required.
- Enhanced collaboration on documents, saving precious time.
- Ability to maintain security of personal / sensitive documents.
- Frees up device storage.
- Reduced admin time – managing multiple email attachments no longer needed.
- Each document includes version control, allowing users to revert to previous versions of a file if required.
- Integrates with other Microsoft products and Apps.
- Robust Microsoft security.
- Eliminates downtime reading manuals or support pages.



What's included?



With the help of one of our School Applications Support team, our Office 365 OneDrive Setup Service is designed to give school staff the peace of mind knowing their OneDrive experience will be tailored to fit their requirements.

As part of the consultancy, we will:

- Conduct an initial consultation that will provide you with an estimated timescale and cost.
- If agreed, designated consultancy slots will be planned in consultation with a named member of Education Digital Services School Applications team.
- Draw up a school agreed set-up process and implement this for the OneDrive users identified.
- Provide advice and support to give school staff the necessary skills to further develop the school agreed setup.
- Provide advice and support to give school staff the necessary skills to update/build upon.

What does it cost?



Microsoft Office 365 Consultancy Charges 2024-2025

Consultancy Type	Price
Microsoft Office 365 OneDrive Setup Price Band B - Remote consultancy call	£91.00 per hour

Prices valid from 01 April 2024.

Please contact educationdigitalservices@lancashire.gov.uk to arrange a booking

Additional information



Is anything required before I can use this service?

You will need to:

- have a Microsoft 365 tenancy with Education Digital Services and a reliable internet connection if working remotely.
- Staff will require a unique identity to have been set up in Microsoft 365 and have a Faculty licence correctly assigned to them in your tenancy.

IMPORTANT NOTE: If your school has taken the Microsoft 365 Devolved Admin option, you will need to ensure a member of staff who holds Global Administration privileges is available throughout the consultancy.



How many consultancy hours are included as part of this service?

This consultancy can vary in length, depending on the bespoke requests from each school but this will be discussed with you as part of the initial consultation.

What's excluded?



Amendments or new requests for assistance should be commissioned separately.