

Use **SharePoint** or **Teams** to share documents instead of **OneDrive**.





Microsoft's web-based collaboration and document management platform.

SharePoint is useful when you have larger groups of people that will need access to content. People can either access, view or edit the file depending on the permissions given to them.



Used to store or share documents that can be co-authored and viewed together.

Teams is great for smaller groups collaborating as a team since everyone would have similar permissions, including editing, which enables them to work together.



Your personal document library online.

OneDrive* is ideal for personal files or draft files that are not ready to be shared. It can also be used to keep the original file version after sharing via SharePoint or Teams.

**While OneDrive is approved for storing Commonwealth sensitive data, it is NOT approved for sharing it.*

Key points

If the content is in draft form, not ready for input or sharing, or needs to remain private, then it belongs in your **OneDrive**.

Content that needs to be co-authored or published for viewing by large groups should be placed in **SharePoint**.

Content used for real-time team collaboration on a project can be stored in **Teams**.



To learn more about why you should use SharePoint or Teams to share documents rather than using your OneDrive account, visit the knowledge base using the QR code below.

