



## OneDrive vs. SharePoint

Luis Norda - 2024-03-25 - Email and Collaboration

### OneDrive for Business vs. SharePoint

#### Associated with ONE person's account

- Cloud Equivalent to 'My Documents' folder
- Designed for storage of private files with the option to share.
- Allows for user-specified collaboration of files
- Syncs local and online documents across devices to the cloud
- Keeps your work files safe, secure, and accessible
- Accessible via "OneDrive – Florida Atlantic University" desktop app or online from <https://outlook.office.com/mail/>.
- If an employee leaves, so does their OneDrive account.

OneDrive



#### Associated with SHARED multiple user access

- An alternative to a "network shared drive"
- Owned/managed by COMIT
- Similar to a webpage with a document library
- Site access is limited to designated individuals within FAU network
- Sharing is only limited to members of the SharePoint membership roster (no outside sharing)
- All documents are collaboratively owned and sync automatically.

SharePoint

