

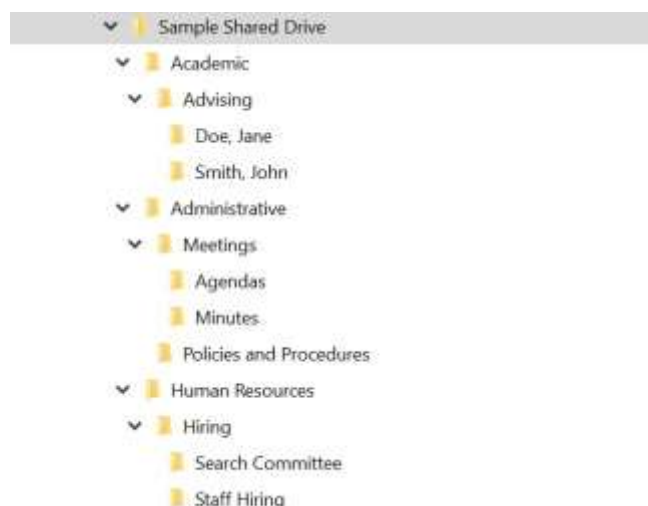
Shared Drive – Best Practice

What should go on the shared drive?

- shared team/department documents and files within the relevant folder

Organising your team folders on the shared drive

- Create a folder structure for your department that is clear and makes sense. For instance, an overall folder, and within those subfolders based on your department's major functions and workflows:



Use clear and consistent file names

- All files on the shared drive should have a consistent file name so they are easily searchable and findable.

File Naming Conventions	Example
FileNameDateVersion	MeetingMinutes2-5-23;Version1

Review the access to your folders/documents

- you should regularly review what files are on the shared drive and if these can be deleted or archived. You can create an archive folder within your departmental folder and move items you no longer need to there.
- You should also regularly review access to your departmental folder. Only those that need the information should be able to have access to those files.
- Look to review every 6 months

One Drive – Best Practice

What should go on the OneDrive?

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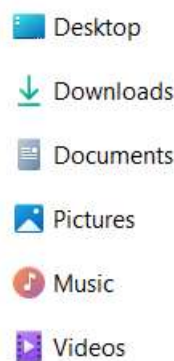
- The One Drive should be used for any instances where you are collaborating on live files, documents, or content which you want to share which are large files that cannot be emailed across to other users or external parties.

What is the difference and advantage of a cloud-based storage system?

- The difference between a cloud system and a network storage location i.e. Shared Drive, is that your contents are stored on the cloud on Microsoft’s server. This means that this can be accessed from many platforms if you know your login details, this would be the same login details as your MS Outlook emails and MS Teams accounts.

The setup

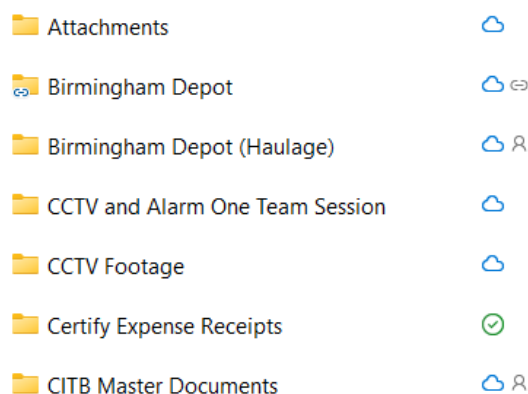
- Your OneDrive should already be set up when your computer has been configured. If this is not the case, please get in contact with the IT Support department to resolve this.
- The OneDrive is by default backing up the following locations to the cloud.



The advantage to this is that any documents you have saved on any of the following locations above, you will have access through the One Drive cloud once they have been synced. The files can be migrated onto any new machine setup if logged into the One Drive application i.e. Laptop or mobile phone.

Organising your folders on the OneDrive

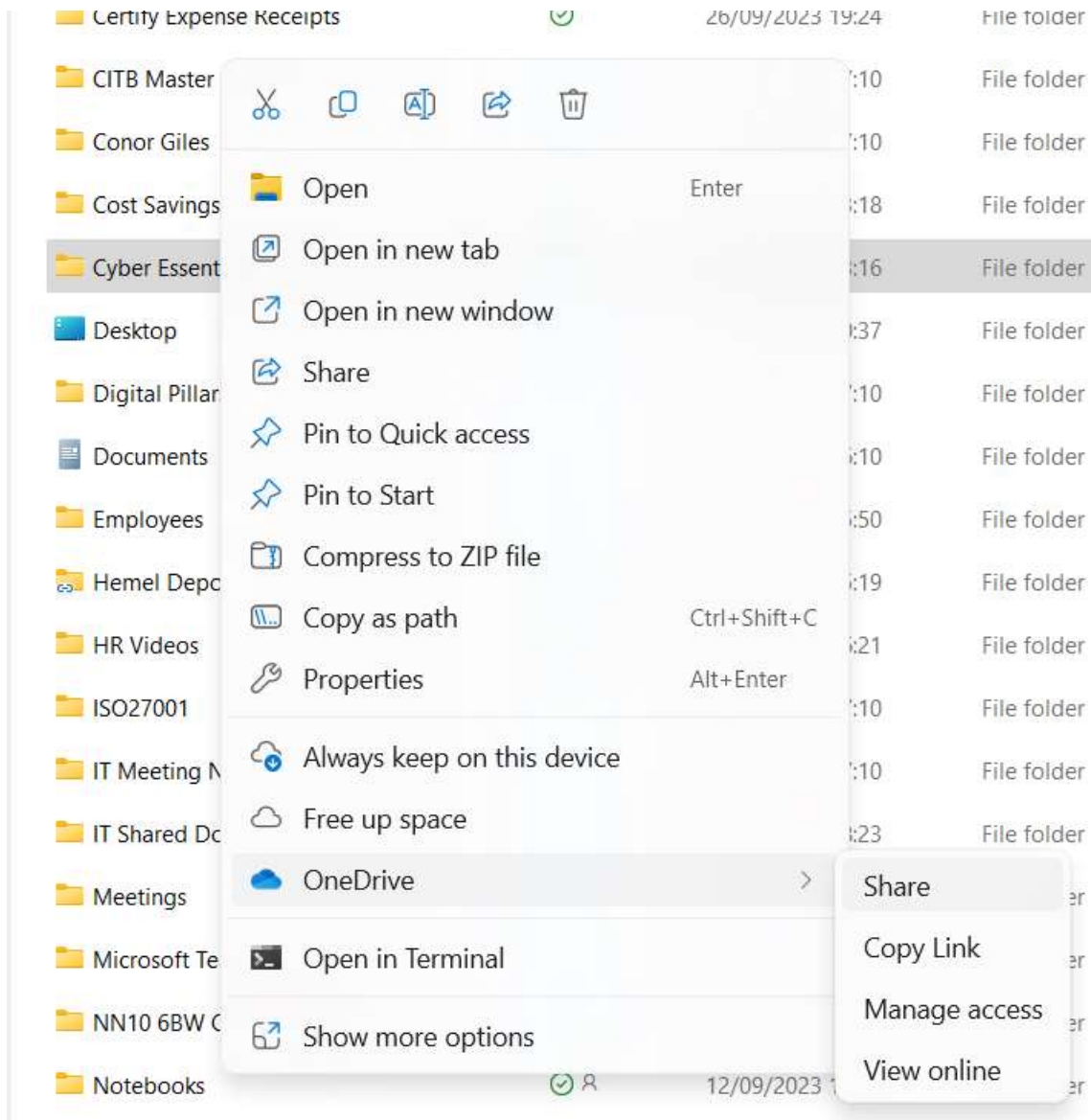
- Create a folder structure that is clear and makes sense. For instance, an overall folder, and within those subfolders based on your major functions and workflows:



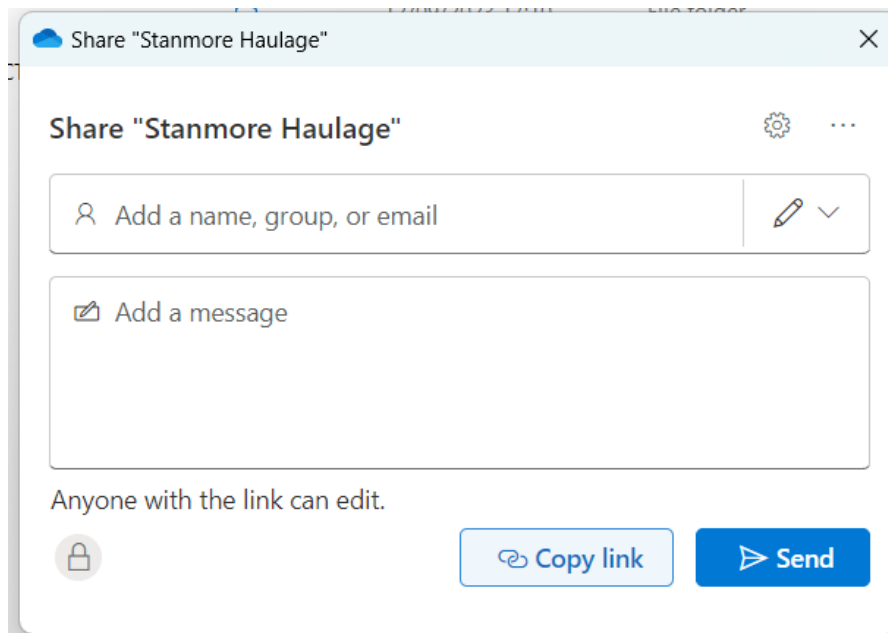
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How to share content and add restrictions

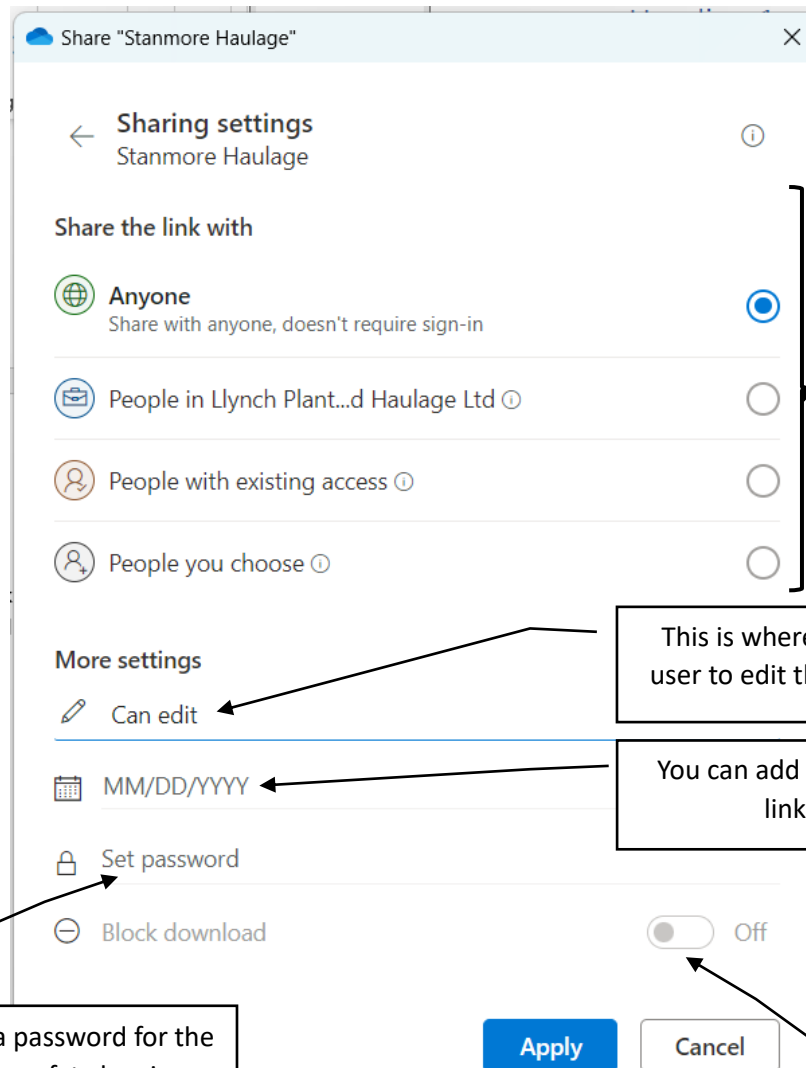
- Sharing files that are on your One Drive is as simple as right clicking the file you want to share.



From the following window, you can add the person's email you would like to share the file with, add a message and click 'Send' which will send an email to the recipient with a link to the file which can be downloaded or edited live.



If you click on the  symbol, you will be able to add criteria and restrictions to the file or folder you would like to share with the recipient.



This is where you can control who you want to share the content to

This is where you set if you want the user to edit the share file or only view.

You can add a period of how long the link will stay active.

This is where you set a password for the share link as an extra safety barrier.

You can block any recipient from downloading the online file.

Review the access to your OneDrive folders

- You should regularly review what files are on the One Drive and if these can be deleted.
- You should also regularly review access to shared files and folders. Only those who need the information should be able to have access to those files.

Look to review every 6 months. For any further assistance, please send a request ticket to 'ITSupport@l-lynch.com'