OneDrive vs SharePoint vs Teams

Which One Should I Use?

At a simple level, OneDrive is for 'one user,' Teams is for 'a small group' and SharePoint is for 'sharing and collaboration with everyone.'
Easy, right?
To further help you understand, here are the differences and when you should use each of them.

	OneDrive 'Me'	**Teams** 'We'	**SharePoint** 'Everyone'
Overview	Your individual workspace. Your go-to personal place for starting and storing work files.	Place for quick & efficient collaboration with your internal & external teams. Think a specific project/topic.	Spot for sharing docs with entire departments or organization wide.Think larger groups and corporate information assets.
Ownership	It's your file. You'd like to keep it private.	The Team creator is the 'owner' of the information.	File belongs to the company. Fully IT or department owner managed.
Tone	Informal.	Informal. Personal. Conversational.	More formal. Professional.
Permission Management	You control who has access to your file. You decide when to share.	Team owner controls permissions. Manage permissions at a Team level.	Centralized and controlled by corporate governance, records policy and data protection policies.
Collaboration	Light-weight collaboration. You're not quite sure if it's a real project yet.	You'll be collaborating with others and might have more than one artifact.	File is complete and ready to be published for all to see. Controlled versioning in place.
Access	Access from a browser, local folder or the OneDrive app.	Access through a browser, sign in with M365 or via Teams app. External guest access can be granted.	Access through a browser to use all features, or access files through local folders or a SharePoint app. External guests can be sent a link.
Governance	You control what to share and who can make edits.	Less granular control over permissions, sharing and functionality. Generally at Team level.	Firm governance, consistency, and structure around functionality.
Extensions	N/A	Apps, AI, Bots, Forms, Workflow and other connectors can be added.	Numerous web parts, custom applications, workflow, forms and other extensions to integrate.
Examples	Working on new product pricing concept (before showing others).	Co-authoring a massive client proposal, along with supporting documentation.	Publishing Company Policy Manuals.
Good to Know	Useful when you need privacy while drafting docs.	Use instead of shared drives & email attachments for collaboration.	Use for centralized communications, official policies & finding self-service info.

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