

## Microsoft OneDrive vs Microsoft Teams for Collaboration

### What Can I Do with One Drive and Teams?



#### MS OneDrive

- Store and sync files across all devices
- Share files with specific individuals and/or work on MS Office documents with others at the same time (all documents are private until you share them)
- Collaborate on documents by commenting and using the @-sign with someone's name

- Store group files
- Share files with team members
- Collaborate on documents in real-time



#### MS TEAMS

- Communicate in real-time with teammates in chat and in online meetings/conference calls
- Create public (open to anyone in your organization) or private (membership only) teams
- Work together with teammates on documents uploaded to the Team files tab

### When Should I Use One Drive or Teams?



#### MS OneDrive

- **You don't want others to see your file:** Documents you place in OneDrive are private until you share them. This makes OneDrive a great option for draft documents that no one else needs to see.
- **You need to share a file with just a few people:** You can work on MS Office documents with others at the same time; all they need is a link to the document and editing permission (*NOTE: When sharing files, NEVER select to share with "Anyone with the link." Instead, select to [share with "Specific people"](#) or "People from Global Medical Response" at the minimum!*). Additionally, you can comment on documents and use the @-sign with someone's name, and the person you mention receives mail with a link to your comment.
- **You can't identify an existing team site where your file belongs, and you don't think the purpose of the file warrants creating a new team site.**
- **For more resources on how to use OneDrive, visit the following link:** [OneDrive video training \(microsoft.com\)](#)



#### MS TEAMS

- **You need to share files with your group or team:** Upload files to Teams to give everyone in the group/team easy access to documents that are important to your project.
- **You want to collaborate via chat or conference call:** You can chat with an entire team or privately chat with any contact. You can use the chat to coauthor a document in real time and to continue collaborating after a call. You can even pin important chats for easy retrieval.
- **You need to store files that others in your group/team may need access to after you leave.**
- **For more resources on how to use Teams, visit the following link:** [Microsoft Teams video training](#)