

Purpose of OneDrive, Teams and SharePoint



OneDrive

Personal workspace in Microsoft 365. A place to store your drafts, private files and things you are not ready to share.

Teams

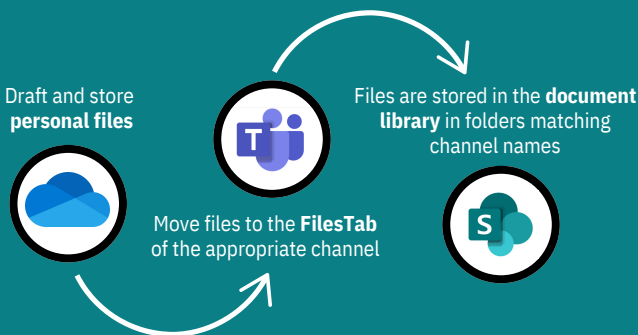
A collaboration and communication platform that centralises chat, video calls, file sharing & Microsoft 365 tools. Serves as a hub for teamwork, streamlining communication & productivity in one place.



SharePoint

Designed for collaboration. A central hub where your team's shared content lives. Everytime you create a Team in Microsoft Teams, a SharePoint site is created behind the scenes to store all the teams files.

How Files Flow: OneDrive to Teams to SharePoint



Pro Tips for Managing Your Files



Add **Shortcuts** to **OneDrive** to Stay Connected



Copy Link

Share **Links**, Not Attachments

Move To

Keep It Clean with **Move To**