<u>Overview</u>
SharePoint serves a couple of roles in Microsoft 365 (formerly Office 365). Most people know SharePoint as Microsoft's web platform, similar to Google Sites. But, it is also 365's group (team, departmental, etc.) storage solution, similar to Google's Shared Drives. OneDrive, on the other hand, like My Drive in Google, is designed as personal storage. Here are some key differences between SharePoint and OneDrive:

- OneDrive storage is owned by the individual and is deleted when that person leaves the University.
- Like Shared Drives in Google, "sites" in SharePoint are managed 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. The default quota is 5 TB per team or group site.

<u>How to Use SharePoint for Group Storage</u>
- Access SharePoint from https://office.com. Log in with your email address, in the form of abc123@case.edu, and your University password.
- Click on the SharePoint tile
- To create a SharePoint site for your team, click on "Create site", select "Team Site", provide a site name and description, select privacy, click "Next", add other owners and members, and click "Finish"
- **Note: you can also create a SharePoint site by clicking the "Create shared library" link on the OneDrive site at https://office.com.**
- Once the site is created, your team members can access and store documents there in multiple ways:
  - Go to https://office.com, click the "SharePoint" tile, click the site, click "Documents"
  - Go to https://office.com, click the "OneDrive" tile, click the SharePoint site under "Shared libraries"
  - 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 "Sites - case.edu". Click on your SharePoint site.
  - Use the Microsoft OneDrive app to view and sync OneDrive and SharePoint files in the PC's Explorer and Mac's finder. By default, only OneDrive files are synced, but you can go to office.com, click the OneDrive tile, open your SharePoint site, and click the "Sync" button to include the SharePoint site in your OneDrive app.