

KEY FEATURES



Version history



Sync for offline access



Co-authoring



External sharing



Mobile access



File-level permissions




Drag-and-drop transfer



15 GB file size limit

OWNERSHIP

It's your file. You'd like to keep it private.




The file belongs to the Faculty, department or workgroup.




PERMISSION MANAGEMENT

You want to control who has access to the file.




Permission management is centralized and controlled by the people in charge (owners).




COLLABORATION

Lightweight collaboration. You are not quite sure it's a project yet, but would like other to be able to see what you are up to and perhaps change a few details.



You will be collaborating with others on the file.  
You need more than a document repository like a mailbox, notebook, planner, etc.  
You need advanced document features like metadata entry, customized views, etc.



You will be collaborating with others on the file.  
You need a simple document repository for every team projects and would like instant messaging or voice while working together on a document. All from a central project hub with the same interface for every user and device, notifications on team or project updates, all Groups apps at your disposal, etc.



USAGE

Use OneDrive instead of personal drives, USB drives, or your computer's hard drive.



Use group sites for collaboration on documents instead of shared drives.



Use Team sites for centralized communication while collaborating and ease-of-use instead of shared drive.



RECOVERY

- You can recover files from recycle bin for 90 days.
- Versioning of your files for up to 500 versions each.
- Files Restore allows you to restore your entire OneDrive to a previous situation up to 30 days ago.
- Microsoft makes a back-up every 12 hours, for 14 days. Only entire OneDrive can be restored.

- You can recover files from recycle bin for 90 days.
- Versioning of your files for up to 500 versions each.
- Groups & Teams can be restored up to 30 days after deletion.
- Microsoft makes a back-up of files every 12 hours, for 14 days. Only the entire site collection can be restored.

