

## Overview

OneDrive, like My Drive in Google, is designed as personal storage. SharePoint is Microsoft 365's team or group storage solution, similar to Google's Shared Drives. Here are some key differences between OneDrive and SharePoint:

- OneDrive storage is owned by the individual and is deleted when that person leaves the organization.
- Like Shared Drives in Google, "sites" in SharePoint are owned by the organization, so as team members leave CWRU, the team does not have to worry about losing their data or transferring ownership between users in their group.
- OneDrive has a per user quota of 1 TB (expandable to 5 TB).
- SharePoint has an organizational quota, with a default quota of 5 TB per team or group site.

## Ways to Access OneDrive for Personal Storage

- Access OneDrive from <https://office.com>. Log in with your email address, in the form of [abc123@case.edu](mailto:abc123@case.edu), and your University password. Click on the OneDrive tile.
- Open one of the Microsoft 365 applications on your computer, such as Word or Excel. If prompted, sign in with your University email address and password. Click "Open" and then "OneDrive - case.edu".
- Use the [Microsoft OneDrive](#) app to view and sync OneDrive files in the PC's Explorer and Mac's finder.