



FILE STORING

ONEDRIVE VS TEAMS AND SHAREPOINT

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IN THE BACKGROUND

SharePoint and OneDrive have notably different reasons to use them, and you should employ them in the way they're really meant to be used. Yep, that's right, you want to use them both. And it's not difficult at all to juggle the two. Once you know how to use them, you'll probably never go back.

And if you're using shared files in Outlook Groups, or Microsoft Teams, you're using SharePoint Online in the background. The *Files* tab in each app is actually a SharePoint document library in the background; you just happen to access it and edit files through a different interface. But it's still a Team site in SharePoint Online, plain and simple. So, when I reference SharePoint Online it's also applicable to files in Outlook Groups, and Teams.

HOW SHAREPOINT AND ONEDRIVE ARE SIMILAR TO CAPU'S NETWORK DRIVES

OneDrive is like your G drive (you only) and Teams/SharePoint is like your department's J drive (we share as a department).

The advantages of the Microsoft platform are:

- ability to search for documents
- versioning of documents
- immediate access to applications such as MS Word and MS Excel
- Microsoft environment is more accessible than the network drives
- files can be shared outside of your department such as Teams groups not based on a department

WHERE SHAREPOINT AND ONEDRIVE ARE SIMILAR

OneDrive is actually just a single SharePoint document library in a single SharePoint site **just for you**, but with a different logo.

They both support many of the same features: editing Office files—Word, Excel, PowerPoint, and OneNote—via Office for the web (formerly known as *Office Online*), co-authoring (simultaneous editing), version history, file sharing (both internal and external), mobile device access, and syncing files to your computers and phones.

WHERE SHAREPOINT AND ONEDRIVE ARE NOT SIMILAR

Storage limit for:

- OneDrive is 1024 GB – Can be increased upon request to [AskIT Service Centre](#).
- SharePoint – Automatic – Lets sites use as much of your organization's storage as needed.

WHEN TO USE TEAMS

When you use Teams, you're using either SharePoint or OneDrive already. It's just accessed through a different place. **SharePoint is the file tool behind a Team and channel; OneDrive is what's used when you share files in a private chat.**

When you're storing files in a Team, you're already making the most of a SharePoint Team site, as mentioned above.

When you're sharing files in private chat, the files are actually uploaded and shared from the sender's OneDrive. You'll find a Microsoft Teams Chat Files folder in your OneDrive. That's where these files end up. **Try to minimize the amount of file sharing in private chats. Shared OneDrive files can become inaccessible if someone leaves the organization and you lose all those files (after 90 days).**

WHEN TO USE ONEDRIVE

OneDrive is meant for personal storage—work or school-related files, but files that are personal to you. Each person in your organization gets their own OneDrive.

OneDrive is perfect for two types of files: those that you only want for you. Likely personal files that shouldn't be shared; and drafts of files you're not yet ready to move to a SharePoint library or Teams channel for collaborative input or reviews.

You *can* collaborate in OneDrive, but I really don't recommend it. Sharing at the file or folder level quickly becomes a permissions nightmare. It's especially confusing within a group of people each sharing individual files from their own OneDrive as they work on them. It makes things much easier if you upload and collaborate on files in a central SharePoint or Teams location. If your team is using that space to collaborate on something critical, you will not be happy to find out one morning that those files are gone. That's reason enough right there to not use OneDrive to collaborate if you ask me.

If you're saving files specific to you or drafting files before you plan to move them to SharePoint for input, reviews, or simply making them available to your team, OneDrive is your place. If you don't meet any of these criteria, use SharePoint.

WHEN TO USE SHAREPOINT

It's best used in two ways: for collaborating on files with others, and for publishing files for everyone to see. Team sites are great for collaborating.

Team sites generally have few users but most—if not all—have editing access; you're doing work, so why hinder them with permissions restrictions? Team sites are for getting work done. They're also the file storage location behind Microsoft 365 Groups, including Outlook Groups, and Teams. Each member of the Group automatically has edit access in that situation. So, to put it simply, SharePoint Team sites are for the **team's stuff**.

THE DOCUMENT CIRCLE OF LIFE

When it comes to juggling the two, there's a simple set of guidelines to follow that I call the *Document Circle of Life*. Feel free to start drafting your file in OneDrive. When you're ready, move your file to your SharePoint Team site where colleagues will provide input and review. You could also draft the file in the Team site and leave it there for greatest visibility to the team and then call them out later to bring them into review the file.

When the file is completed and ready to be shared, publish the file to the Team site.

IN SUMMARY

SharePoint, OneDrive, and their integrations with Teams might seem complex. But to put it most simply, you'll find yourself bouncing between OneDrive, SharePoint Team sites. **Me. We.** Sometimes boiling things down to being simple in Office 365 makes it super vague, but in this case, me, we work pretty well.