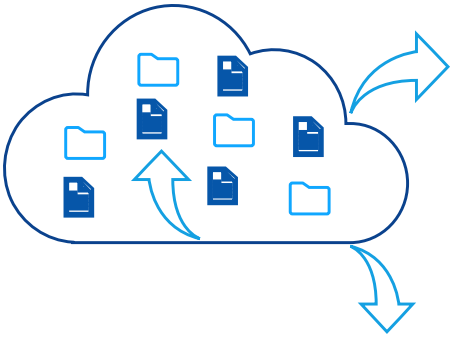
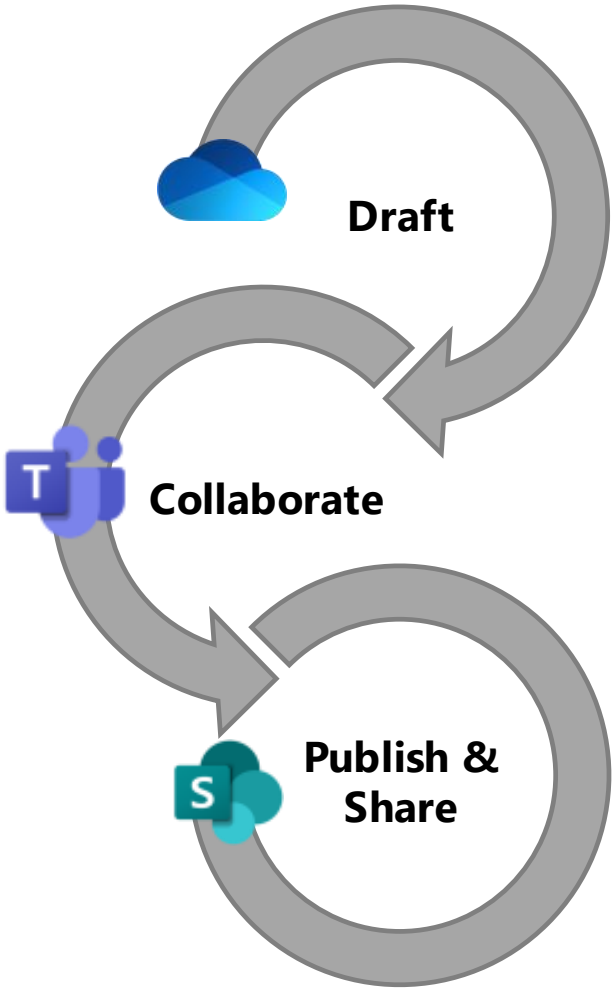
What is OneDrive & Document Lifecycle

What is OneDrive?

OneDrive is a Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices OneDrive allows you to:

- Upload and download files and folders
- Access from any device, anytime and anywhere
- Share files internally and externally
- Collaborate real-time





Create files in **OneDrive** to start the draft process. Here you can share and collaborate with a few people or share externally.

When you are ready to collaborate with others, move the file into **Teams**. You can share documents via link to others within your organization and can add external guests to your teams for easier external access.

Once the file has been finalized, files from Teams can be accessed in **SharePoint** so that they may be shared with others.

CSUSM IITS