

NAPLES COMPUTERS HOW-TO · BUSINESS I.T.

Microsoft 365 Basics: OneDrive, SharePoint, and Teams

If your business uses Microsoft 365, you've bumped into OneDrive, SharePoint, and Teams. They sound similar and they overlap, but each has its own job. This guide breaks down what each one actually does, and how they connect.

Three apps, **three jobs**

They work together, but each one is built for something different.

OneDrive: your own files

Personal storage for the files you're working on, synced across your devices.

SharePoint: the team's files

A shared site and document library the whole team can get to.

Teams: where you talk about it

Chat, meetings, and calls, organized by team and channel.

Step by step

PART 1 OF 2

Your files sync automatically, everywhere

Save a file in OneDrive on your laptop, and it shows up on your phone and your other computer too.

WHAT TO DO

There's no more emailing a file to yourself, or losing track of which copy is the latest one.



Saved once, **everywhere** at once

PART 2 OF 2



The whole team works from the same copy

A document in a SharePoint site, or shared in a Teams channel, is the same file for everyone, not separate copies.

WHAT TO DO

Edit it together at the same time if you need to, and version history lets you undo a mistake.



One file, shared by the team

A few tips

- ☐ Share a link, not an attachment
Everyone edits the same file instead of five different copies
- ☐ Channel files live in SharePoint
Chat files live in your OneDrive, shared with just that conversation
- ☐ Turn on version history
So you can always go back if someone overwrites something by accident

Recap: OneDrive, SharePoint, Teams

- | | |
|---|---|
| ☐ OneDrive: your own files, synced everywhere | ☐ Teams: chat, meetings, and calls, by channel |
| ☐ SharePoint: the team's shared site and files | ☐ Share a link, not an attachment |

Share a link instead of an attachment whenever you can; everyone works from the same file instead of five different copies floating around in email.



Getting the most out of Microsoft 365?

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