



# Google vs. Microsoft productivity suite comparison series

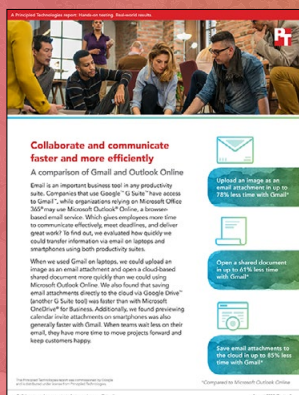
## Store, access, and share files faster and more efficiently

### A comparison of Google Drive, Microsoft OneDrive for Business, and SharePoint Online

August 2019 (Revised)

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The other report in the Google vs. Microsoft productivity suite comparison series:



## Collaborate and communicate faster and more efficiently

### A comparison of Gmail and Outlook Online



## Store, access, and share files faster and more efficiently

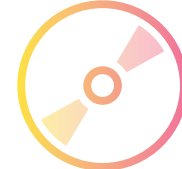
### A comparison of Google Drive, Microsoft OneDrive for Business, and SharePoint Online

No matter how big or small your company is, cloud storage helps everyone stay connected and in the loop. Google G Suite™ and Microsoft® Office 365 both include cloud storage services—G Suite offers Google Drive™ and Microsoft Office 365 offers Microsoft OneDrive for Business and SharePoint Online. This report highlights what we proved about how quickly these cloud storage services respond in real-world scenarios across multiple devices and platforms.

When we used Google Drive, most things were quicker—from uploading and downloading large files on laptops to previewing documents on smartphones. A few lost seconds may not seem like much. But think about how many employees your organization has and how many times they use their computers daily to store, access, and share files. Now, multiply those few lost seconds by 261 (the total number of working days in a typical year). That's lost time employees could spend on more important work. Read on to get the whole story.



Upload a video in up to 89% less time with Google Drive\*



Upload an ISO file in up to 88% less time with Google Drive\*



Open a document on a smartphone in up to 52% less time with Google Drive\*

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\*Compared to Microsoft OneDrive for Business and SharePoint Online





## The clock is ticking...

Some experts predict the global mobile worker population will grow to 1.87 billion people, or 42 percent of the global workforce, by 2022.<sup>1</sup> This makes reliable remote collaboration a must if your company wants to respond quickly to market changes and customer needs. It also means efficient and speedy productivity suites are more important than ever before.

No matter how you collaborate, some functions are universally important. So, we tested actions that most users rely on.

To make sure we represented real users in our real-world scenarios, we chose popular laptops and smartphones running multiple operating systems, browsers, and apps.

Next, we measured how long it took both productivity suites to upload and download a variety of common file types on these representative devices. For G Suite, we used Google Drive, while for Microsoft Office 365, we used OneDrive for Business and SharePoint Online. All three tools let you work from multiple devices, but how quickly and reliably?

We found that transferring information was faster with Google Drive.

Faster transfer times are important because keeping communal information up to date and in one place has the potential to decrease miscommunication, lost opportunities, and hassle for the members of your team.

The following fictional scenarios illustrate hypothetical situations where using Google Drive, Microsoft OneDrive for Business, or SharePoint Online can aid collaboration. Though the stories are fictional, each example is based on facts we found here at Principled Technologies. For detailed testing information, see the Science addendum to this report.

## Build a collaborative bridge

Lisa, a marketing manager at a consumer goods company, is excited about her new responsibilities. She is leading her first-ever full-scale marketing campaign for an eco-friendly cleaning product launch. She needs to coordinate the efforts of her in-house creative team, her marketing department, and the company's sales force to really make this work. In the past, frustrations arose between the sales and marketing teams due to communication issues. But this time, Lisa is determined to get everyone on the same page. A productivity suite like G Suite or Microsoft Office 365 can build a collaborative bridge between the teams. Centralizing everything adds a layer of transparency and reduces siloing—everyone can see exactly what's going on each step of the way.



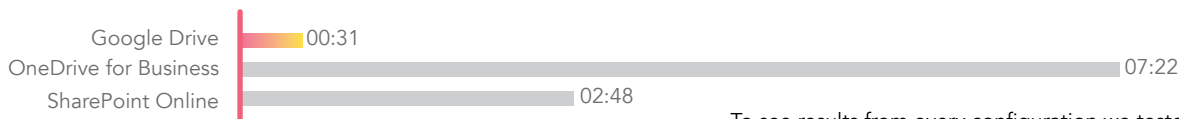
### The creative team could upload a video in up to 89% less time

Time to upload a 1.93GB MP4 using Chrome™ on a MacBook Pro® laptop. All times in mm:ss (lower is better).



### The creative team could download a video in up to 92% less time

Time to download a 1.93GB MP4 using Chrome on a MacBook Pro laptop. All times in mm:ss (lower is better).



To see results from every configuration we tested, read the science behind the report.

## Speed the creative process

Lisa's in-house creative team is putting together a series of videos for the sales team to use at upcoming trade shows. These videos will be part of a larger visual sales toolkit that already includes a product demo reel, an infographic of the product's eco-friendly ingredients, and a short commercial that shows consumers and environmental experts talking about the best ways to get things clean. As soon as the creative team feels each new video is ready for Lisa's review, they will upload it to a shared Google Drive folder. Once Lisa approves it, she'll transfer that collateral to a Google Drive folder created expressly for group input. This way, members of the marketing team and other stakeholders can easily track progress and weigh in before the series hits the trade show floors.

According to our test results, the creative team, which uses MacBook Pro laptops exclusively, could upload each video in under 41 seconds using Google Drive on either Safari or Chrome browsers. The best video upload time we clocked on either Microsoft offering—no matter which browser we used—was just under four minutes. In fact, uploading a video using SharePoint Online on a Chrome browser took almost six and a half minutes.

Video download times were also much faster using the G Suite tools. In this scenario, the creative team could download a video in just over half a minute with Google Drive on a Chrome browser, while the same process could take over seven minutes with Microsoft OneDrive for Business.

When teams are working on deadlines, waiting for new or revised drafts cuts into the time they can devote to in-depth reviews. Minimizing technological wait times is one way to speed the creative process.





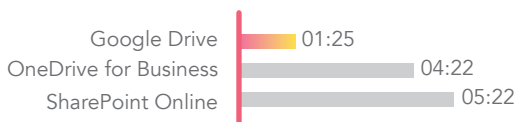
## The marketing team could upload an ISO file in up to 88% less time

Time to upload a 4.03GB ISO file using Internet Explorer 11 on a Dell XPS 13 laptop. All times in mm:ss (lower is better).

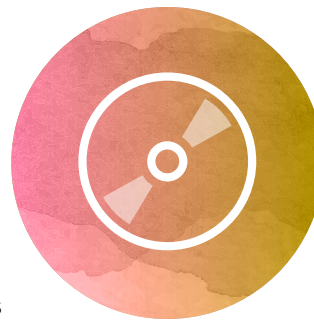


## The sales team could download an ISO in up to 73% less time

Time to download a 4.03GB ISO file using Internet Explorer 11 on a Dell XPS 13 laptop. All times in mm:ss (lower is better).



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## A picture is worth a thousand words

Once everyone is happy with the videos, Lisa asks her graphic designer, Cole, to bundle the videos together and create an interactive menu so each rep can pick and choose which content they want to share with their specific audience. Once Cole's done, he uploads the final ISO file, which includes all the videos and the interactive menu, to the cloud storage project folder. This way, reps can either download the ISO file to their computer or burn a DVD for booths with spotty or no WiFi. It's the perfect solution for everyone.

According to our test results, if Lisa's company uses G Suite cloud storage services, it could take as little as two minutes and 24 seconds for the marketing team to upload the ISO file and one minute and 25 seconds for the sales team to download it to their Windows 10 laptops using the Internet Explorer 11 browser. If the company instead used the cloud storage services of Microsoft Office 365, uploading this file could take the marketing team 20 minutes and 24 seconds; and downloading it could take the sales force four minutes and 22 seconds.

Losing a minute to download time may not seem like a big deal, but sitting with an impatient prospective client for twenty minutes while someone on your team tries to upload important information that you want to share with your client can seem like an eternity.

## Stay in the loop

Smartphones are a fast and convenient way to communicate when you're on the go. In fact, according to research firm Fliplet, "71% of employees spend over two hours a week accessing company information on mobile phones."<sup>2</sup>



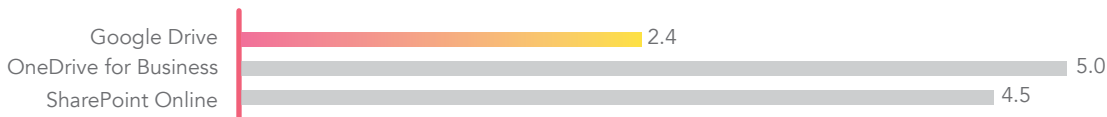
Lisa is aware that any delay on her end gets passed along to her whole team. So, she's constantly accessing and updating files from her phone.

According to our test results, using Google G Suite tools means Lisa could open important project updates on her iPhone X between two and three times faster than she could using either Microsoft Office 365 tool. With less time wasted waiting for documents to load, she can spend more time pushing the marketing campaign along.



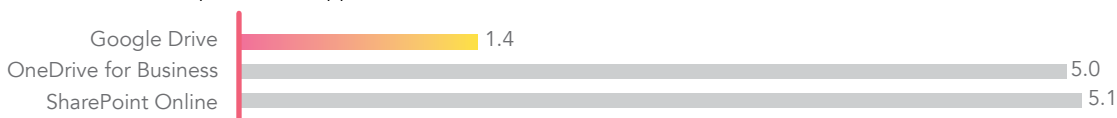
### Lisa could open a document in up to 52% less time

Time to open a 1.3MB document using iOS 12.1 on an iPhone X. All times in seconds (lower is better).



### Lisa could open a presentation in up to 72% less time

Time to open a 4.4MB pptx using iOS 12.1 on an iPhone X. All times in seconds (lower is better).



To see results from every configuration we tested, read the science behind the report.

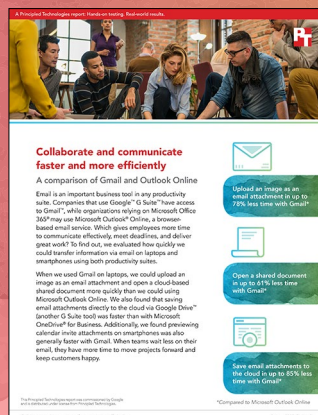
## Conclusion

In our hands-on testing with representative laptops, uploading and downloading a variety of common file types using Google Drive took less time than performing the same tasks with Microsoft Office 365 productivity tools. These kinds of delays can translate to frustration for you, as well as lost opportunities for your business. Opening documents on smartphones was also up to three times faster with Google Drive. These time savings can make a big difference when a team is iterating on a project.

Want to try out the tests yourself? Follow the methodologies in the science behind the report.

This is one report in a two-part series that examines the performance of various components of the Google G Suite and Microsoft Office 365 productivity suites. Read both reports for a broader picture of how each choice can affect your business.

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- 1 RCR Wireless News, "2017 Predictions: Mobile workforce to drive further enterprise changes in 2017," accessed August 2, 2018, <https://www.rcrwireless.com/20170104/opinion/2017-predictions-mobile-workforce-to-drive-further-enterprise-change-in-2017-tag10>
- 2 Fliplet, "2017 Enterprise Mobile Apps Report," accessed October 8, 2018, <https://fliplet.com/wp-content/uploads/2017/02/2017-Enterprise-Mobile-Apps-Report-Fliplet.pdf>

Read the science behind this report at <http://facts.pt/6g6ncv> ►



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