

Where Should I Save My Stuff?




OneDrive for Business Library

I'm the introverted one. All my files are personal and meant to be shared sparingly.

- Your virtual file cabinet.
- Files are private unless you share them.
- File ownership tied to your user account—if you leave the company your library and all of its files are deleted.

Access your OneDrive library:

1. Navigate to any Office 365 page.
2. Click  in the upper-left corner.
3. Select **OneDrive**.

SharePoint Online Team Site



- Your group's virtual workspace.
- Files are automatically shared with the group.
- File ownership tied to the group—if a member leaves the company, files remain accessible.

I'm the social one. All my files are automatically shared with everyone else on the site AND I have lots of tools to collaborate with.

Create a team site:

1. Navigate to the SharePoint Start page.
2. Click **+Create site** and select **Team site**.

... but, deep down we're both SharePoint, check out our URLs:

<https://abc.sharepoint.com/personal/.../onedrive.aspx>

<https://abc.com/teams/.../pagename.aspx>