SPARTAN 365 FILE STORAGE

**My Stuff**
Your private working space that remains private until you share things.

Front end application for personal work files that can be shared with other individuals or groups.

*OneDrive for Business*

Use OneDrive instead of personal drives, flash drives, or your computer’s hard drive.

**Team’s Stuff**
Small(er) groups of people, usually all with editing permissions.

Front end application for team collaboration. Access through Files tabs in Teams. Access through Team/Group sites in SharePoint.

*Teams*

Use Teams sites instead of shared drives & email attachments for collaboration.

**Everyone’s Stuff**
Large(er) groups of people, most with read-only permissions.

Consists of publishing sites, communication sites, and Internet sites.

*SharePoint*

Use these sites for centralized communications, official policies & documentation, & self-service information.

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**SHAREPOINT**
Framework that everything else sets on top of: OneDrive & Teams, on the back-end are all stored in SharePoint.

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**Get to your files.**

**File Explorer/Finder**
When synced.

OneDrive.com

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**Get to team files.**

**File Explorer/Finder**
When synced.

Teams App
Desktop or online.

SharePoint
spartan365.msu.edu