When you are deciding where to keep files you might want to consider:

• Are you collaborating with others?
• Who needs access?
• Is the information to be published?
• What format should the content take?

Your files
(Only you need access)

Microsoft OneDrive provides secure cloud storage for your files. This means you can access files anywhere, on any device.

You can also use your personal filestore (H: drive).

Collaborating with others

Microsoft Teams provides a secure online collaborative space. You can collaborate on files with groups, share files more widely within the university, meet online and chat.

You can also use your departmental filestores (P:, R:, S:, T: and Z: Drives).

Sharing & publishing

Microsoft Teams allows you to share files with named people inside or outside the University.

You can also create links that allow anyone in the University to view particular files.

Microsoft OneDrive is useful for sharing your files with other named people.

Staff Intranet pages can be used to publish information that all staff need access to.

University webpages can be used to publish information that needs to be visible to the public.
You can also create a WordPress blog or use University webspace.

For help using these services, or if you have specialist requirements, search the Staff Intranet or Student Portal for ‘files’.