OneDrive for Business and Office Online

What you need to know

1. What is OneDrive for Business?

OneDrive for Business is an enterprise cloud-based platform that allows you to:

- **Temporarily** store work-related files and access them anytime, anywhere in accordance with the [Information Security and Information and Communication Technology (ICT) Appropriate Use Policy](#);
- **Temporarily** store work-related files so that you can securely share them with University colleagues as well as external collaborators; and
- Store a limited number of personal files that relate to your employment and access them anytime, anywhere on any device.

2. Why use OneDrive for Business?

OneDrive for Business offers the following benefits:
- Easy access: It enables easier access to your files from anywhere. Staff can synchronise work files to the cloud from your desktop/laptop or mobile device and have a consistent version of the files available between all the devices.
- Easier sharing: Allows your files to be shared easily, but securely. Staff can invite other staff members and external users to view or co-author documents in OneDrive for business. Access to files can be managed at file or folder level giving you complete control over who has access to what files.
- It is secure. OneDrive for Business involves a range of the security measures including:
  - Encryption in Transit
  - Encryption at Rest
  - Storage and back up in Australia
  - Cloud Certification

- It integrates with Microsoft Office and enables sharing and co-authoring of Word, Excel and PowerPoint documents in real time.

3. When should I use OneDrive for Business?

When you use OneDrive for Business may depend upon the nature of your work. Curtin staff may leverage OneDrive for Business in ways including but not limited to:

- To access and edit files while travelling or working offsite;
- To share information and material with Curtin colleagues;
- To share information and material with authorised third parties and external collaborators; and
- For limited Personal Use such as storing files such as CVs, publication lists, promotion applications, etc.

4. What can I store in my OneDrive for Business?

- OneDrive for Business is provided for you use to store work-related information similar to the network I:\ drive on a temporary basis so that you can access and share them.
- OneDrive for Business is not suitable as a medium nor long term storage solution for corporate records. It should be treated as a working area for unreleased documents. Once work has been completed or finalised, it should be moved to the appropriate corporate drives.
- Limited personal files related to your employment may be stored on OneDrive for Business (e.g. draft WPPR documents, CVs etc.). Please note, any information saved into your OneDrive for Business account may potentially be accessible under Freedom of Information (FOI) legislation so consider carefully the kinds of personal information you store there.

5. When should I <u>not</u> use OneDrive for Business?

- Where files or information that are considered or labelled **Protected** in accordance with Curtin's Information Security Classification Policy.
- When the information is the original research dataset. Only a copy of the research data should be stored on OneDrive for Business and the original must be stored in the R: drive or other authorised Curtin system.
- To permanently store files that belong in a corporate system such as the J:\Drive, R:\Drive or other corporate system.

6. What is the difference between Office Online and the installed Office application on my computer?

Office Online is a **web** version of Word, Excel, PowerPoint and OneNote. It allows you to work and share Office files from anywhere with an internet connection. The online version does not have all the features in the desktop version but have enough tools for every day file creation and editing.

The web version saves your file automatically as you are editing, so you won't lose everything you have typed if your internet connection drops out.

You can use the desktop version to edit complex files, perform offline editing and to leverage the enterprise features of Office.

7. What are the limitations with Office Online?

Office Online does not have the feature-rich capabilities of the desktop Office version but have enough tools for every day file creation and editing.

Compares online vs desktop features for Word, Excel, PowerPoint and OneNote.

8. **What do I need to know about sharing files?**
   - Before sharing any information, ensure you fully understand what access permissions you are providing and to whom. Also consider whether it is appropriate to share the information before setting up access permissions (e.g. sensitive or confidential information).
   - Apply appropriate security levels for access. For further information on security categories refer to the Information Security Classification Policy.
   - Ensure that if sharing research data that is sensitive or confidential that strategies are in place to protect that information (please refer to the section below on Synchronising your files)
   - Files should never to be shared with "Anyone", but rather specific individuals, unless the information is classified as Public.
   - It is also highly recommended that you regularly review who has access to your OneDrive.

9. **What is "syncing"?**

Syncing (or "synchronising") allows you to make changes in a file while using one device and then pick up those changes when you open the file on another device.

Great care must be taken when syncing to non-Curtin devices. Ensure that the device has the latest operating system and virus/malware detection software installed. Sensitive or Confidential information MUST **not** at any time be synced or stored on any non-Curtin device.

10. **Do I need to sync all the files in OneDrive to my work computer?**

No. You can access your files in OneDrive for Business through your web browser or using the OneDrive app (Android, iOS) on mobile devices.

However, if you need your files to be always available when you are offline, you can choose which files and folders to sync.

Please refer to Microsoft's Help Centre on syncing files and how to control which OneDrive files are available offline.

Syncing ALL of your files is not recommended as it may impact your upload and download speeds. Sync only those files which you require when you need to work offline.

11. **How do I manage my information in OneDrive for Business?**
   - Just like the work-related files stored within Curtin's provided I: drive, any work-related files saved into your OneDrive for Business account are Curtin records (even drafts and working documents), and therefore, need to be managed like all other Curtin records.
   - Any final work product and information developed in OneDrive for Business must be securely copied to Curtin approved ongoing storage such as J: or R: drives or another appropriate corporate system (e.g. Blackboard, Finance One etc.) that holds Curtin's corporate information to ensure the information is available to the appropriate audience.
   - To prevent your folders from becoming cluttered, regularly review the files in your account and delete personal files and any duplicate of files saved to a corporate drive. Drafts can also be deleted so long as they do not show a substantive change in the content or direction of a document.
   - All information that is not required or accessed frequently should be managed in accordance with Curtin's Information Management Policy.
   - Similar to the Curtin I: drive, any information saved into your One Drive for Business account will potentially be accessible under Freedom of Information (FOI) legislation so consider carefully the kinds of personal information you store there.

12. How do I organise my information in OneDrive for Business?

- Keep in mind that you can share files at the folder level so this may determine your folder structure.
- Organising your information into folders allows you to easily sync only the selected folders rather than syncing your entire OneDrive for Business library.
- Use clear, descriptive file names, especially if you will be sharing the file. Please see Curtin's Electronic Document Naming Guidelines.

13. What happens to my files in OneDrive for Business when I leave the University?

Similar to your University email, you lose access to your OneDrive for Business account after your association with the University ends. It is therefore your responsibility to ensure you have obtained copies of any files you require before you leave Curtin.

14. Can I use Dropbox or Google Drive instead of OneDrive for Business?

OneDrive for Business is the University's preferred and supported enterprise cloud-based file sharing platform. It has been provided to allow staff to securely access, share and collaborate on documents with their colleagues and peers. Dropbox and other similar cloud sharing storage are more suited for storing and sharing your personal files with family and friends.

Your data in OneDrive for Business is properly protected and access is secured using the same Staff Portal login. Dropbox and alternatives might not provide the same level of data protections as your OneDrive for Business, especially those that are provided for free.

15. How do I access OneDrive for Business from my Windows PC or notebook?

You can access files in a variety of ways using Office Online, but to access your OneDrive for Business account, log into the Staff Portal, open your webmail and select the application icon in the top left hand corner then OneDrive for Business will be one of a series of apps available to you.
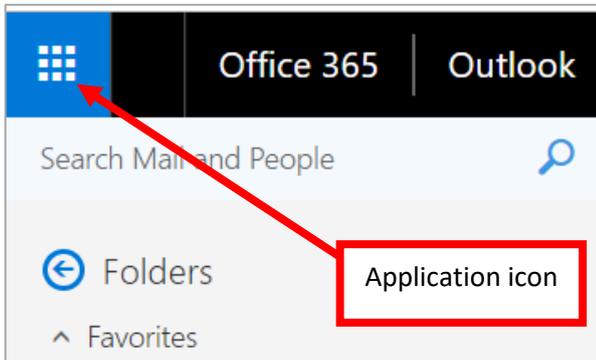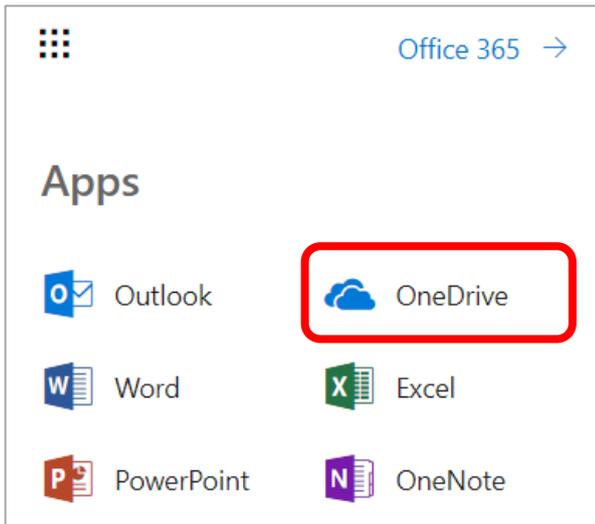
You can also install the OneDrive client on your computer or your mobile devices. Please refer to Microsoft's Help Centre for further instruction.

16. How do I access One-Drive for Business on my Mac, tablet or smart phone?
You will need to download the OneDrive for Business and Office Online apps from the App Store or Google Play. When you open the OneDrive for Business app you will be required to log in. Please refer to Microsoft's Help Centre for further instruction.

17. Is this the same OneDrive I use for my personal files?
No. OneDrive for Business is an enterprise solution and is not the same as OneDrive. Please do not use your personal OneDrive to store or share university information. You should not sync your personal OneDrive with OneDrive for Business.

18. Can I use any of the other Office365 apps that are visible to me?
In releasing OneDrive for Business to staff, a variety of other Office365 apps will also become available. *However, it is __not__ recommended that you use these apps until such time as they are formally rolled out and guidance on how to best use them provided to you.* We are also aware that some of these apps are to be decommissioned by Microsoft.

19. Where can I go for more help?
Refer to the range of articles and videos available at the Microsoft's Help Centre for further information on how to complete specific tasks.

For technical questions contact the CITS Service Desk via the Self Service Portal or phone x9000.

For questions relating to how to use the functionality to meet your information management needs contact Curtin Information Management and Archives on x7050 or email InformationManagementandArchives@curtin.edu.au