

# ONEDRIVE FOR BUSINESS BEST PRACTICES

OneDrive for Business is part of Microsoft 365. It is cloud storage for storing YOUR files and occasional collaboration. Sync files across all your devices and access them anytime or anywhere both online and offline.

## ⇒ FILE ORGANIZATION TIPS

Storing your files on OneDrive allows you to access them from anywhere by using a web browser to log in to Microsoft 365 at [office365.uiowa.edu](https://office365.uiowa.edu).

Before you begin using OneDrive, consider the following best practices for file organization:

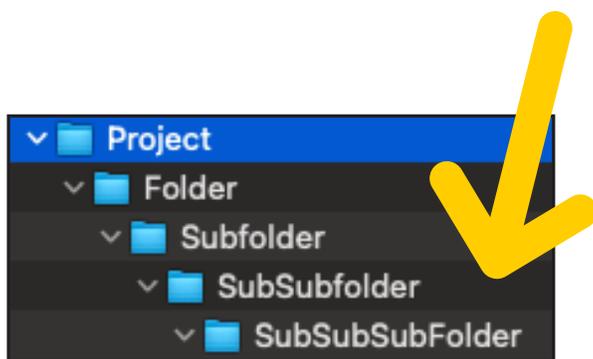
- **Only copy what you need.**  
Delete files that are no longer needed.
- **Keep folder and file names short and direct.**

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 file names.

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 many other people need to view or edit should be stored in SharePoint.

**Faculty/Staff: If you leave the University of Iowa, the files stored in your OneDrive will be deleted immediately if you haven't shared them with anyone. If you have shared OneDrive files with someone, they will be deleted after six months. SharePoint files you own will not be deleted!**

**Students: Files will be stored on OneDrive for two years following graduation or the date of your last class.**

## ⇒ SHARE ONLY WHEN NECESSARY

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.

## ⇒ DON'T SYNC TO A HOME COMPUTER

Use a browser to connect to [office365.uiowa.edu](https://office365.uiowa.edu) instead of saving to a home computer, as doing so will ensure that you can access your files and keep them up to date from anywhere.

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