



Personal Files
You Control
Permissions

Best For:
Sharing with individuals
Storing online for easy
access anywhere
Works in progress



Collaborative Files
Team Owners
Control Permissions
Team Members
Access Files

Best For:
Sharing with working groups
Collaborating on documents
Files edited by multiple users

*Files placed in Teams Channels
are also stored in SharePoint



Group Files
Permissions
Controlled by
Team Owners

Best For:
Sharing with outside groups
(outside your Team or JCCC)
Document Libraries
Reference files used by
multiple users
Long term file storage