

# Cloud Storage

Fall 2022 Presentation by Gordon Suggs



# What is Cloud Storage?

- Cloud storage is the ability to store files on off site systems
- Most cloud storage options have the ability to sync files with local storage on a PC or Mac
- Xavier uses the Cloud Storage options provided by Microsoft Office 365
  - OneDrive for Business
  - Microsoft Teams
  - SharePoint



# What about other Cloud Storage options?

- Other vendors (Google, Box, Dropbox, etc.) provide similar options
- Xavier has updated our Cloud Storage policy:
  - <https://www.xavier.edu/policy/documents/cloud-storage-policy.pdf>
  - Xavier data should NOT be stored at other cloud storage vendors
  - This is NOT saying to stop using the R: or Q: drives, but rather is saying to not use other cloud storage vendors for Xavier data
- Xavier provides a support site for questions on Cloud Storage: <https://www.xavier.edu/cloudstorage/>



# OneDrive vs Teams vs SharePoint?

- OneDrive is primarily personal storage
  - While files CAN be shared with others, it is recommended to use Teams and SharePoint for regular file sharing
  - All Xavier faculty, staff, and students have this space
  - OneDrive sites are limited to 1 TB
- Teams is primarily a collaboration space
  - Provides discussion lists, file storage and other quick ways to connect
  - Anyone can create a Teams site
  - Works best for smaller groups
- SharePoint is designed for larger group sites and for site that use automation
  - Anyone can create a SharePoint site
  - More complex SharePoint sites can be requested via a ticket
- Microsoft confuses the situation in that the technology used for OneDrive and the file store for Teams IS SharePoint
- Am I on SharePoint or OneDrive?
  - If your URL starts with “https://myxavier-my.sharepoint.com/personal/username\_xavier\_edu” where “username” is replaced with a username, then you are on the OneDrive in the account of username
  - If your URL starts with “https://myxavier.sharepoint.com/Sites” then you are on a SharePoint site



# Why should I use OneDrive?

- Accounts are provided to all faculty, staff, and students
- Provides a way to access files from any computer
- Provides a way to access files if the computer is offline (by setting up the OneDrive client when online)
- Provides a way to back up locally stored files
- Officially supported by Xavier
  - Security has been reviewed to be sufficient for FERPA and other privacy laws
  - Xavier has escalation paths to deal with issues
- Required by policy for University-owned data



# Other use cases for OneDrive

- Share files/folders

- <https://support.microsoft.com/en-us/office/collaborate-in-onedrive-d8a2a19a-e306-4ca5-9b00-19b0e96890d6> (Quick view)
- <https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07> (more detailed view)
- Note that we recommend not using sharing where anyone with the link can access or edit the file as it is not particularly secure

- Group editing of documents

- <https://support.microsoft.com/en-us/office/document-collaboration-and-co-authoring-ee1509b4-1f6e-401e-b04a-782d26f564a4>

- Mobile:

- <https://support.microsoft.com/en-us/office/video-get-the-most-out-of-microsoft-365-on-iphones-and-ipads-179728f7-7287-453b-832f-558145681219>
- <https://support.microsoft.com/en-us/office/get-the-most-out-of-office-on-android-phones-and-tablets-3c7dd576-cbd2-449f-8bb6-f33912c05038>



# Further resources

- Microsoft OneDrive tutorials (use the “Work or school” videos):
  - [https://support.microsoft.com/en-us/office/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132?wt.mc\\_id=otc\\_home](https://support.microsoft.com/en-us/office/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132?wt.mc_id=otc_home)
- Xavier KB Articles:
  - Cloud Storage FAQ:  
<https://services.xavier.edu/TDClient/58/Portal/KB/ArticleDet?ID=686>
  - Using Office365 OneDrive to Share and Store Files:  
<https://services.xavier.edu/TDClient/58/Portal/KB/ArticleDet?ID=353>



# Why should I use Teams?

- Ability to quickly create sites is provided to all faculty, staff, and students
- Provides a way to collaborate in small groups
- Officially supported by Xavier
  - Security has been reviewed to be sufficient for FERPA and other privacy laws
  - Xavier has escalation paths to deal with issues
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# Further resources for Teams

- Microsoft Teams help & learning site:
  - <https://support.microsoft.com/en-us/teams>
- Teams Video Training
  - <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>



# Why should I use SharePoint?

- Ability to quickly create sites is provided to all faculty, staff, and students
- Ability to request assistance with more complex sites, including those that:
  - Provide automation
  - Are available to all faculty, staff, and/or students
- Officially supported by Xavier
  - Security has been reviewed to be sufficient for FERPA and other privacy laws
  - Xavier has escalation paths to deal with issues
- Required by policy for University-owned data



# Further resources for SharePoint sites

- Xavier SharePoint help information:
  - <https://myxavier.sharepoint.com/sites/SP101/SitePages/TrainingHome.aspx>
- Sync SharePoint files
  - <https://support.microsoft.com/en-us/office/sync-sharepoint-files-and-folders-c288e365-f097-424e-a3ae-799fb97c20e9>





**ALL FOR ONE**