

## Key Differences: Microsoft SharePoint vs. OneDrive

Feature	Microsoft SharePoint	Microsoft OneDrive
Primary Purpose	Team collaboration & document management	Personal cloud storage
Storage Type	Shared storage for teams & organizations	Individual storage for users
Best For	Workspaces, intranets, business workflows	Personal file backup & sharing
Collaboration	Advanced team collaboration with workflows	Basic file sharing & co-authoring
Website & Intranet	Can create full-fledged websites & portals	No website or intranet capabilities
Access Control	Granular permissions for teams, departments, and users	Limited to file & folder permissions
Customization & Automation	Can integrate workflows, metadata tagging, and automation	Minimal automation features
Version Control	Advanced versioning and document tracking	Basic version history