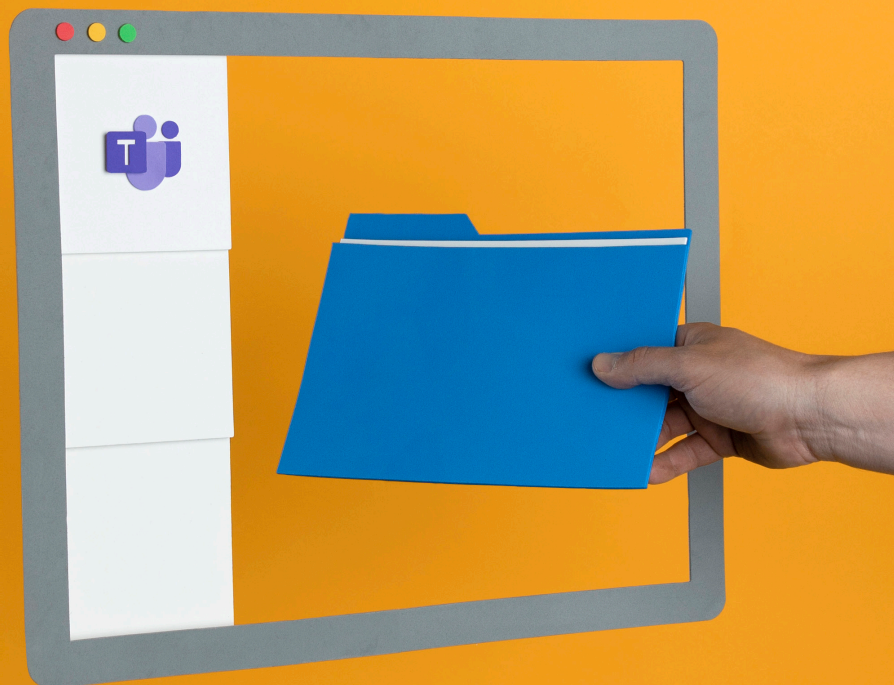File management
File management
File management

Which tool when?

Where should I store my files?

OneDrive for Business, Teams, SharePoint, your hard drive. Where should you save your files?

Collaborating and sharing via the cloud gives you more control and capability. You can work in real-time with your colleagues, access your files from anywhere, and control permissions on your documents. Not to mention manage your version history. Everyone is on the same page – literally.

Your file storage and sharing needs will change as your document progresses from draft to revision to widespread sharing. Don't be afraid to move or copy your file to a new location that will adapt to your needs.

Who is going to access the document?

1. **Just me -** Store on your OneDrive for Business
2. **Me + some colleagues -** Store on your OneDrive for Business
3. **Me + my team -** Store on the appropriate Teams channel
4. **Lots of people -** Store on a SharePoint site

How do I share the document?

Store your documents in the cloud to streamline sharing and permissions monitoring. Teams and SharePoint will automatically apply permissions—or you can configure permissions for a custom setup.

Share in Teams. Copy the link and paste it in your team, channel, or chat. Anyone with access to the Teams channel will have automatic access to the document.

Share directly from SharePoint. Copy the link or send an auto-generated email. Anyone with access to the SharePoint site will have automatic access to the document.

Share directly from OneDrive. Send an auto-generated email or copy / paste the link in a chat or email message. People you specify will have automatic access to the document.

What about my hard drive?

Your hard drive is like a junk drawer where you put random odds and ends. Only store your files here if:

- The files contain temporary information
- The files have little longevity
- The files don't require any collaboration
- There is little risk if the files are lost

Schedule a meeting with a software adoption expert today.

Get started

BRAINSTORM

BrainStorm transforms organizations by using technology to empower people and activate change.