



Use OneDrive for

- Storing personal files
- Sharing files with one person
- Syncing your saved files across all your devices
- Accessing your work documents from anywhere
- Attaching a link to a file in an email
- Syncing your documents with your desktop

[Start sharing with OneDrive!](#)



Use Teams for

- Storing shared files
- Sharing files with your team members
- Syncing your shared files across all your and your team's devices
- Live co-editing shared documents with your team members
- Chatting with co-editors while editing
- Limiting access of shared documents to select team members using private channels

[Start sharing with Teams!](#)