

## OneDrive for Business and SharePoint Best Practices

Key usage and differences between OneDrive for Business and SharePoint

<h1>1</h1>	<h3>Best Practices for OneDrive for Business</h3> <ul style="list-style-type: none"> <li><input type="checkbox"/> OneDrive for Business is the equivalent of a <b>personal file share</b>. It is a document library.</li> <li><input type="checkbox"/> Use for <b>personal, ad-hoc, and local collaboration</b>.</li> <li><input type="checkbox"/> Has <b>no content types, site columns, etc. by default</b>.</li> <li><input type="checkbox"/> <b>Owned by an individual by default</b>. Files are private by default until explicitly shared.</li> <li><input type="checkbox"/> Deleting users means deleting their document library after 14 days -- <b>processes for reviewing, retaining, or deleting content when de-provisioning users need to be established</b>. Disabling an account in AD does not delete the user's profile and My Site.</li> <li><input type="checkbox"/> Out of the box tools are limited – no global enforcement of rules, no enabling/disabling of access, no global policy enforcement, etc. <b>Third party tools recommended</b>.</li> </ul>
<h1>2</h1>	<h3>Advantages of SharePoint Site</h3> <ul style="list-style-type: none"> <li><input type="checkbox"/> SharePoint sites are <b>team based, more robust, and better governed</b>: the preferred option for valuable documents, structured collaboration or formal document management.</li> <li><input type="checkbox"/> Documents <b>retain file taxonomy</b> when synced.</li> <li><input type="checkbox"/> Multiple document libraries within a hierarchy of multiple sites, allows for setting up of inherited permissions instead of setting granular permissions for files.</li> <li><input type="checkbox"/> Site templates available, allowing setups for specific collaboration scenarios, e.g. team sites, records management sites, community sites, blogs, wikis, etc.</li> <li><input type="checkbox"/> SharePoint sites have other features such as tasks, calendars, lists, web parts, business intelligence, etc.</li> <li><input type="checkbox"/> SharePoint sites and their document libraries live independently of users.</li> </ul>
<h1>3</h1>	<h3>When to save files to OneDrive for Business or SharePoint?</h3> <ul style="list-style-type: none"> <li><input type="checkbox"/> Save files to OneDrive for Business:             <ul style="list-style-type: none"> <li>○ You do not plan to share the file with anyone else.</li> <li>○ The lifecycle of the file is limited: If a user is collecting reference information or working on a draft that will not be shared.</li> <li>○ There is no logical place for the file on SharePoint: If there is no site for the file to live in SharePoint, then sharing it from OneDrive for Business makes the most sense.</li> <li>○ Unlimited storage, maximum file upload limit of 10 GB, sync limit of 20,000 files.</li> </ul> </li> <li><input type="checkbox"/> Save files to SharePoint:</li> </ul>



- A logical place to find files by department, project or function: Many companies create SharePoint Sites based on department or function where users can expect to find the respective content.
- Used for ongoing projects: You want users to recognize the document as being relevant to an ongoing project.
- Simplified Security: Permissions assigned at the site level rather than at the individual document level. This approach is a much simpler way to manage the security of files. Of course, there will be some libraries that have restricted access.
- You do not want documents tied to an individual user: If all the majority of files are in user OneDrive's, what happens when the user leaves the company? Either you have to keep that license active or migrate all of the files to another locations.
- Limited storage (1 TB total size per Site Collection online), maximum file upload limit of 2 GB.

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**For more information**

- Contact ITS