

OneDrive for Business Best Practices

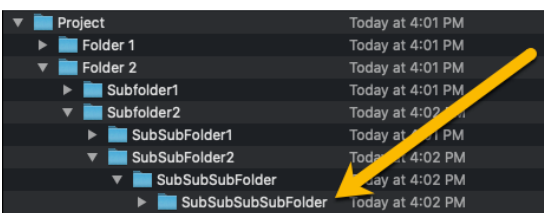
OneDrive for Business is part of Office 365. It is cloud storage for storing YOUR files and occasional collaboration. Think of it as your "Home Drive" in the cloud. Sync files across all your devices and access them anytime or anywhere both online and offline.

→ FILE ORGANIZATION BEST PRACTICES

Storing files on OneDrive instead of your home drive allows you to access them from anywhere by using a web browser to log in to Office 365 at <https://office365.uiowa.edu>. If you are not already using OneDrive, the OneDrive team can easily migrate files from your Home Drive to OneDrive.

Before you migrate files from your Home Drive to OneDrive, consider the following best practices for file organization:

- **Only copy what you need.** Delete files that are no longer needed. By deleting old files, you not only save space, but make it easier to find files that you need quickly.
- **Keep folder and file names short and direct.** This makes finding files easier and more efficient.
- **Do not go down more than two or three levels for folders.** Nesting more folders than this makes it harder to find files when you need them, and unnecessarily lengthens filenames.



How many
clicks
did it take to
get here?

→ CHOOSING ONEDRIVE

When deciding if a file should be stored in OneDrive, it is best to consider the lifespan of the document and who may need access to it long term.

OneDrive is the best choice for storing:

- Files that only you need to access
 - Files that two or three people collaborate on
- Files that other people need to view or edit should be stored in SharePoint.

IMPORTANT: If you leave the University of Iowa, files stored in your OneDrive will be deleted after six months, whereas any files you've added to SharePoint remain.

→ SHARE ONLY WHEN NECESSARY

Again, it is best to consider who needs access to your document to view or edit it. Working documents that will not need to be accessed long term or shared with a lot of people are perfect for OneDrive.

→ DO NOT SYNC DATA TO A HOME COMPUTER

Instead of syncing files or folders to your home computer, use a browser to work on files stored in OneDrive at <https://office365.uiowa.edu>. That way, you'll never forget to upload the latest version of the file, as it will already be available in OneDrive.

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