SharePoint vs OneDrive
The Key Differences

Quickly understand when to use each tool and how they work together

OneDrive

Personal Cloud Storage

Purpose

Personal storage for drafts and individual work.

Features

- Private until shared
- Syncs across devices
- Lightweight collaboration with one or two people

When to Use

- Personal projects
- Drafts or work in progress
- Traveling or multi-device work

SharePoint

Team Collaboration

Purpose

Team collaboration and document management

Features

- Shared libraries
- Version history, metadata & workflows
- Central repository for team files

When to Use

- Collaborative projects
- Shared resources (e.g., policies)
- Organising files for a team or department

How they Work Together

Draft in **OneDrive**

Me

Move to **SharePoint**

We