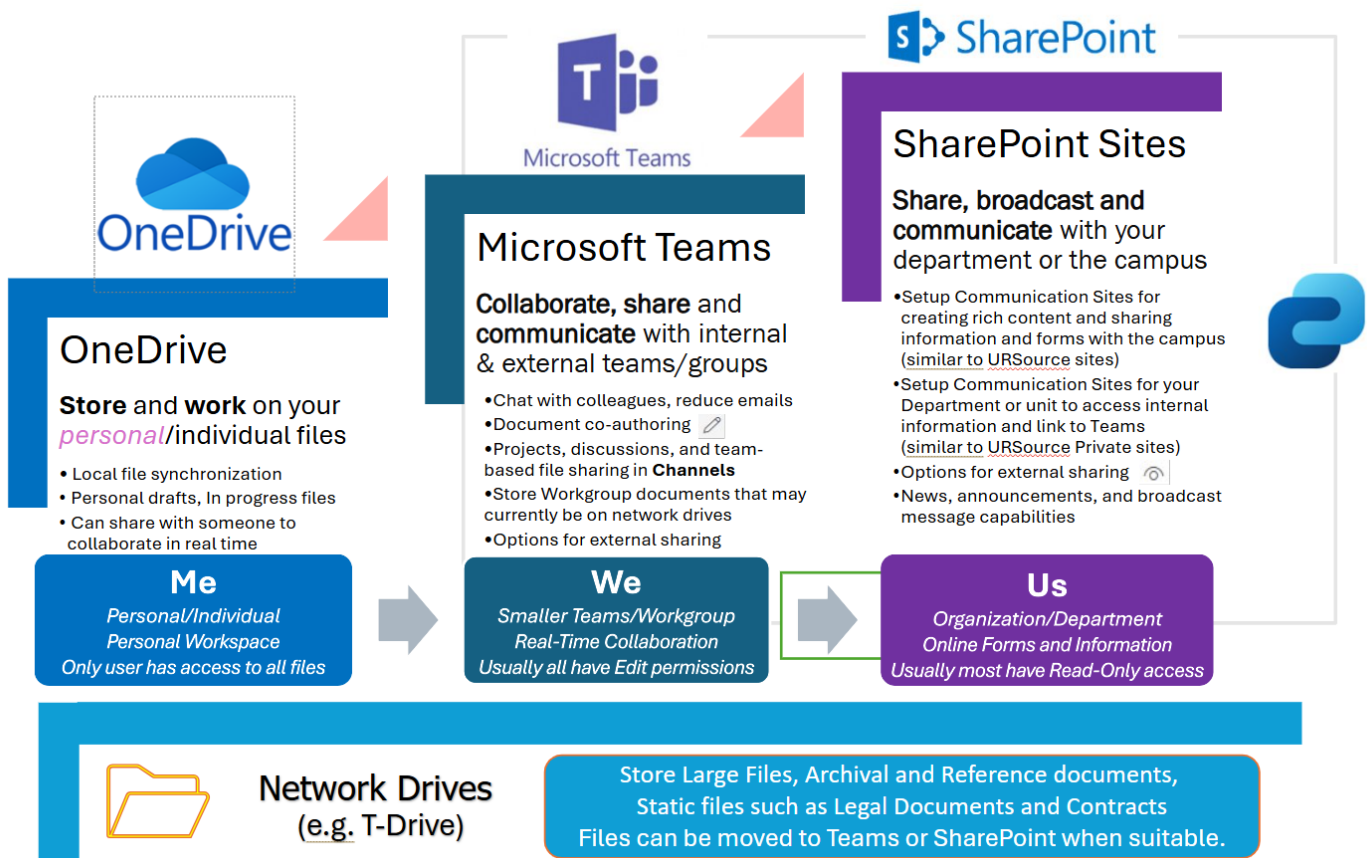


# M365 TOOLS: SECURE STORAGE AND COLLABORATION GUIDE

- ✓ M365 is a good place for active files that require collaboration and sharing.
- ✓ **OneDrive, Teams, and SharePoint** are key tools for storing and sharing files.
- ✓ Network Drives such as T:\ are still available and remain an option for storing files.
- ✓ Migration of some files from network drives to SharePoint or Teams may be beneficial.

Follow this guide to understand when to use each tool and ensure secure file management.

## How will M365 collaboration tools help me?



### Secure File Sharing Across Services

1. **Set Permissions:** Share files only with those who need access.
2. **Avoid Oversharing:** Regularly review and adjust shared file permissions.
3. **Classify Data:** Follow university policies for sensitive information.

### Transitioning to Teams and SharePoint

1. **Plan File Migration:** Contact IS for assistance in planning, moving and restructuring files.
2. **Training and Support:** Attend IS-led workshops and webinars on File Management with Teams and SharePoint. Tailored sessions are available on request.
3. **Ask for Help:** Reach out to IS for secure file sharing or migration support.