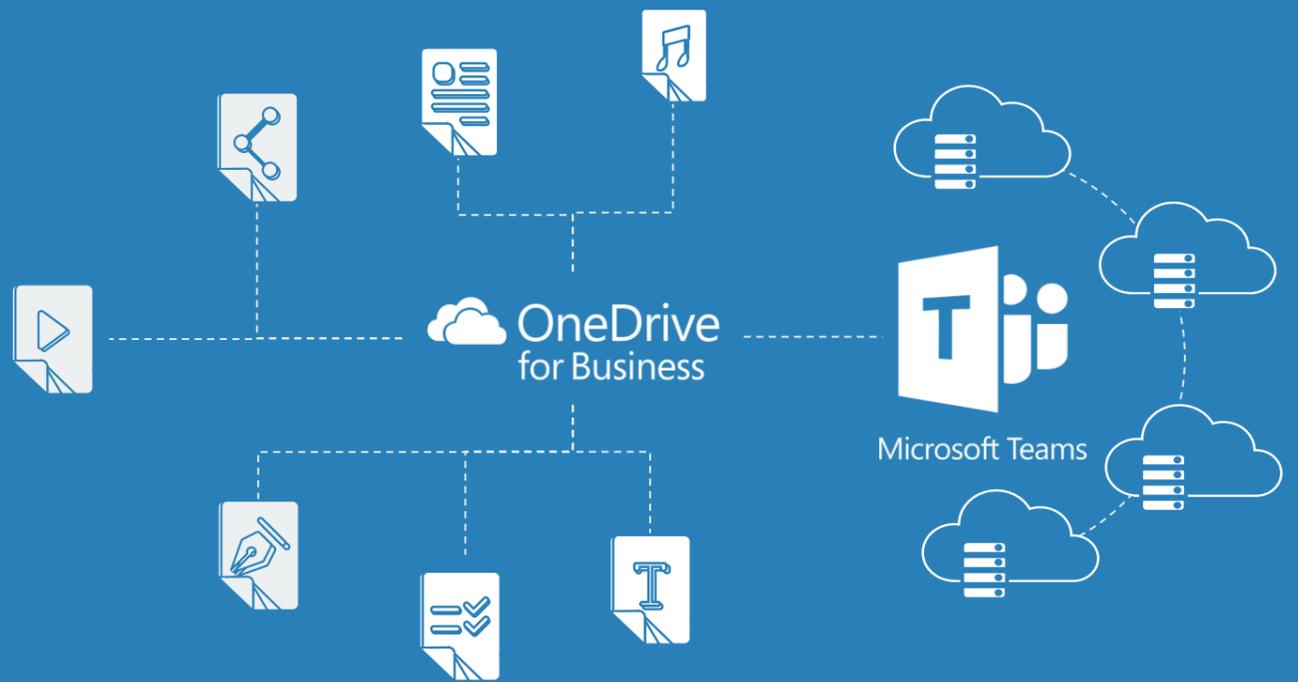


Store Files



Store securely, access anywhere, share simply

Do not lose files in emails or wonder if you are working on the latest version. Saving your files to the cloud (OneDrive or Teams) allows you to access them from anywhere, edit, and share with your colleagues in real time.



Store all of your files in the cloud

All of the files you store in OneDrive and Teams are stored in the cloud and backed up. Access your files stored in OneDrive even without an internet connection. If something happens to your device, your files are encrypted and secure. With OneDrive you have 1 TB of storage for all of your personal files.

Access your files on any device

You can create, edit, and share your files from any device. For the best experience, download Office apps for your tablet and mobile from the App Store or Play Store.



Share simply

With a click of a button, quickly invite others to edit or view your document. You can edit the same document in real time with your colleagues from anywhere in the world and see the changes as they happen.

Which to Use, OneDrive or Teams?

Start by installing OneDrive and Teams to your device. It will make managing your files faster and more efficient.



Ownership



Your File!
You Own It.



OneDrive is your personal file storage. Every file you create or upload to OneDrive is initially marked as private; only you can view and edit it.

Best for creating and uploading files that you are working on by yourself.

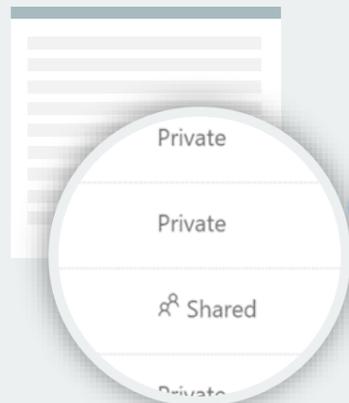
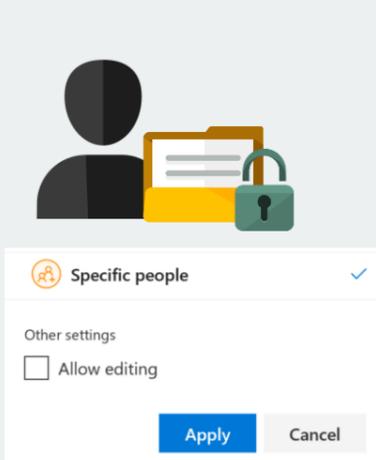
Everyone in the team or group owns the files.



Best for files that you want to create and modify together.

Permission & Security

You control who has view or edit access to your file. You have full control over each file and folder.



Any file saved or created in the Team can be viewed and modified by anyone in the Team.

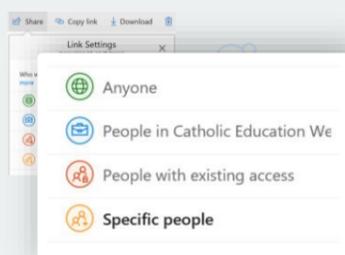


Advanced Tip: Team owners can adjust the member permissions in Teams' settings.



Collaboration

You may want to share only a few files to specific individuals.



More than just a file repository. Provide Team members a space for chats, calls, and meetings.



Share files with the same group of colleagues or students.



Which to Use, OneDrive or Teams?



OneDrive is a personal content repository. Store school and work related documents for your own use here.

You can find and edit your documents, or you can share them with specific people. Files sync to your computer or device.



When to Save to OneDrive

You do not plan to share the file to a large group.

You plan to share files individually for a short period of time.

You can't identify an existing Team where your document belongs, and you don't think the purpose of the document warrants creating a new one.



Get Started

Download OneDrive

<https://onedrive.live.com/about/en-gb/download/>

Access OneDrive Online

<https://portal.cewa.edu>



Store your school or work documents for a team or class in the appropriate Teams channel.

By default, all members of the Team can find and edit documents. And Team members can work on them from their own computer or device.



When to Save to Teams

You want colleagues or students to recognize the document as being relevant to an ongoing project or class.

Easily provide ownership of the file to a wider group of people. For certain important documents, it is a good idea that multiple people can control what happens with a document.

Create document permissions at a Team basis instead of an individual file basis.



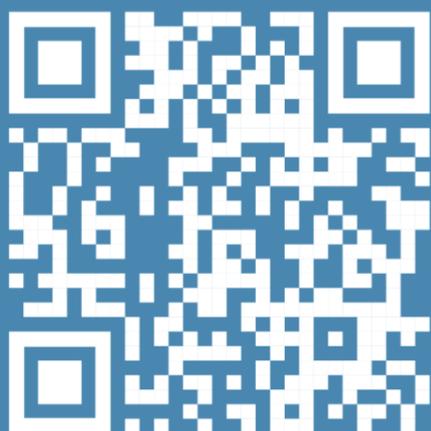
Get Started

Download Teams

<https://teams.microsoft.com/download>

Open Teams on your Device

<https://portal.cewa.edu>



To learn more about these tools, scan the QR code or visit:

<https://leadinglights.cewa.edu.au>



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