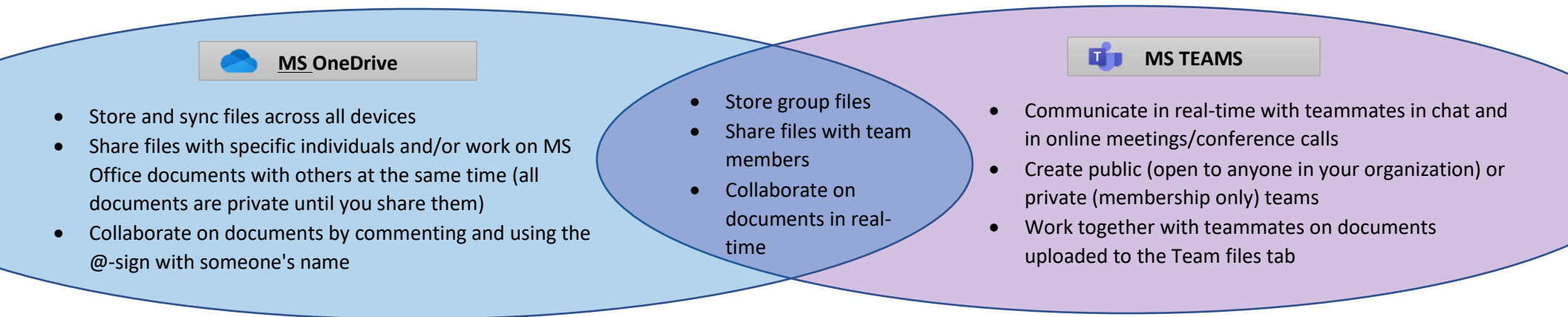




Microsoft OneDrive vs Microsoft Teams for Collaboration

What Can I Do with One Drive and Teams?



When Should I Use One Drive or Teams?

 MS OneDrive	 MS TEAMS
<ul style="list-style-type: none"> • 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 (<i>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!</i>). 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) 	<ul style="list-style-type: none"> • 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