



# OneDrive vs. Teams

## The Who, What, When, Why



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## OneDrive: The "ME" Space – File Focused

OneDrive is your "My Documents" in the cloud. OneDrive provides you space to view and capture your files from any device, while keeping them backed up and secure. OneDrive allows for real-time collaboration with ease. It is an excellent resource for creating documents for yourself and maybe a couple of other co-workers that you want to share the document with. OneDrive is your personal drive where all files and documents belong to you and no one can view or edit them unless you choose to share.

**Who:** You

**What:** "My Documents", document storage, draft documents not ready to be shared with a larger audience, store your personal files

**When:** Working on a document privately, create, view, and edit files, organize and share your files, sync files to PC or MAC and work offline

**Why:** Maintain private files and documents, simple (ad-hoc) sharing between you and a couple of other co-workers. You control who has access and the level of the access (view or edit)

## Teams: The "WE" Space – Collaboration Focused

Teams is the hub of teamwork: a collection of people, content and tools that work together to accelerate a business outcome. Teams allows for easy version tracking, real-time collaboration, and quicker execution versus the standard emailing documents back and forth to co-workers. Sharing files in Teams creates a more cohesive experience, saving time and ultimately allowing for the creation of a better end product. Teams is your team drive where all files and documents belong to the team and are accessible to the team members without having to be shared.

**Who:** The Team

**What:** Group files and documents for collaboration and co-authoring, group conversations

**When:** Working on a document collaboratively as a team effort, team communication, create, view and edit Team files

**Why:** Maintain Team files and documents, ease of collaboration, team permissions controlled by the Team owner

## Channels within Teams: The "WE" Space "PLUS"

Channels are key organizational building blocks within Teams. Channels are dedicated sections within a Teams workspace to keep conversations organized by topics, projects, departments, divisions or any easily identifiable name as end users can be a member of multiple Teams and/or channels. There are two types of Channels: **Standard** and **Private**. Standard channels are for conversations that everyone in a team can participate in and Private channels limit communications to a subset of people in a team. Every Team has at least one default standard channel named **General**, meaning all members can participate in the conversations and content.

**Who:** All Team Members (Standard Channel) or a subset of the members of the Team (Private Channel)

**What:** Focused/targeted Group conversation, a logical organization of similar content

**When:** Members of a Team are working on a specific initiative everything related to it is in one location

**Why:** Makes finding content quicker and easier for Team members when logically grouped under familiar headings

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