

UNIVERSITY OF HARTFORD

DATA STORAGE SOLUTIONS

LOCATION	DESCRIPTION	BENEFITS	OTHER NOTES
OneDrive – Personal Storage	Store your own files and folders here. These can be shared with others, but for files requiring Team collaboration, SharePoint is preferred.	<ul style="list-style-type: none"> • Access files from anywhere on any device, as long as you have access to the Internet, a browser, or the Microsoft apps installed on mobile devices. • Autosaves all documents if created on the browser or via an app if saved to OneDrive. 	The University does not regularly back up information stored on the cloud; however, if you accidentally delete something, ITS can retrieve it within 30 days.
SharePoint – Shared Storage	Easily share files and folders here to collaborate smoothly with others. Two types of SharePoint sites: <ul style="list-style-type: none"> • Teams Site – Share files, tasks, etc. with coworkers in your department. Internal use only. • Collaboration site – communicate and share news with committees, organizations, student groups, etc. External use (outward facing). 	<ul style="list-style-type: none"> • Access files from anywhere on any device, as long as you have access to the Internet, a browser, or the Microsoft apps installed on mobile devices. • Autosaves all documents if created on the browser or via an app if saved to SharePoint. 	The University does not regularly back up information stored on the cloud; however, if you accidentally delete something, ITS can retrieve it within 30 days.
Teams	Sharing files in Teams actually stores them in the related OneDrive or SharePoint documents folders. Files that you share in a: <ul style="list-style-type: none"> • 1:1 or small group chat- Stored in a folder in OneDrive; only shared with people who are in that conversation • Standard channel- Stored in the corresponding folder on the team's SharePoint site; accessible to the whole team • Private channel- Stored in a folder on a separate SharePoint site; permissions on this SharePoint site are different than those of the regular team 	<ul style="list-style-type: none"> • Access files from anywhere on any device, as long as you have access to the Internet, a browser, or the Microsoft apps installed on mobile devices. • Autosaves all documents if created on the browser or via an app if saved to SharePoint. 	The University does not regularly back up information stored on the cloud; however, if you accidentally delete something, ITS can retrieve it within 30 days.

Network Storage	<p>Save files to the University's shared network storage spaces (such as N: or O: drives.)</p> <ul style="list-style-type: none"> • Sensitive information should be stored on the Network drives to protect the integrity of this information. 	<p>The University backs up this information regularly.</p>	<p>You can only access these network drives on campus or through VPN access (if allowed)</p>
Local Storage – Computer Hard Drive, External Drive or Flash Drive	<p>Saving locally to your computer's Desktop, Documents, or Downloads folder has been common practice but it is not the recommended way to save files for several reasons.</p> <ul style="list-style-type: none"> • Sensitive information should not be stored on your personal device due to potential data loss. These devices are not backed up by the University. 		<ul style="list-style-type: none"> • Your computer can crash, causing you to lose important work. • You have to remember to back up important data regularly to prevent any loss. • When you are away from your computer and need to access something you were working on, you won't have it.