

# WHERE TO save WHAT

## Editing & Collaborative Spaces

### My Stuff

Your private working space that remains private until you share things



OneDrive  
for Business

Personal files and initial drafts before they're ready for sharing

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 edit permissions



SharePoint

- Team & Group sites
- Files tabs in MS Teams, Yammer, & Outlook Groups actually in SharePoint

Seriously, you should upload all your (work-related) personal stuff here.

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

## Publishing spaces

### Everyone's Stuff

Large[r] groups of people, usually read-only permissions for most of them



SharePoint

- Publishing sites
- Communication sites
- Most intranet sites

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

## Share big files with customers

Need to move big files? We have access to ShareFile for five users: Leah, Anthony, MJ, Meredith and a generic account (Cat.) Let Cat know if you need to use the generic account.



ShareFile