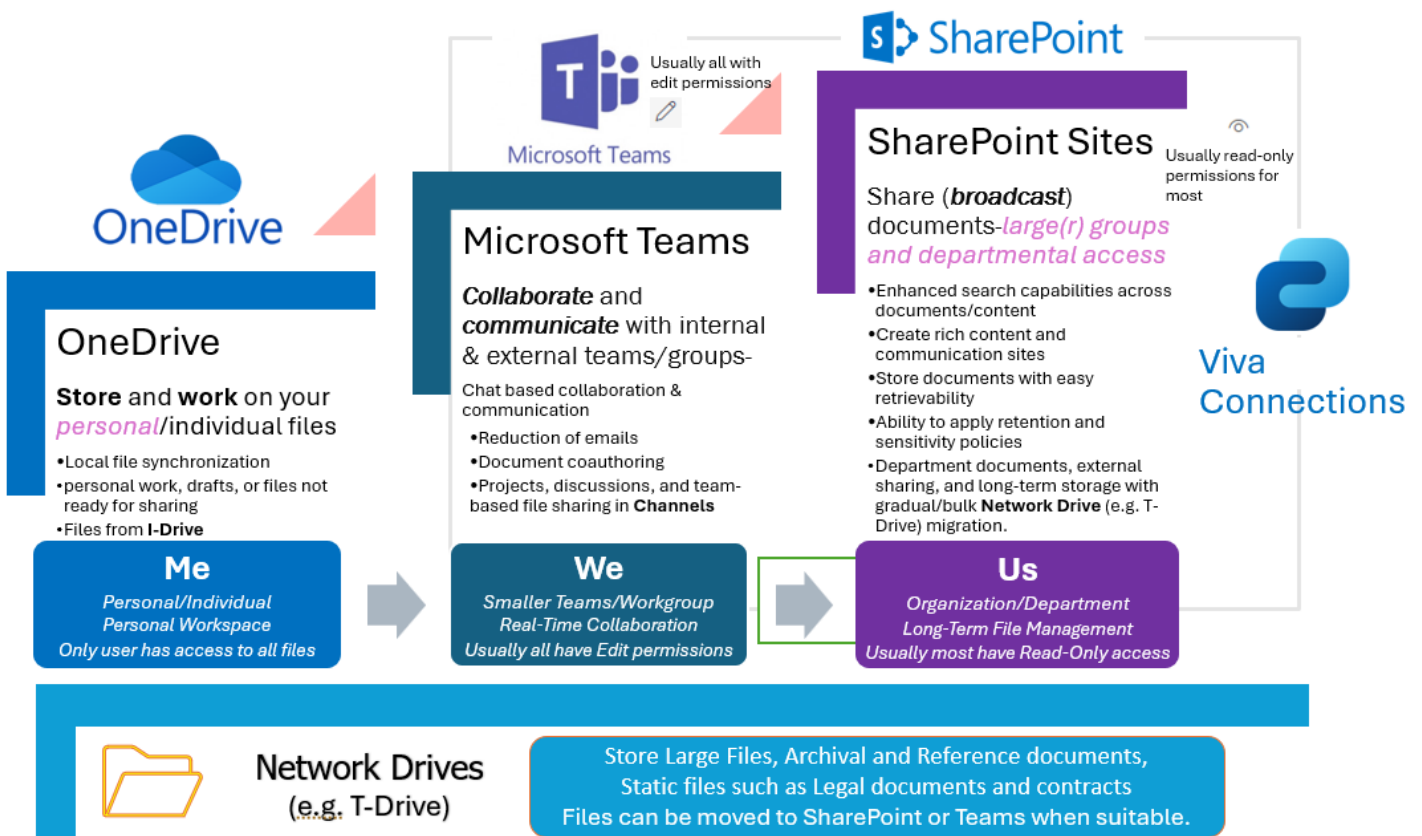


M365 TOOLS: SECURE STORAGE AND COLLABORATION GUIDE

- ✓ 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.