

Office365 OneDrive

Overview

OneDrive is a cloud-based file-hosting service that is a part of the Microsoft Office 365 suite of applications and services. Wor-Wic students and employees have access to 5 terabytes (TB) of individual storage. The files stored on OneDrive can be accessed from any computer that has an Internet connection. Accessing your OneDrive on your office computer can be done through the Windows Explorer O:\ drive.

Quick Reference

- Welcome to OneDrive - <https://support.office.com/en-us/article/Welcome-to-OneDrive-a5710114-6aeb-4bf5-a336-dffa7cc0b77a?ui=en-US&rs=en-US&ad=US>
- Why Store Files in the Cloud? - <https://support.office.com/en-us/article/Video-Why-store-files-in-the-cloud-f891c1f0-55b1-48f2-9e76-3dcf93191ced?ui=en-US&rs=en-US&ad=US>
- Managing Files in OneDrive - <https://support.office.com/en-us/article/Manage-files-in-OneDrive-20d7bb65-425a-4209-9b71-4cad046cfdc8?ui=en-US&rs=en-US&ad=US>
- Collaborate in OneDrive - <https://support.office.com/en-us/article/Collaborate-in-OneDrive-d8a2a19a-e306-4ca5-9b00-19b0e96890d6?ui=en-US&rs=en-US&ad=US>
- Setting Up Your Mobile Apps - <https://support.office.com/en-us/article/Set-up-your-mobile-apps-51deb017-14c2-4f92-8b7a-f635aaa4eb3c?ui=en-US&rs=en-US&ad=US>
- Stay Connected with OneDrive - <https://support.office.com/en-us/article/Stay-connected-with-OneDrive-829a8c87-713b-48ff-bfaa-54fa2c3b80d1?ui=en-US&rs=en-US&ad=US>
- Restore Deleted Files or Folder in OneDrive - <https://support.office.com/en-us/article/restore-deleted-files-or-folders-in-onedrive-949ada80-0026-4db3-a953-c99083e6a84f>
- Learn More With OneDrive - <https://support.office.com/en-us/article/Learn-more-with-OneDrive-6254b9f8-9d0f-4072-bab1-376e1145907c?ui=en-US&rs=en-US&ad=US>

Cloud Data Security 101

Confidential data is defined in Wor-Wic's Identity Theft and Prevention Policy (#PPM00081) as any electronic data that includes *Personal Identifiable Information* (PII), such as social security numbers, driver's licenses, employee ID's, birthdates, and personal medical information. It is the responsibility of every college employee to assistance in safe guarding PII data. Employees can use the following tips to help prevent unauthorized disclosure of PII.

- Do not store any files that contain PII on your OneDrive
- Delete any files that are no longer needed
- Do not send PII data in unencrypted emails
- Do not share your user account password with others
- Do not access your Office366 account on publicly accessible computers

Additional information on built-in Office 365 security features can be found [here](#).