

# MICROSOFT 365 CLOUD STORAGE COMPARISON



UNCG utilizes three services within Microsoft 365 - OneDrive, Teams, and SharePoint Document Libraries. All three options are approved for documents with data security levels 1-4 and files can be shared with external collaborators if the sensitivity level and settings permit. Therefore, choose the best location based on ownership, purpose, and access to the files. **Additional guidance for research data is coming soon.**

## ONEDRIVE

*Individual* Storage



Files in OneDrive are **only visible to you** until you choose to share them.

Full-time employees receive **3TB** of OneDrive storage. Affiliated accounts (adjunct faculty, emeritus, special access, etc.) receive **100GB**. Students receive **75GB**.

Access OneDrive at [m365.uncg.edu](https://m365.uncg.edu).

The [OneDrive sync tool](#) is available for a seamless workflow and offline file access.

Files are available while your UNCG account is active. This is a great place to store drafts and working files. Once finished, consider moving or copying to departmental storage.

## SHAREPOINT DOCUMENT LIBRARIES

*Departmental* Storage



Files stored in departmental storage are **owned by the department** but can be shared externally.

Each department receives **25TB** of SharePoint document library storage

After you receive the invite to your departmental document library, create a bookmark for easy access.

Files remain in the departmental storage even if you leave UNCG. This is a great place for files relating to ongoing departmental operations.

## TEAMS

*Workgroup* Storage



Files stored in a Team are **only visible to members of the Team** by default but can be shared with other UNCG users. (Teams is not recommended for external file collaboration.)

Each Team receives **1TB** of Teams storage for workgroups, special projects, committees, or cross-departmental endeavors. (Additional storage can be allotted by request.)

Teams is available at [m365.uncg.edu](https://m365.uncg.edu) but the [Teams desktop or mobile app](#) offers a better experience.

Teams and the files contained in a Team are archived if inactive for one year. Team owners will be notified before that occurs.



Learn to use these services at:

**Cloud Storage at UNCG with Microsoft 365**

[https://go.uncg.edu/m365\\_storage](https://go.uncg.edu/m365_storage)

**We are here to help!**

[6-TECH.uncg.edu](mailto:6-TECH@uncg.edu)

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