

OneDrive Tips

Tips for use of Suffolk OneDrive below:

- Follow university policies and regulations for the use, storage and protection of data.
- Ensure virus/malware detection software is installed with the latest definitions on any workstation or device used to access OneDrive.
- Keep your operating system and software up-to-date.
- Password-protect your workstation or device and use idle-time screen saver passwords where possible.
- DO NOT SYNC files to a machine or device that is NOT issued, owned and secured by the university.

Tips on sharing files:

- Understand security requirements of data you are sharing, only share what is required, and to those authorized to have access to the data.
- Share files with specific individuals, never with “anyone”, “everyone” or the “public”.
- Remember that once a file is shared with someone and they download it to their device, they can share it with others.
- Periodically review what data you have shared with others and make sure it is still appropriate or required.
- Remove individuals from your shared files and folders when they no longer require access to files or folders.