

## OneDrive, Teams, SharePoint



### OneDrive

#### What is it?

- OneDrive is the Microsoft cloud service that connects you to all your files.
- OneDrive for Business is an integral part of Microsoft 365.
- Provides place in the cloud where you can store, share, and sync your work files.
- When you use OneDrive with a UT account, it's sometimes called "OneDrive for work or school."

#### What should I use it for?

- Personal documents
- Personal productivity
- One-on-one communication with both internal and external people
- Private sharing with both internal and external people
- Personal files and initial drafts before they are ready for sharing

#### What are its features?

- You can update and share your files from any device with OneDrive for Business.
- You can even work on Microsoft documents with others at the same time.
- You can share documents with one or more people in the short term.
- It lets you protect your files.

#### Is this space for individuals or groups?

- Private space for individual users

#### Who controls access to it?

- You control who has access to your file(s)
- Only you can grant permission to others



### TEAMS

#### What is it?

- Microsoft Teams is a chat-based, collaboration platform complete with document sharing and online meetings for business communications.
- It is an excellent team space to be able to make creative decisions and communicate with one another.
- A shared workspace software makes it easier to work together for a team, especially for remote employees.

#### What should I use it for?

- Collaboration with different group such as teams, project teams, or interest groups
- Share team files and collaborate on deliverables
- Use instead of emailing attachments
- Iterate quickly on a project with your team
- Collaborate by chat, audio and video

#### What are its features?

- Chat-based workspace
- Teams are made up of channels, which are conversations one has with teammates
- Document storage – files and SharePoint document library
- Online video calling and screen sharing
- Online meetings from anywhere
- Full telephony -- Note: this requires additional licensing which your department can obtain for a monthly fee for each person
- Send gifs, stickers, and emojis
- Word docs, PowerPoint, and Excel files can be accessed, shared, and edited in real time
- Manage calendar invites, join a meeting directly in Teams, and use background effects
- Add apps, such as document library, planner, and more

#### Is this space for individuals or groups?

- Smaller groups of people

#### Who controls access to it?

- The Team Owner grants access to others by inviting members to the Team
- All members have access to the files



### SHAREPOINT

#### What is it?

- A cloud-based service that one can create sites to share documents and information with coworkers and external colleagues or partners.
- It is a secure place to store, organize, share, and access information from any device (PC, Mac, or mobile device).

#### What should I use it for?

- Centralized storage for departmental documents or files
- Store procedure documents
- Store information that is important to the college or department
- Document storage for permanent information for large permanent groups

#### What are its features?

- Share, sync and store your files in the cloud
- Build intranet sites and create pages, document libraries, and lists
- Add web parts to customize your content
- Show important visuals, and news
- Discover, follow, and search for sites, files, and people across UT
- Manage your daily routine with workflows, forms, and lists.
- Add apps, such as a calendar

#### Is this space for individuals or groups?

- Larger groups of people
- Groups that include non-UTHSC people

#### Who controls access to it?

- SharePoint Site owner/admin creates folders
- Site owner grants access to others

## CONTACT US:

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