



Switching to Drive from OneDrive


Differences at a glance

In the past, you might've used the consumer version of Microsoft® OneDrive™ outside of work. You'll find many similar features—and additional benefits—when you use Google Drive to store your files in the cloud.

Get Drive:  drive.google.com  [Android app](#) | [iOS app](#)



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Feature	 In OneDrive	 In Drive
Storage	Store any file type (<i>Microsoft Outlook® files, image files, PDFs, and so on</i>)	<ul style="list-style-type: none"> • Store any file type (<i>Outlook files, image files, PDFs, and so on</i>) • Store files owned by you in My Drive
Ways to share	<ul style="list-style-type: none"> • People in your organization • Groups • External collaborators 	<ul style="list-style-type: none"> • People in your organization • Google Groups • External collaborators
Set sharing access	2 access levels <ul style="list-style-type: none"> • View only • Edit access 	4 access levels <ul style="list-style-type: none"> • View only • Edit access • Comment only • Owner (<i>can transfer ownership</i>)
Control sharing visibility	2 ways to control visibility <ul style="list-style-type: none"> • Specific people or contact groups • Public on the web (<i>searchable on the web</i>) 	6 ways to control visibility <ul style="list-style-type: none"> • Specific people or Google Groups • Public on the web (<i>searchable on the web</i>) • Anyone with the link • Anyone in your domain with the link (<i>not searchable in Drive</i>) • Everyone in your domain (<i>searchable in Drive</i>) • Set sharing expiration dates
Advanced search	None	<ul style="list-style-type: none"> • File type • Ownership • Opens with • Domain only • Date modified • Contains words • Shared with
Sort files and folders	<ul style="list-style-type: none"> • Name • Date modified or created • Size • Ascending or descending order 	<ul style="list-style-type: none"> • Name • Date last modified • Date last edited by me • Date last opened by me
Track versions and changes	Version history	<ul style="list-style-type: none"> • Manage versions • Activity stream
Access offline	<ul style="list-style-type: none"> • Mobile devices • Desktop computer 	<ul style="list-style-type: none"> • Mobile devices • Desktop computer • Web browser (<i>Chrome browser only</i>)
Delete a file	Automatically "Deleted" on all devices <ul style="list-style-type: none"> • Moved to Recycle Bin and doesn't count against storage quota • Permanently deleted after one year 	Automatically "Removed" on all devices <ul style="list-style-type: none"> • Moved to Trash folder but still counts in storage quota • Kept indefinitely in Trash folder unless you permanently delete it

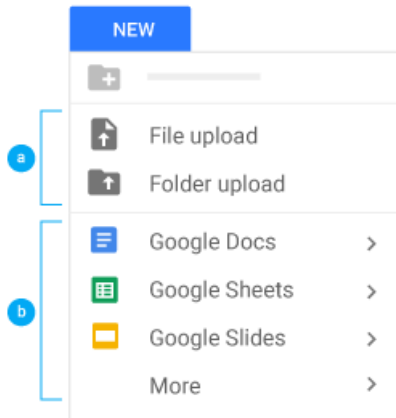


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Work with files

Your most important features exist in Drive, too.

1 Click **NEW** to...



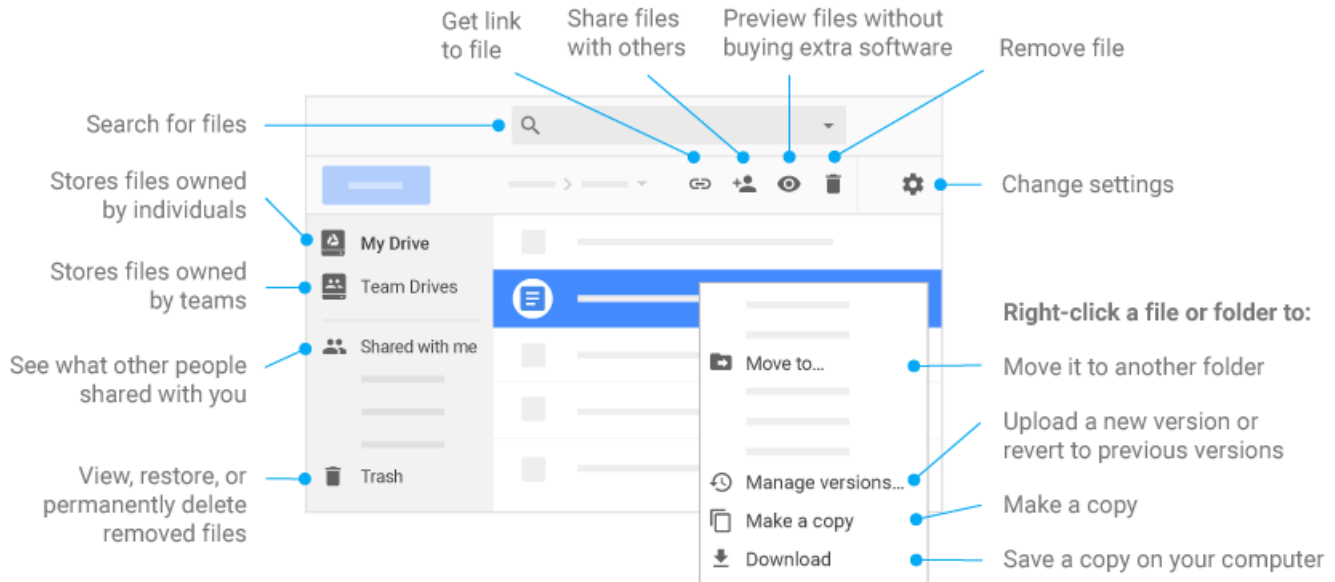
a Upload any file (such as Outlook files, PDFs, and videos) or folder from your computer.

b Create new documents right in your browser.

Editor	Description	Example uses
Google Docs	Text documents	Proposals, reports, shared meeting notes
Google Sheets	Spreadsheets	Project plans, budget sheets
Google Slides	Presentations	Pitch decks, training modules, team presentations
Google Forms	Surveys	Customer satisfaction surveys, group polls
Google Drawings	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
Google Sites	Websites	Team sites, project sites, resume sites

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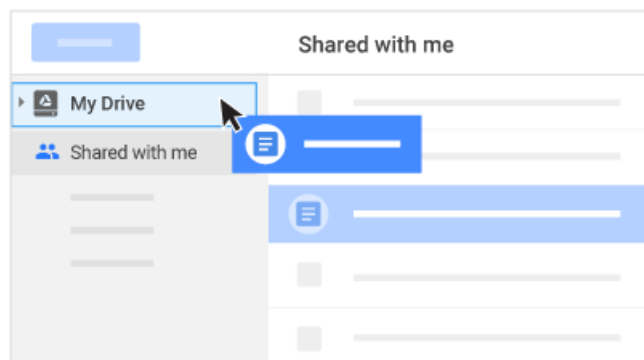
2 Work with files stored in Drive.



3 Share your files and folders by clicking Share + and then choose what collaborators can do. They'll get an email notification, too.

	Delete files and folders	Add and remove files and folders	Share or unshare files and folders	Edit Docs files	Commer
Can edit	✓	✓	✓	✓	✓
Can comment	—	—	—	—	✓
Can view	—	—	—	—	—

4 Add shared files to My Drive.



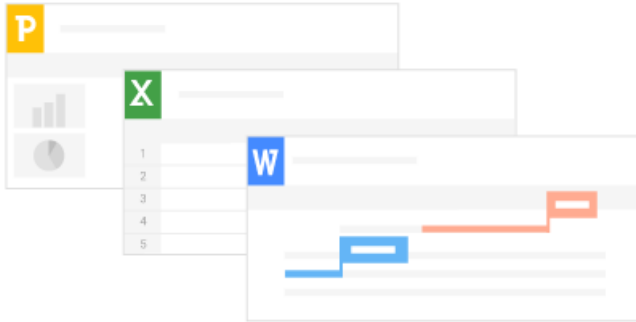
Note: When you move a shared file to My Drive, it only moves the file in your view, not in anyone else's.



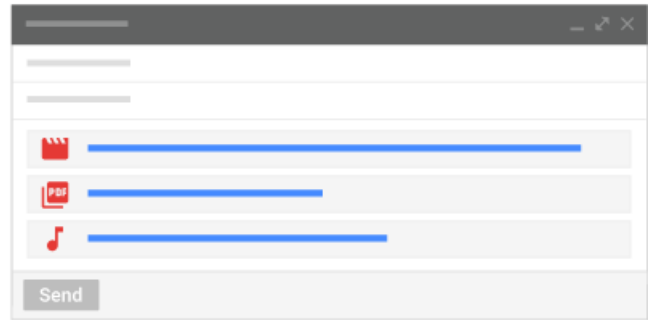
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Do more with Drive

1 Edit Office files on any device, whether or not you have Office. [Learn more](#)



2 Want to send really large attachments? Insert Drive files in your email. [Learn more](#)



3 Scan documents as PDFs on your mobile device and save them directly to Drive. [Learn more](#)



4 Search for words within images and PDF documents. [Learn more](#)

