



University of
BRISTOL

Collaborate with Office 365

An introduction to storing and sharing
in OneDrive, Office 365 Groups and beyond



OneDrive is:

- Your individual file store, for your own documents and notes.
- Accessible anywhere online – you can reach OneDrive via a web browser from any device.
- A place to store and share draft documents with others – you can grant view or edit access to shared documents, and revoke access if necessary.

Top Tip: Instead of attaching a document to an email, try storing it in OneDrive and then choosing who to share it with as a link. That way there is only ever one copy of the document, if it changes everyone always has the latest version, and you can track who has access.

It is not:

- Suitable for long-term curation and organisation of information (important resources which someone will need to refer back to years later).
- The place to store documents which need to be published online to a large audience, or need collaboration by several staff over a long period of time.
- Accessible if you leave, to you or anyone you've shared the documents with.

An Office 365 Group is:

- A tool which makes it easier for groups of people to collaborate. An Office 365 Group is a collection of shared resources which are accessible to any Group member – including a notebook, a document library, calendar and conversation space.
- A great way to collaborate with a select number of people, such as a project team or research group – files and documents will remain in an Office 365 Group, even if some of its members leave the University.
- A self-managed tool – each Office 365 Group has owners who can add and remove members quickly and easily.
- Integrated with Outlook so you can easily communicate and monitor activity from one place.

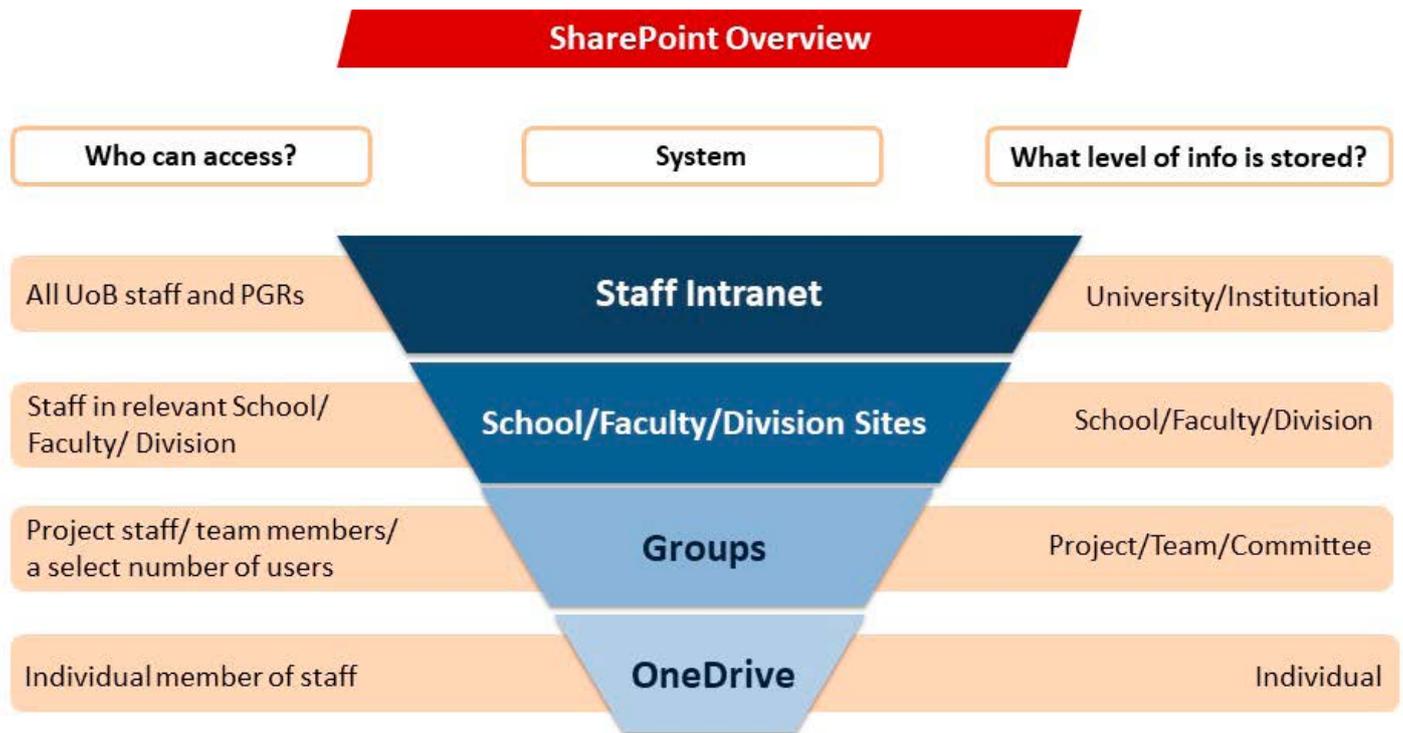
Important note: Groups are shared, collaborative tools so we strongly recommend that a minimum of two owners is assigned to each group.

It is not:

- Necessary to use all of the resources available in an Office 365 Group – use those which appeal most to you and those that you want to collaborate with.
- The place to store documents which need to be published online to a large audience.

What is SharePoint?

SharePoint is the platform that powers each of the systems in the diagram below including OneDrive and Office 365 Groups. Each system serves a different purpose and will be used to access and store different types of information.



Our journey to better file collaboration:

OneDrive and Office 365 Groups are useful tools available for you to use now. They have some big advantages over previous ways we stored and shared documents - but they aren't the end of the journey.

We are currently piloting School, Faculty and Division sites which will provide access to local information relevant to staff in that area.

We are also developing a new Intranet – this will contain the basic shared information that every member of staff or postgraduate researcher needs to know to work here.

University data and you:

We all need to take responsibility for handling University information sensibly and securely. When creating and sharing a document, ask yourself “what information does this contain?” and “who am I sharing it with?”.

For more advice and information about collaborating in Office 365, visit uob.sharepoint.com/sites/systemsupport

For advice on handling information securely see www.bristol.ac.uk/infosec/uobdata

For all file storage options within the University, see www.bristol.ac.uk/it-services/filestore/

To access Office 365 tools online, visit portal.office.com