



OneDrive vs. SharePoint: What's the Difference?

by [Anisa Williams](#), BSS Staff

Business System Solutions is your IT Service Partner who provides peace of mind through guidance, education, and responsive support. Serving communities in Indiana, Tennessee, and Michigan.

Caretakers of Your Productivity.

"Those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint."

Isaiah 40:31

In the world of Microsoft 365, SharePoint and OneDrive often get mixed up, but they serve very different (and useful) purposes. For small and medium-sized businesses (SMBs), knowing which application to use can make a huge difference in your processes, workflow, and the security of your data.

OneDrive: Your Personal Workspace

Think of OneDrive as your personal filing cabinet. It's designed for your individual folders and files, giving each employee a secure space to save drafts, personal documents, and work-in-progress materials. Files are private by default but can be shared selectively with coworkers or external colleagues. It's especially useful for remote workers or team members who need access to their files across multiple devices.

OneDrive integrates seamlessly with Microsoft apps like Word, Excel, and Teams, making it ideal for personal productivity from any location. Your IT company should setup your Desktop and Documents to sync to OneDrive, so everything is accessible to you regardless of your device.

A note of caution, however: Sharing files from your OneDrive limits

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what and how others can access them. And if an employee ONLY saves their files in OneDrive but then leaves the company, there is a 30-day window to access and move OneDrive files from their unlicensed account to a different OneDrive or SharePoint location. Work with your IT company to add moving OneDrive files from the terminated employee's account to a company archive as part of your offboarding process.

SharePoint: Your Team's Server in the Cloud

SharePoint is made for collaboration and file sharing. It provides a cloud-based file structure where teams, departments, or project groups can store and manage documents together. Version control, structured folders, and granular permission settings make it easy to organize and secure all your business content.

When you upload a file to a Teams channel or a shared workspace, it's actually stored in SharePoint. This makes SharePoint the foundation of group collaboration across all Microsoft 365 apps, supporting everything from document workflows to reporting.

SharePoint works best when the subsites and folder structure are planned ahead of time, reflecting department-based permissions and how users search for and interact with files. Depending on the size of your company, using SharePoint subsites can create additional layers of access restrictions for sensitive or confidential data, such as Accounting or Human Resources.

The biggest hurdle that IT companies see when working with SharePoint is a limitation of 400 characters for the URL path and file name. If you have a file with a long file name within many nested folders, you may not be able to access or open those files. For example, the following URL path is 11 folders deep with a URL total of 400 characters. Spaces are represented as "%20", which adds to the final count:

contoso.sharepoint.com/sites/MarketingTeam/Shared%20Documents/Projects/2025%20Initiatives/Website%20Redesign/Phase%201%20Planning/Stakeholder%20Feedback%20Round%201/Design%20Mockups%20and%20Wireframes/Final%20Review%20Assets%20for%20Approval%20and%20Distribution%20to%20External%20Partners%20and%20Vendors%20Q3%202025%20Cycle%20A%20Version%20Final.pdf

Keep your file structure shallow and your file names concise!

Best Case Uses

Use OneDrive when:

- You're working on personal files, drafts, or works in progress.
- You need to share a document with a small group or external contact.
- You want automatic syncing across devices.

Use SharePoint when:

- You're collaborating on documents with a team.
- You need centralized access to shared resources.
- You're managing structured content across departments.

For business leaders, it's not about choosing one over the other; best practices uses both! OneDrive supports individual productivity, while SharePoint encourages collaboration and team access. Together, they form a super-duo that allows your team to securely work anywhere, and your company files are organized, backed up, and always accessible. □

Indiana 30th Anniversary Celebration

Thank you to all who came out to celebrate our 30th Anniversary on such a wonderful day!



Photos by Jennifer Boss of the Greater Lafayette Chamber and Sydney Hillard of BSS

The End (Windows 10) is Here!

The dreaded October 1, 2025 End of Support for Windows 10 is here.

Windows 10 computers will still work after October 1, however important security features will stop being supported, making the device more vulnerable. If the computer has specifications that allows an upgrade, owners should work with their IT to upgrade. However, if the computer is too old, the computer will require replacement.

Supply levels of desktops and laptops in the US market are showing signs of delay on certain models as we get closer to October. There have been some minor slowing in the electronics supply chain due to chip shortages and raw material availability.

Your BSS Account Manager can help you with a game plan that won't break the bank. BSS has been working diligently for months to get our clients updated or replaced ahead of the deadline. Special thanks to all the technicians who have tackled this massive project! □



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UPCOMING EVENTS

INDIANA

Greater Lafayette Business Expo

September 17
11:00 AM - 4:00 PM

Tippecanoe County Fairgrounds
406 Teal Road,
Lafayette, IN 47905
East Wing

Visit us and your favorite local
businesses at the expo!

Electronic Waste Recycle Drive

October 15 & 16
8:00 AM - 5:00 PM

BSS Indiana Offices
in partnership with
Technology Recyclers

<https://bssconsulting.com/ewaste>

MICHIGAN

Client Appreciation & 30th Anniversary Lunch

September 10, 2025
11:30 am - 1:30 pm

Gravity Taphouse & Grille



Seats are still available;
contact Ryan Cobb to RSVP
rcobb@bssconsulting.com
616-776-0400

Stop the Hack!

A practical Lunch & Learn for leaders
who want to protect their business
from cybercrime.

October 29, 2025
11:30 am - 1:30 pm

Thousand Oaks Golf Club
Grand Rapids, MI

RSVP by October 22

TENNESSEE

Client Appreciation & 30th Anniversary Lunch

September 25, 2025
11:30 am - 1:30 pm

The Boulevard Bar & Grille
2154 Middle Tennessee Blvd
Murfreesboro, TN

You and a guest are invited for an
appreciation lunch as we toast to
three decades of success!

Join us for good food, networking
with business leaders,
and 1995's trivia.



RSVP by September 12

<https://BSS-TN-ClientLunch-2025.eventbrite.com>

DETAILS AT [HTTPS://BSSCONSULTING.COM/NEWS-EVENTS](https://bssconsulting.com/news-events)