

# Document Management Overview

## Quick and Easy Table Comparison



OneDrive



SharePoint



Teams

<b>Features</b>	Place where you can store, share, and sync your personal and work files (like a personal hard drive)	Place where you can store, share, and sync your work files you may want to share with others	Chat-based, collaboration platform that includes document sharing and online meetings - great for team communication!
<b>For</b>	Private space for individual users	Larger groups of people that may include non-UTHSC people (research partners, colleagues, vendors, clients, or customers)	Smaller groups of people within UTHSC
<b>User(s)</b>	You	University-wide and external resources	Working groups
<b>Instead of</b>	hard drive, MyDrive, USB, external hard drive	VolShare, Departmental folders, Dropbox, Google Docs	Shared drives, emails

