

Hi and welcome back.

Today's video will cover the differences between OneDrive and SharePoint, and how to move files between them.

First, it is important to note here that File Explorer is *not* OneDrive. You *can* access your OneDrive through File Explorer but it's a shortcut, not a location. With Windows 10 and 11, OneDrive is already installed on your computer and will automatically show up in the File Explorer side bar. If this is not the case, make sure you are logged in to OneDrive.

Right, so, the main difference between OneDrive and SharePoint can actually be inferred simply by looking at their names: SharePoint does exactly what it says – it *shares*. It's a collaborative application used when you have a group that needs a shared space to save and work on files. SharePoint sites can be customized to fit your group's needs, and can also be linked to a Microsoft Team within the Teams app.

OneDrive, on the other hand, is for personal files. On MSU-owned devices, it's best to limit these files to personal *work* documents so you can keep the storage free. OneDrive and SharePoint will work the exact same way on personal devices though so there's no need to concern yourself with separate instructions.

Now, let's talk about the different methods of file transfer between the two programs.

There are three main ways to move files, though one of them isn't *technically* moving. We'll start there:

The "add shortcut" option doesn't actually transfer a file, it just creates a 'wormhole' of sorts between OneDrive and SharePoint. This means you can access the file from both apps but it will only truly exist in one place. This is good for when you need to share a personal document with a group but don't want to move it completely. It's important to note that no matter where you open the doc from, you are only opening it from the app it is saved into. Essentially, there is *one version only* of these files.

The "copy to" function works the same as if you made a physical copy of a document; there are now two individual versions of said document and any edits you make to one will *not* be made to the other. If you're trying to collaborate with others on things, this option isn't the best one, as it makes tracking any changes really difficult.

The third option, "move to", is the one that most people will use and is generally the best option for moving files between SharePoint and OneDrive. With "move to", you are quite literally moving the file from one to the other; it will only exist in one location. Working in a group often requires files to be moved from an individual's OneDrive so that the whole team can work on it in SharePoint, and this is the way to do it. When completed, it can always be moved back if that's what is needed.

With "copy to" and "move to", you can move multiple files – or even an entire folder – all at once. "Add shortcut" is only available for individual files or folders.

For more detailed information on how to customize your SharePoint sites and how to connect them to a Team, we recommend visiting Microsoft's training website or checking out the many videos available on LinkedIn Learning through the MSU library.

And that's it! If you have any other questions, please reach out to the Service Desk at 406-994-1777 or visit our website at [montana.edu/uit/servicedesk](http://montana.edu/uit/servicedesk). Thank you and have a great day!