

-Mel.



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Extension Web Services

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Collaboration without Box

Box is going away?

- Yes – August.

Where will I put my files n' stuff?

- OneDrive, Teams, SharePoint, or **Google** – depending on content. Box is still the answer for HIPPA and level 4 data

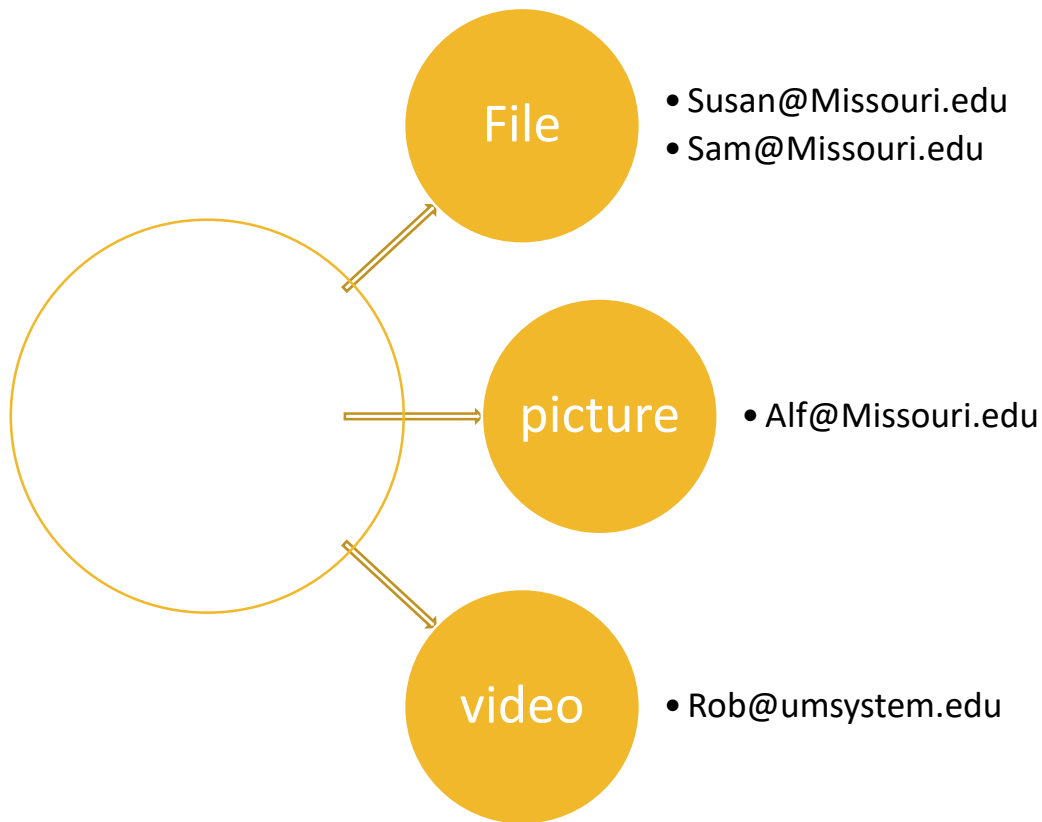


OneDrive

Your files are not shared by default.

You can share a file, or a few files, as needed.
Example: sharing a document with your manager for review.

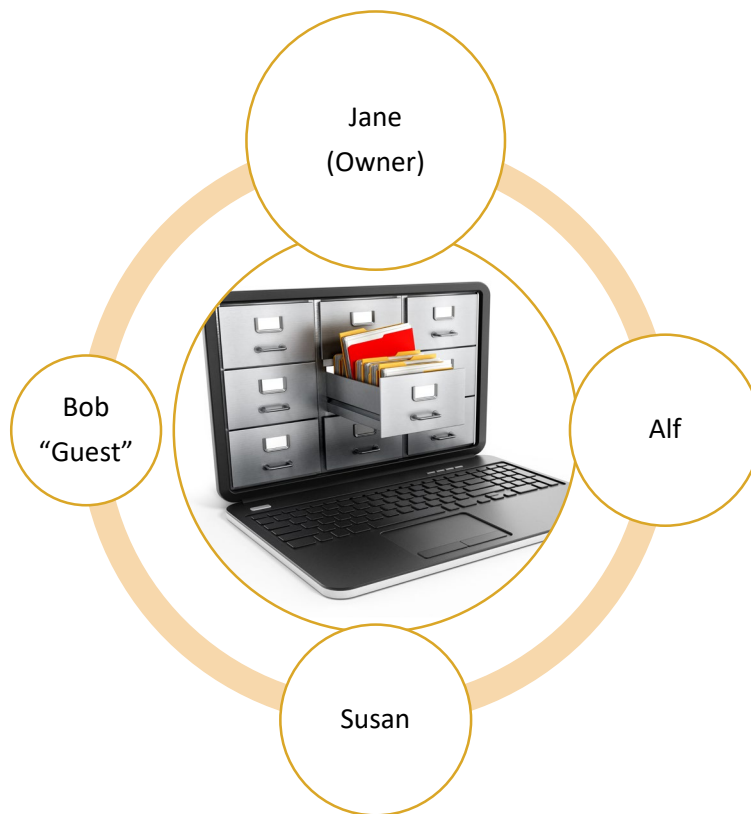
This option is meant for small collaborations, sharing a file between you and one or two other people.



Teams

Your files are shared with only team members **by default** in the “Files” tab in your team.

The owner of your team can invite a “guest” with a non-university email to be a team member, but these are generally for internal groups.

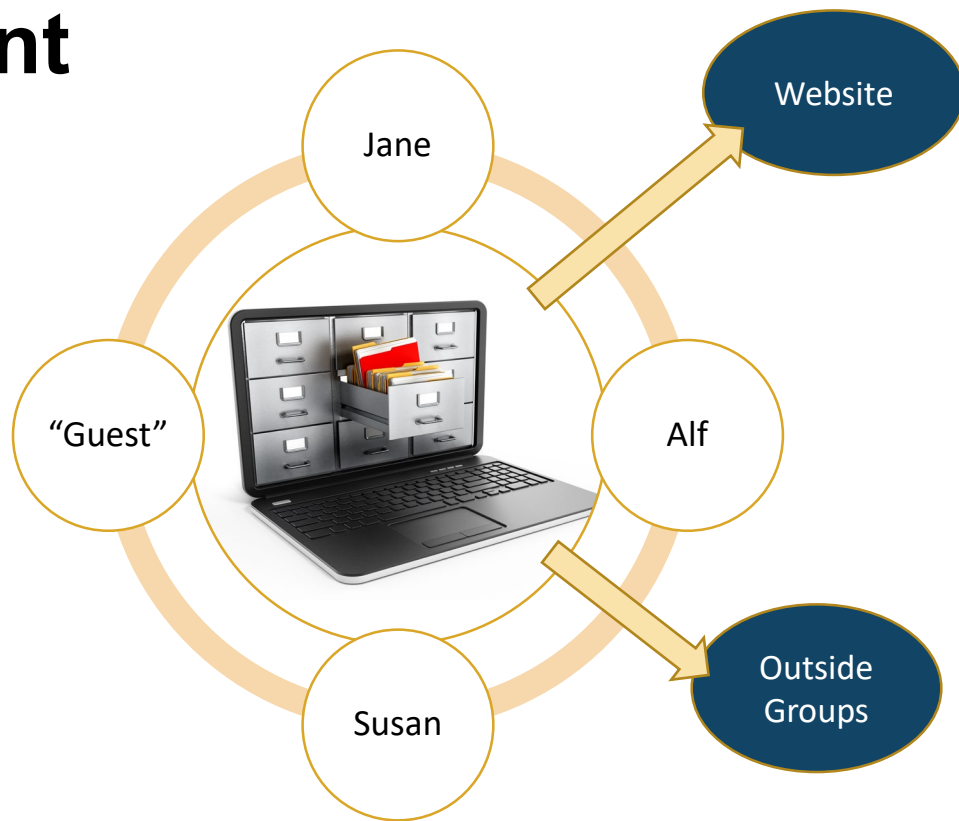


Teams + SharePoint

Your files are still shared with **only** team members by default, but this takes teams one step further.

Files on the SharePoint site for your team can be shared with a wider audience, but special permission from IT is required.

This is a good option if you have a mostly internal group, but you need to share some items publically.



Owner, Member, and Guest of a team

- **Owner** – all access to edit files, members, and all channels
- **Member** – Has access to all files and public channels, can see and chat with other members
- **Guest** – Has access to most of the member items, but cannot alter the team information in any way. Owners can add guests.
 - Non-university emails *must* be guests.

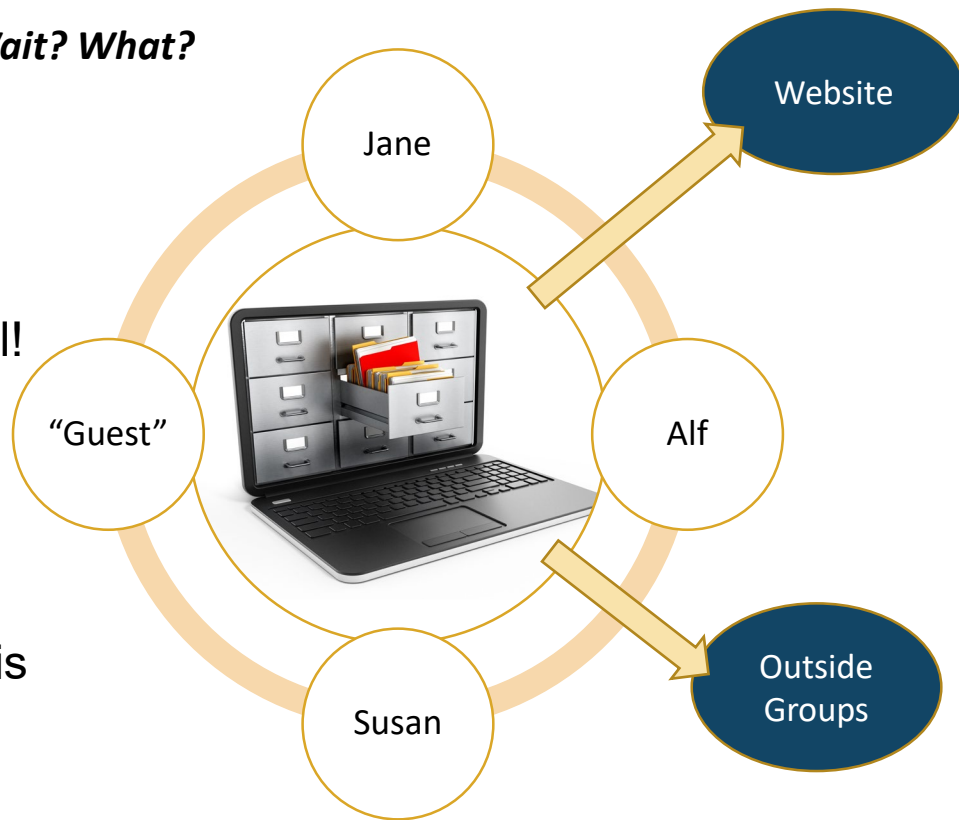
<https://support.microsoft.com/en-us/office/team-owner-member-and-guest-capabilities-in-teams-d03fdf5b-1a6e-48e4-8e07-b13e1350ec7b>

Google Drive

Wait? What?

Set it up:

- Go to Google.com
- Use your **@umsystem.edu** email!
- Login as you would for any other university website
- If you have a group that includes several non-University people, this may be the best option for you.



Thank You!

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