

More about OneDrive and Teams

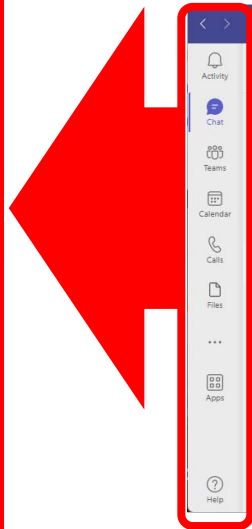


OneDrive is your personal online storage space. It is a simple way to store, sync, share files and easily collaborate on personal files. Everyone gets one Terabyte of cloud storage. That is a lot of storage!

OneDrive is represented by the Cloud icon in your bottom task tray. Syncing and saving your files and folders in OneDrive enables you to easily access them anytime and anywhere when you login to office.com using your secure State login credentials.



MS Teams is a collaborative tool that has many users excited. It's intuitive and makes it easy to work with others. MS Teams provides Chat (i.e., instant messaging) with other State users and authorized domains. A feature in the Teams space provides the establishment of a Teams workspace that allows a group or project team to collaborate easily. Teams provides a synchronized calendar (Teams to Outlook and visa-versa), online meetings, audio and video calls, and many other features.



How do OneDrive and Teams differ? They both allow you to save your work files in the cloud, share & collaborate with others, and access them anytime/anywhere. Check out this [OneDrive and Teams](#) document to better understand how they differ.

Other Resources

- Get excited about Teams [Meetings and Chat](#) features by taking a 5-minute interactive tour.
- See the [available list of collaboration tools](#) to enhance virtual working together and increase user productivity.