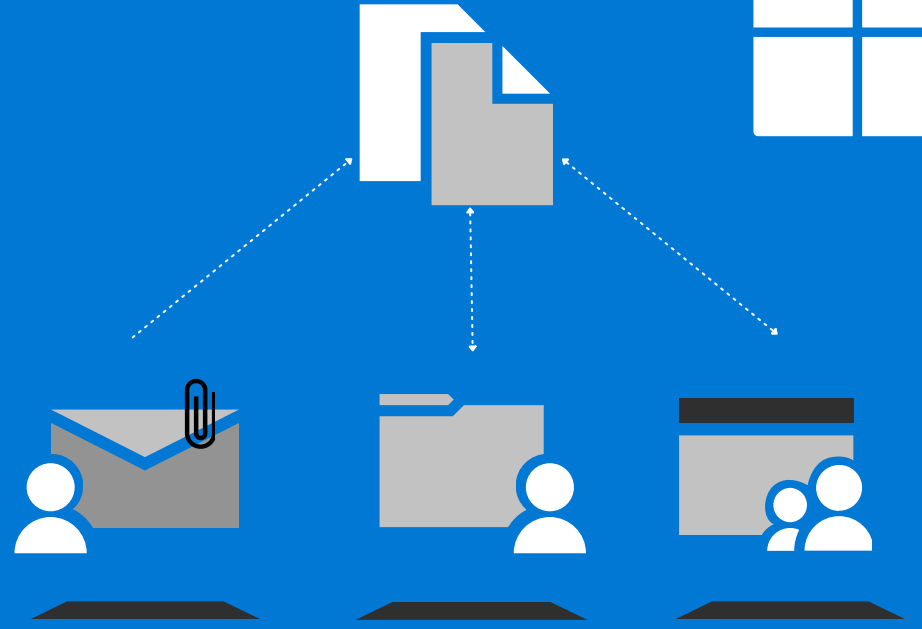


Share your business files



1. Share files with a client or customer



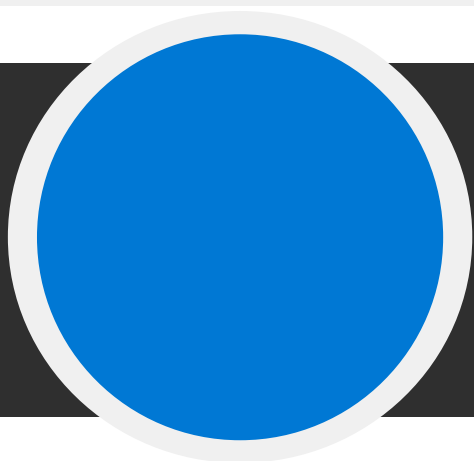
Going one way?

Easy, just attach it to your email message in Outlook. Or, to keep it more secure, share it with a read only link from OneDrive.

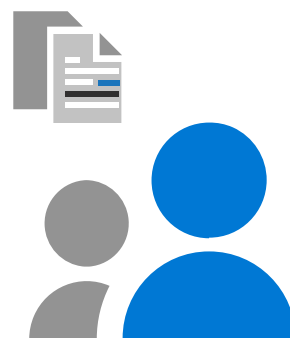


Need a response or need it filled out?

Share it with an edit link from OneDrive – they'll be able to edit in place with you.



Work together on files



Microsoft Teams and SharePoint both offer great options for storing and collaborating on your files.

2. Share files with a supplier or partner



You've got a project going or you regularly work together with a supplier or partner. Passing files back and forth is getting old. What do you do?



Invite them as a guest to a team in Microsoft Teams and work with them there.

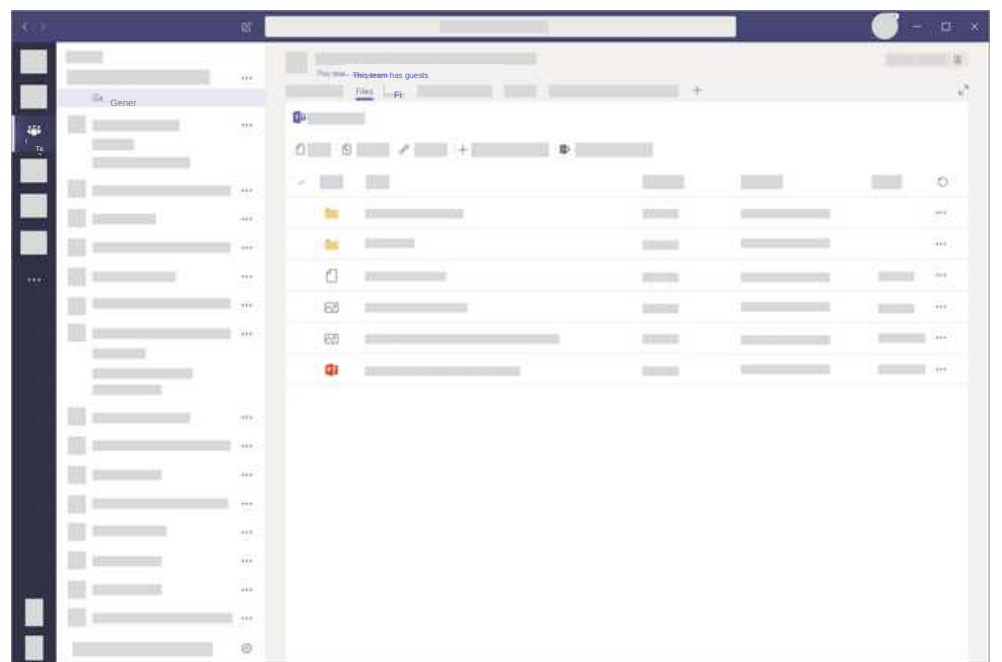


Upload your files and you're good to go. You can even chat and answer questions as you go.



And you can add separate channels or teams for additional suppliers or partners.

Microsoft Teams makes it easy to share and work together, even with people outside your business



3. Share files inside your business



Working on internal projects? Either Microsoft Teams or SharePoint will work just fine.



Set up your team site so everyone has access and store your files.



Everyone can work on the same version of a document and always stay up to date.

If you choose Microsoft Teams, you can also chat and track status with Planner.

