

# SharePoint, OneDrive or Microsoft Teams

### SharePoint - Company Wide

A publishing portal that the whole company can access.

**Sharing:** This is generally open to all staff.

**Example:** An Intranet including news, policies and a department publishing site to share documents with the whole org such as templates and forms.



### OneDrive - Personal

OneDrive is used for documentation that does not need to be shared with the rest of the organisation such as draft files.

**Sharing:** This is used on an ad-hoc basis.

**Example:** Sharing a folder/files with a supplier or customer or sharing 1 to 1 information with a member of staff.



### Teams - Department or Project

Teams is a collaboration tool where multiple people can work in a modern way.

**Example:** Invite your departments to share files and join meetings. Create Teams for new projects to store all relevant info.

**Sharing:** Invite the group of users you are working with including external parties.



Need some help? Contact us!



hello@valto.co.uk  
03335 779 009