



Differences between SharePoint, OneDrive and MS Teams

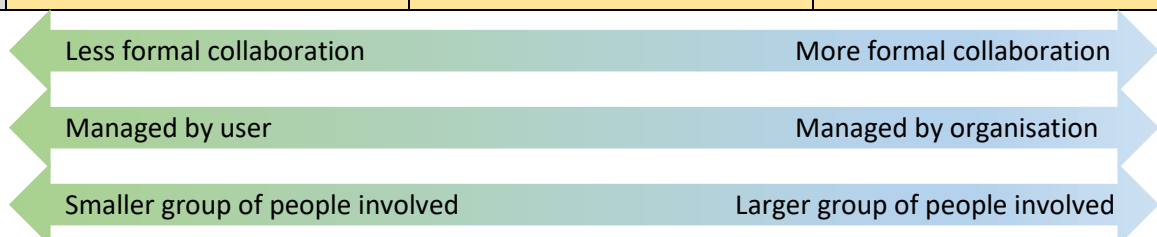
What does this guide cover?	This guide contains useful information on the key differences between SharePoint Online, OneDrive and MS Teams
Who is it aimed at?	All users and potential users of SharePoint Online

Introduction

SharePoint Online, OneDrive and Microsoft Teams are all part of the Office365 suite and all are designed to store and share files across different devices, locations and people. It can be very confusing to know which of these applications you should be using, and for what purpose. Sometimes there is not one answer, but hopefully this comparison summary will help you decide when it would be preferable to use SharePoint Online, and when it may be more suitable to use either Microsoft Teams or OneDrive.

This table, taken from [Centrig Training](#), is a good overview of when you should consider using each of the apps:

	OneDrive	Teams	SharePoint
What	My Files: Personal Cloud Storage	Team Workspace: Fluid team collaboration with the ability to have online conversations, meetings, and share files	The "Intranet": Team Sites with calendar, document repositories, lists, and other collaboration features
What this can replace?	C:\ Drive on PC, User File Share, Google Drive, Dropbox	Slack, Team Email, Google Huddle	Department File Shares, Google Team Drive, Old SharePoint, Dropbox
Unique features	Version control, Sync to File Explorer, copy to/move to SharePoint and Teams	Chat, meeting management, dedicated email box, simple file storage, connectors to other applications, wiki pages, document version control, external sharing, client application	Team Sites to present calendars, repositories, news, wiki articles, reports, workflow capabilities for approvals, etc.
When	Storing your own content and sharing with select individuals	Smaller functional teams, project teams, specific initiative	Storing team / department files, workflow is needed, online 'lists', formal document management, or more 'custom' configurations to support requirements



Comparison of OneDrive, Teams and SharePoint

Microsoft SharePoint Online v Microsoft Teams - Key Points

- SharePoint is a collaboration platform and a repository for sharing and storing content securely
- It is primarily used for document storage and has excellent document management capabilities
- SharePoint integrates well with other Office 365 apps such as Flow and PowerApps
- Microsoft tried making SharePoint Online more social with Newsfeed and Discussion Board web parts
- Microsoft Teams is a chat-based communication tool. Think of it as an alternative to Outlook
- Instead of sending emails to each other, you chat with colleagues by writing messages which all end up in a thread (called Channels in Teams)
- Microsoft Teams and SharePoint are united together by an Office 365 Group
- Every time you create a new Team in Microsoft Teams, an Office 365 Group and all its other assets like Calendar and Planner are also created
- Most importantly a separate SharePoint site is also created
- You then see that files are stored in a document library that resides on the SharePoint site, rather than in Microsoft Teams
- For every channel you create, a folder within a SharePoint document library is auto-created for you
- For every a private channel you create, a separate SharePoint site gets created, to allow users some additional granularity in Teams
- The Files tab is a direct link to the SharePoint's document library's "channel folder"

[Find out more about MS Teams on the IT Services Help site](#)

Microsoft SharePoint Online v Microsoft OneDrive - Key Points

- OneDrive is an online document/file storage platform where you can store your personal work
- It can be used by individuals who need a central location to store and access files
- It's a private document library that only you have access to, unless you choose to share your files or folders with others within the University
- You should use OneDrive to store your files and documents that you do not need to share or collaborate on with people
- You can decide to share some of your files in OneDrive with others if required
- SharePoint is a collaboration tool for businesses that need multiple individuals and teams to work on documents and products at the same time
- The OneDrive for Business desktop app can be used to sync files and folders from your SharePoint site's Document Library offline to your computer
- Please note that caution must be taken in this instance, as deleting synced files from your computer also deletes the files from your SharePoint site

[Find out more about OneDrive for Business on the University IT Services Help site](#)

[Find out more about Collaboration between MS Teams, OneDrive and SharePoint Online on the Microsoft support page](#)