Data Types Within the Different A365 SPO Environments
Understanding the delineation of data type within A365 Teams, Army One-drive, SharePoint Pages and Organization Data Storage

INTRODUCTION: Organizations and teams come in all different shapes and sizes, and team members can be local or spread across the globe. They can include vendors and contractors along with full-time employees. Initiatives and work can span enterprises, organizations, and small project teams.

Microsoft A365 — including Teams, OneDrive, SharePoint, and Organizational Data Storage— is designed to be a universal toolkit to give your organization integrated and flexible ways to work on and store data for their projects and tasks.
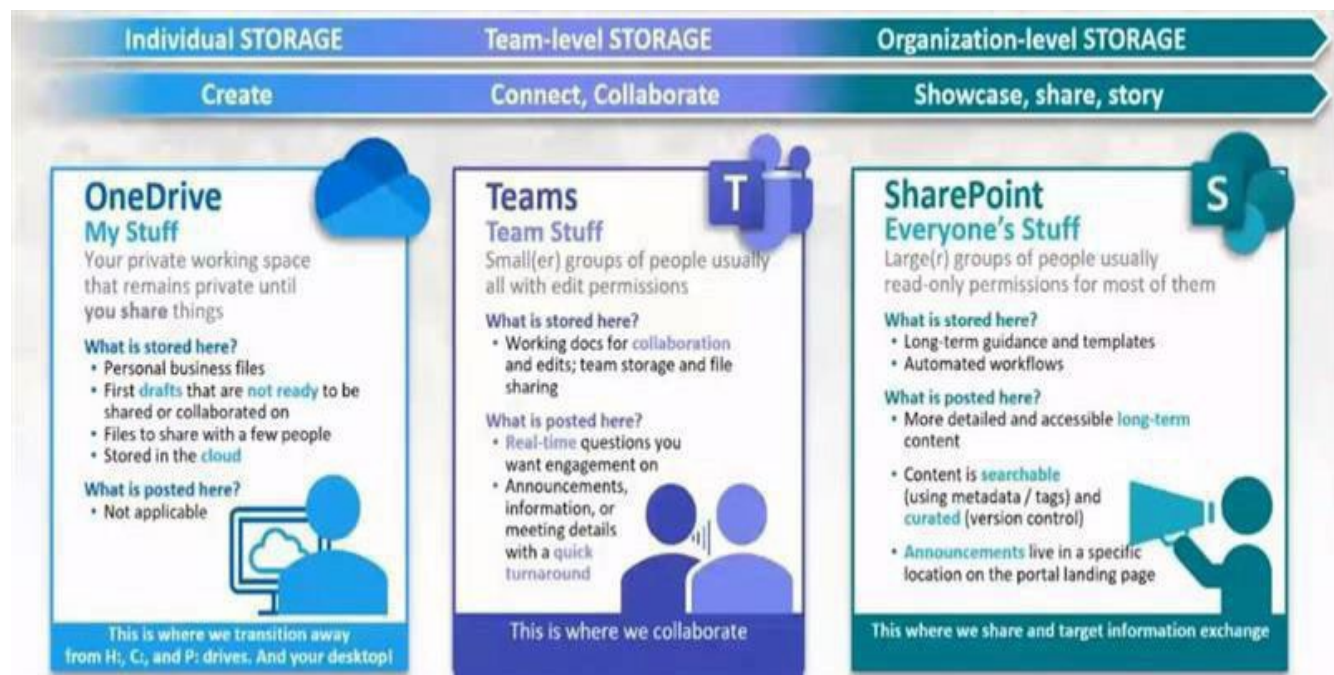
Appendix 01 (Data Types Within the Different A365 SPO Environments) to Annex A to OPORD 24-010 (U)

The table below provides a high-level summary of how IMCOM will utilize Teams, OneDrive, SharePoint, and Organizational Data Storage.

A365 Capability	Primary user(s)	Great for...	Sharing and access control	Conversations and communication
Teams	Team	**Short Term (< 1 year)** Project-oriented teams to have a conversation, work together in files, call, and meet right where the work is happening.	Teams can be public (open to anyone in your organization) or private (managed membership). **Short Term (< 1 yr)**	Communicate in real time with teammates in a chat-based environment and in online meetings.
OneDrive	Individual	**Personal File Storage** Storing and syncing files in the cloud and accessing them from anywhere on any device. Ideal for work in progress and sharing with specific individuals.	Documents are private until you share them. Share files individually and work on Office documents with others at the same time.	Comment on documents and use the @-sign with someone's name. The person you mention receives mail with a link to your comment.
SharePoint	Team, group, organization	**For collaboration** Storing files in the cloud and sharing them with your team or organization, using robust permission management, creating automated workflows and Attractive/ effective site pages with functionality.	Share files with your team, organization, and external users. Use A365 Groups to control access or set up more robust permissions for sites and documents.	Communication using SharePoint News. News can be added to your Teams channel, too. And you can add comments and likes to SharePoint pages.
Organization Data Storage	Group, Organization	**Long Term Storage (1year or >)** File and Data Storage using files and document libraries ONLY. Great for historical documents; No automated workflows, No Attractive/ effective site pages with functionality.	Share data files and documents with groups or organization. Use A365 permissions groups to control access or set up more robust permissions for sharing files and documents.	N/A