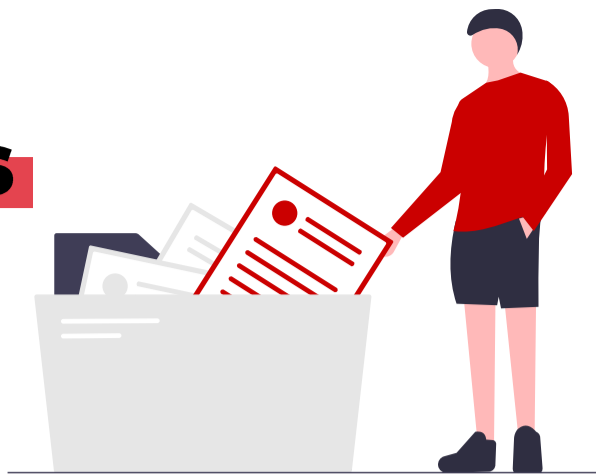


Work on documents/files



How?



OneDrive

✓ Is the proper tool to:

- Save your files in a safe place. The time of a desktop full of files has gone!
- Guarantee an automatic backup of all your files

In autonomia

In autonomia
ma ho bisogno
di feedback
(one-shot, non è
ancora un
progetto)



All the files shared in private **chats** are saved in the **OneDrive For Business** folder owned by the sender and are accessible only to the private chat's members

In collaborazione con il mio gruppo di lavoro

Ho bisogno di una repository condivisa



SharePoint

✓ Is the proper tool to:

- Condividere file, dati, notizie e risorse in una repository commune
- Lavorare facilmente in sincrono con i colleghi su file condivisi



Teams

All the files shared inside the **channels** are automatically saved in a corresponding folder in **SharePoint**.

✓ Is the proper tool to:

- Manage projects
- Create work-groups
- Generate real-time conversation with a group of co-workers
- Avoid an infinite flow of emails

