

✦ It's not about **WHERE** you save it — it's about **WHO** it's for. Stop losing files and emailing attachments. Pick by audience and the right people always find the latest version: **Me. We. Us.**

1 Three Homes, One Question: Who's It For?

OneDrive ME	Teams WE	SharePoint US
My stuff > Personal files & drafts > Work in progress, just for now > Files I own and control > Private until I choose to share Use when: it's just you, for now.	My team's stuff > Files a group builds together > Real-time co-authoring & shared workbooks > Lives with the team's chat & channels > Everyone on the team can find it Use when: a team is working together.	Everyone's stuff > Published, official, company-wide content > Department sites, intranet, policies > The library of record everyone can find > Stays put as people come & go Use when: it's for the whole organization.

Save by **audience**, not by habit. Just you? → **OneDrive** Your team? → **Teams** Everyone? → **SharePoint**

2 Where Does This Go? A 5-Second Gut-Check Ask "who's it for?" and the answer picks itself.

A rough draft only I'm touching	ME	The budget my team updates every week	WE
Files I'm not ready to show anyone	ME	Notes & files from our project channel	WE
The employee handbook everyone needs	US	Company logo, brand & policy files	US

🔄 You picked the right home — now work in it the right way. Flip to Side 2 for the 6 things almost everyone gets wrong.

Now Work in It **the Right Way**

6 file myths that quietly cost you time — and the truth that saves you

✦ **Saving it in the right place is only half the win.** Most lost edits, duplicate files, and "final_FINAL_v3" chaos come from not knowing how the cloud actually works. Here's what trips everyone up.

✦ **Myth vs. Truth** Cross out the belief, keep the fix.

✗ **MYTH 1**
"If I save it in OneDrive and Teams, they'll stay in sync."

✓ **TRUTH**
They don't talk to each other. Two saves = **two separate copies** that drift apart instantly. Save it once, in the right home, and share the link.

✗ **MYTH 2**
"We have to take turns — one person edits at a time."

✓ **TRUTH**
Real-time co-authoring: everyone can be in the same Word, Excel, or PowerPoint file at once. You see each other's cursors and changes live.

✗ **MYTH 3**
"I have to reread the whole thing to spot what changed."

✓ **TRUTH**
Co-authored files **flag what's new** since you last opened them — jump straight to the changes instead of rereading everything.

✗ **MYTH 4**
"I'll download it, edit on my machine, then re-upload."

✓ **TRUTH**
Downloading breaks the live copy — your edits happen off to the side and can **overwrite others or get lost**. Edit in place, in the cloud.

✗ **MYTH 5**
"One bad edit and the old version is gone for good."

✓ **TRUTH**
Version history is your safety net. Every save is kept — restore any earlier one on OneDrive, Teams, and SharePoint.
Tip: the **lower** the number, the **older** the version.

✗ **MYTH 6**
"SharePoint and Teams are two different places for files."

✓ **TRUTH**
Teams files actually **live in SharePoint** — same shelf, two doors. It's not "SharePoint or Teams"; Teams simply *shows* you SharePoint files.

✦ **Where CoPilot Comes In** One place to find them all.

FIND, DON'T HUNT

One search, all three homes

Stop trying to remember *where* you saved it. **CoPilot Search** looks across OneDrive, Teams & SharePoint at once and brings the file to you.

QUICK TIP · THE / SHORTCUT

Type "/" to grab a file

In **CoPilot Chat**, type / to point CoPilot at a specific file in OneDrive, Teams, or SharePoint. Don't see it? Click the + to browse to the file. Either way — no more hunting.

✓ **Green check = safely saved.** Once your file lives in the cloud, that little green checkmark is your proof it's saved and synced — AutoSave is on, and there's nothing to lose.

THE GOLDEN RULE One file. One home. Share the link — never the copy.