

Microsoft 365 Basics

OneDrive, SharePoint, and Teams, in plain English.



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1 OneDrive: Your Own Files

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



2 SharePoint: The Team's Files

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



3 Teams: Where You Talk About It

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



4 Everything Syncs Automatically

Save a file on your laptop, and it shows up on your phone **too**.



5 Everyone Sees the Same Version

One file, shared by the team, **not separate copies**.



6 Share a Link, Not an Attachment

Everyone edits the same file instead of **five different copies**.



7 Channel Files Live in SharePoint

Chat files live in **your own OneDrive**, shared with just that conversation.



8 Turn On Version History

So you can always **go back** if someone overwrites something by accident.



Good to Know

- OneDrive: your own files, synced everywhere.
- SharePoint: the team's shared site and files. Teams: chat, meetings, and calls, by channel.
- Want help getting more out of Microsoft 365? Call **239-513-1960**.



Need Help?

Contact Naples Computers

239-513-1960

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