

# The File Lifecycle

Here's a quick cheat sheet to get you started with effectively managing your files in Microsoft 365.

1

## OneDrive

When you begin working on a new file, OneDrive is your first stop. Create the file in your OneDrive to securely access it from anywhere and work on it privately until you're ready to share.

2

## Microsoft Teams

When you're ready for collaboration with your team, upload the file to Microsoft Teams where you can edit, review, and comment in real-time with your colleagues.

Upload file

to Teams

3

## SharePoint

Ready to share it with the company? Upload your file to SharePoint where colleagues can review it on your branded, interactive company portal.

Looking for more information or help implementing a file management system for your team?

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