SIMILARITES AND DIFFERENCES

GOOGLE DRIVE & ONE DRIVE

DamsonCloud

Drive: User-Friendly

Google Drive is undoubtedly a much easier file management system to use because of its user friendly features:

Drag-and-drop feature

Option to view other folders thanks to the left-hand panel

OneDrive offers no left-hand panel navigation, making moving files more complex for its users.

🟡 **Shared Drives**

🔺 **INCLUDED**

Shared drives are part of the Google Workspace Package.

☁️ **SEPARATE**

SharePoint is a separate product to one drive. Shared drives are not included.

Additional Info 🟡

Within the Google Drive product, users can also make use of shared drives, allowing you to store, search and access files with a team. This is similar to Microsoft's SharePoint, which also offers a secure place to store, organise, share and access information.

One Drive
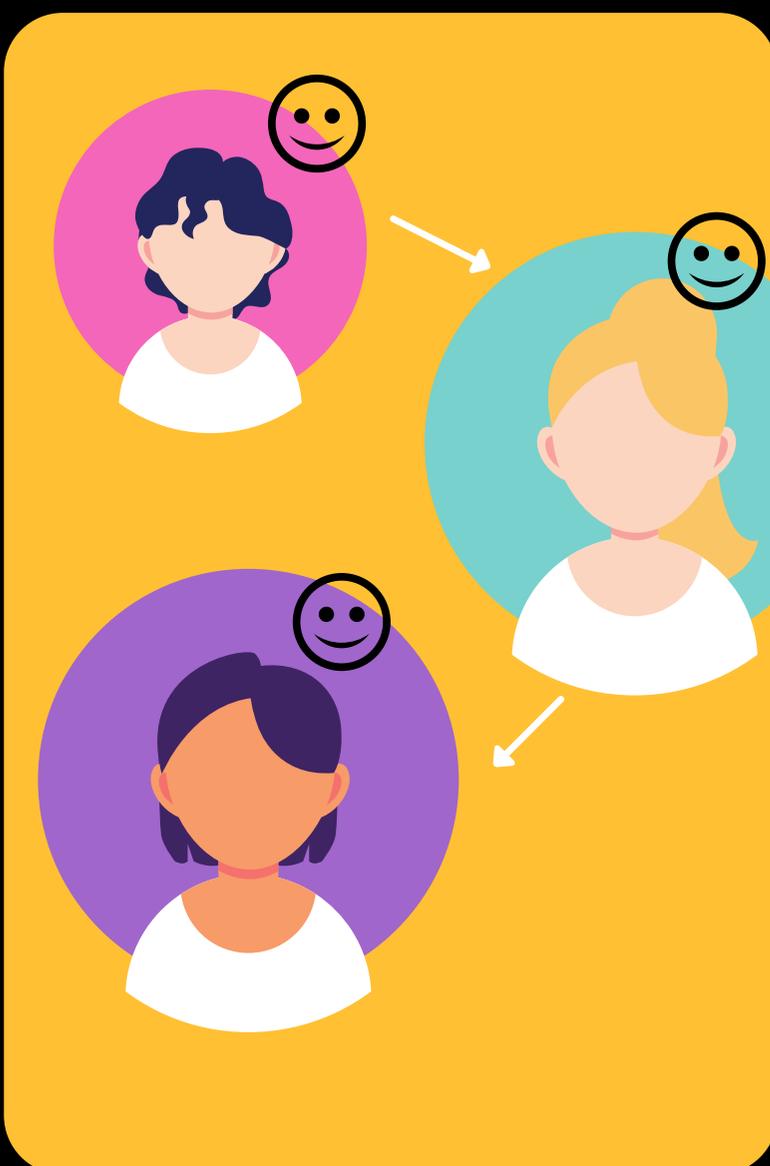# Can be confusing

2 different forms of sharing

OneDrive, offers two different forms of sharing, which can be confusing for users. If you right-click on a document in OneDrive, it allows you to share via a link with a select group of people. Or, there's 'Manage Access', which will add someone directly to a file.

Google Drive makes sharing easy

Collaboration is easier

Where we see the main difference is that Google Drive's collaboration features offer fast, real-time updates. Tests and demos done by ourselves have shown that compared to Google Drive, OneDrive experiences far more delays.

Sharing is the same for everyone

Whether it be within the 'File Manager' or the document itself - the screen that you're presented with using both pathways is the exact same. For an end user, this makes the interface easier to use as it instills familiarity.

Offline **Access** ⟶

It's a tie

Offline access is also offered by both products.

Web **Access** ⟶

Google Drive wins here

As Google follows a Cloud-only model, its interface is designed to be seamlessly viewable and accessible on the web. Microsoft's, however, is not - as it has one foot in the cloud and the other on the desktop

Cloud **Security** ⟶

Google Drive

Overall, end users will experience more benefits by taking a Cloud-first approach. From saving costs, higher security, greater flexibility and increased collaboration.