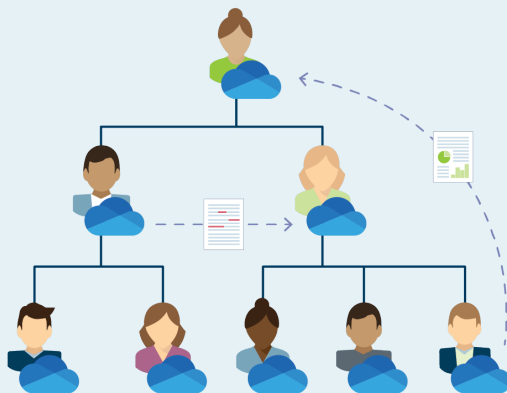


Microsoft 365 Collaboration Tools

While the Microsoft 365 tools for virtual communication and collaboration have some overlapping functionality, each tool is best suited for a specific purpose. Before using these tools, organizations should develop a strategy to take advantage of each tool's native functionality.

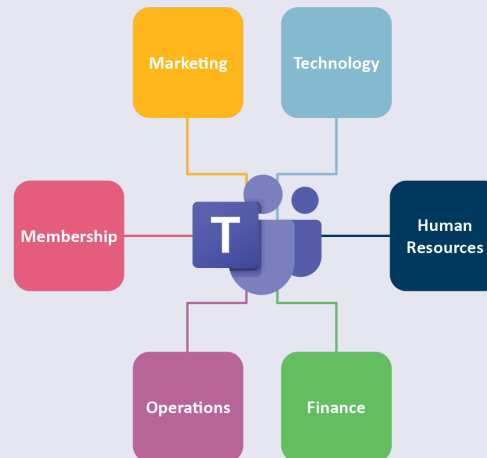
OneDrive

OneDrive is personal cloud file storage. All files stored in OneDrive are private until you decide to share them. DelCor recommends that you use OneDrive to store, and occasionally share, individual files and drafts.



Teams

Teams is the hub for team collaboration in Microsoft 365. DelCor recommends that you use Teams to communicate and collaborate with colleagues as well as to access temporary project- and event-related files.



SharePoint

SharePoint is the underlying file storage system for Teams. It is also a repository for standalone lists and sites. DelCor recommends that you use SharePoint as your primary file storage repository.

