
Learning about OneDrive

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OneDrive vs. SharePoint

OneDrive vs SharePoint

OneDrive

Your **OneDrive** files are **private** unless you **share** them with others.



SharePoint

SharePoint files are **viewable** by **anyone** who is a **part of the team** or has **permissions** to the SharePoint **site**.



OneDrive Explained

OneDrive is a cloud-based storage management system for storing and sharing your personal files

You can synchronize files between a local folder (on your computer) and the cloud

Syncing your OneDrive to the cloud allows you access to your files from any device with internet access

You can easily share a file with others and control the level of access (read-only, editing, link expiration, etc.)

You can create OneDrive shared folders for collaboration

OneDrive takes the place of shared network drive

SharePoint Explained

SharePoint is a cloud-based storage management system for storing and sharing organizational files

SharePoint provides a web-based space where users can upload a document to be shared with other people and supports real-time co-authoring (everyone can edit at the same time)

Documents and information can be shared across Teams

Access to files from any device with internet access

Links to shared documents or collaboration spaces can also easily be sent via email, making it easy for users to be quickly directed to exactly what they want/need to see

Takes the place of shared network drives

Setting Up and Managing OneDrive

Adding and Uploading to OneDrive

Accessing OneDrive

Sharing and Managing Access to Folders and Files

Definitions of Folder and File Access
