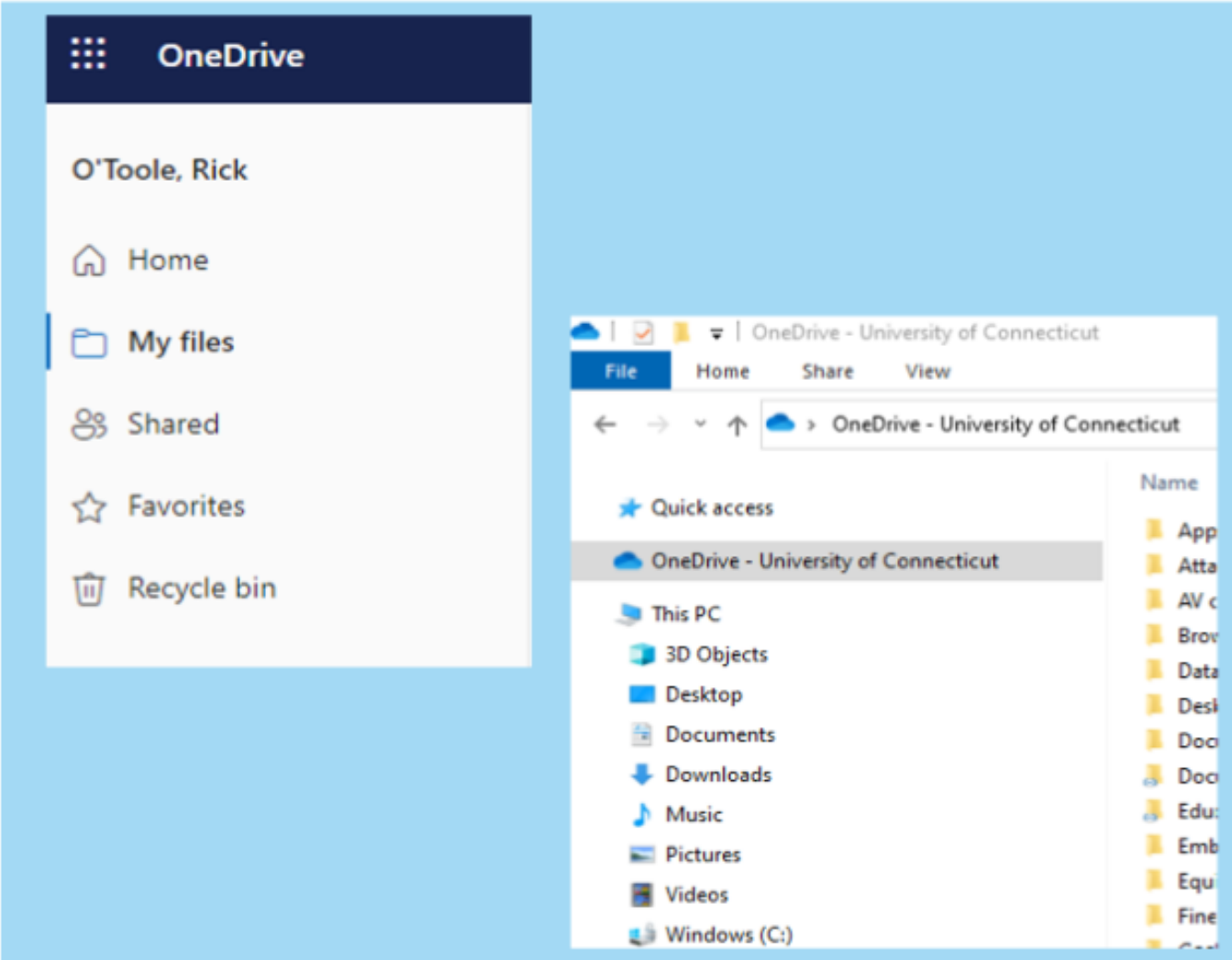


# OneDrive, SharePoint and the Q Drive migration

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Summer 2023

# OneDrive



**Cloud (web) and Client (Windows & Mac)**

**Files are synched between cloud and local.**

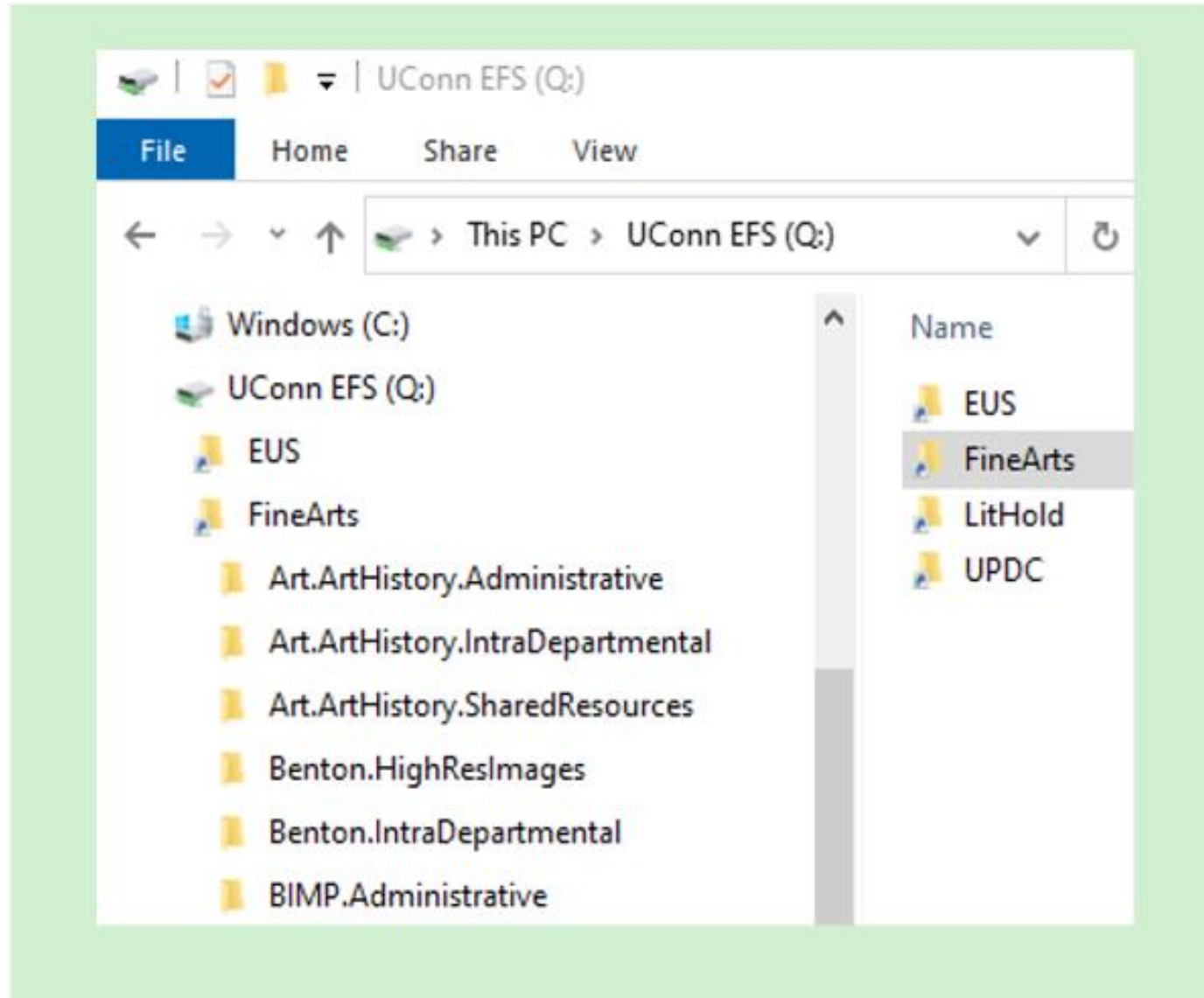
# OneDrive – file ownership

- Tied to your NetID / UConn email
- If you leave, then content is lost unless supervisor requests an archive
- Folders and files that are either personal or shared with others

# OneDrive – Personal vs. Shared

- Personal, non-shared examples of files:
  - annual goals
  - projects
  - bookmarks
  
- Shared folders & files:
  - with student workers
  - with colleagues in workgroup
  - across UConn departments
  - with external individuals

# Q drive



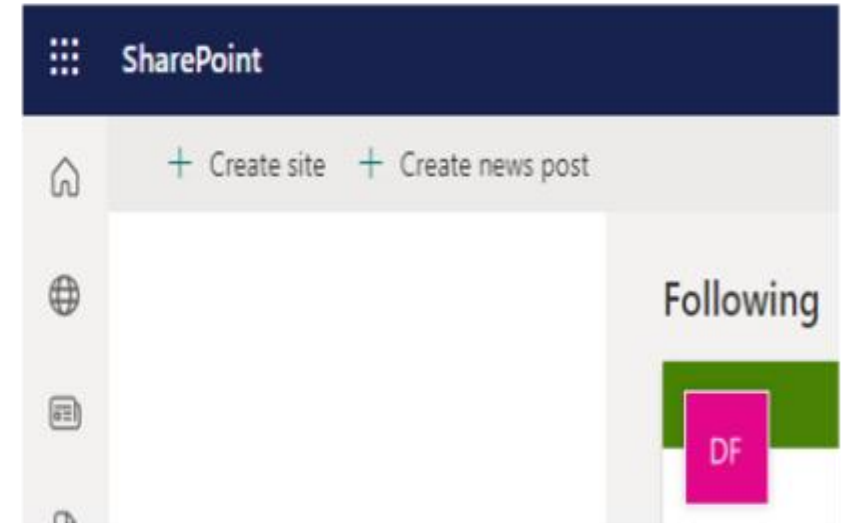
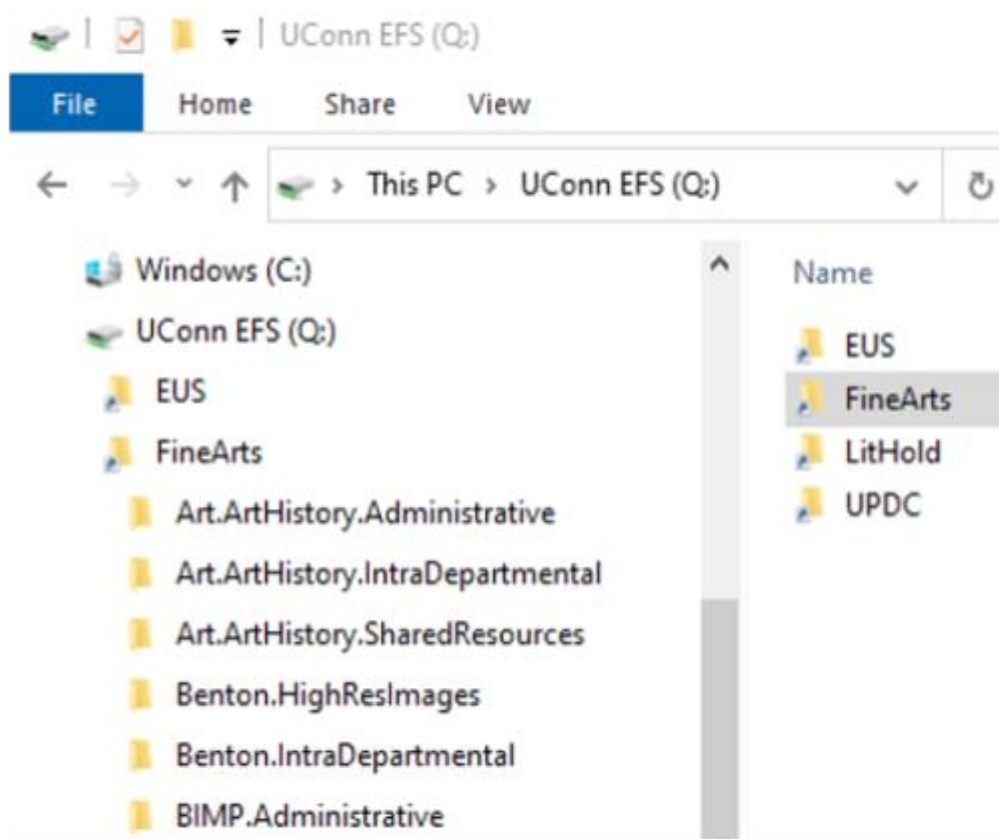
**Network drive**

**(Mapped in  
Windows,  
Connected to on  
Mac)**

# Q drive

- Institutional work. Relating to dept operations and functions of a position.
- Files stay on the drive for colleagues and successors if someone leaves.
- Staff, faculty, and student workers (NetIDwork).
- Admin with Active Directory access (Rick) manually adds and removes individuals join or leave

# Q drive to SharePoint migration

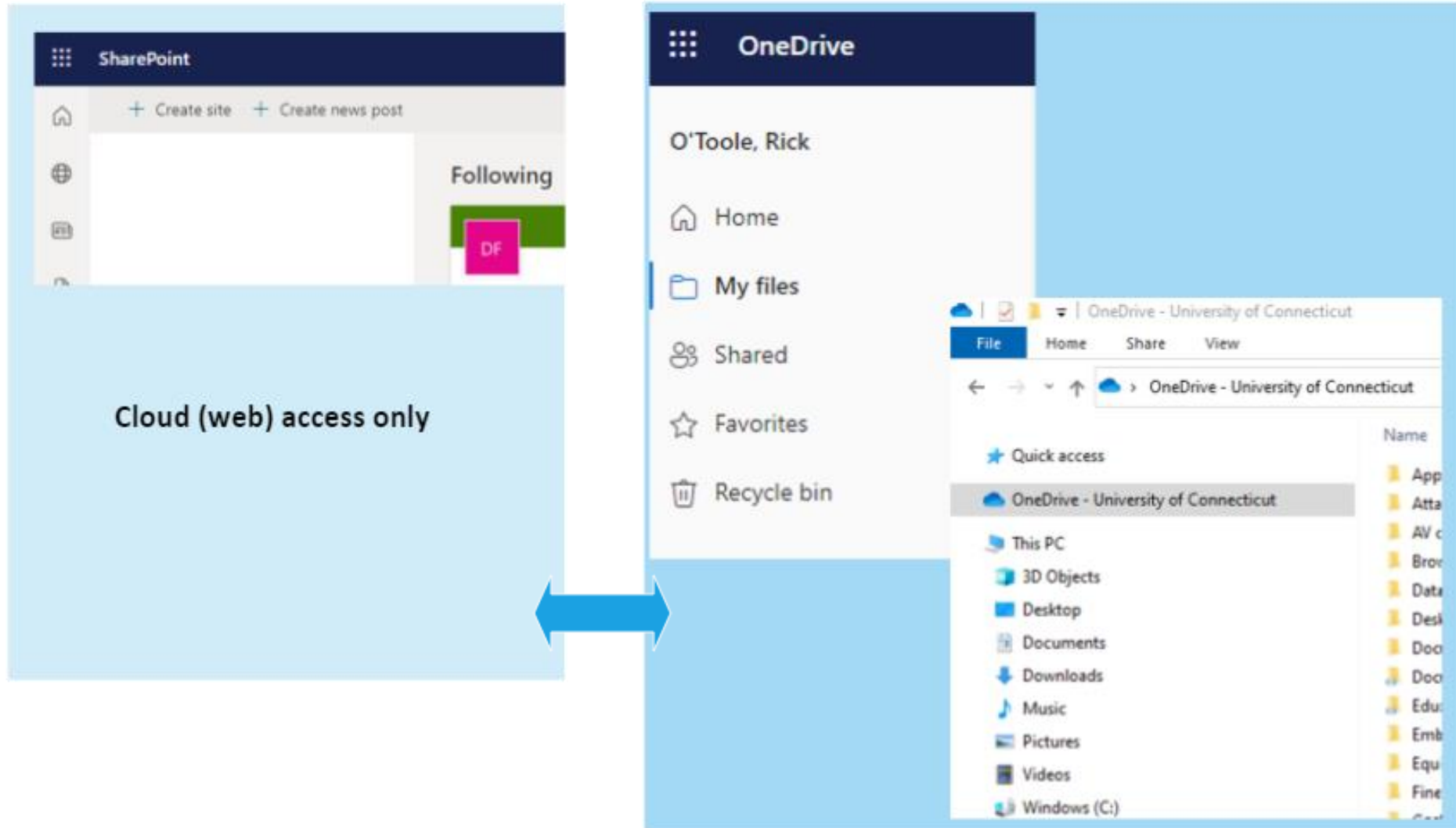


# SharePoint “site”

- Owners & Members
- 2 Owners for each site (in case one leaves)
- Owners have responsibility of adding and removing Members
- Access site documents via browser *or* Add shortcut to OneDrive



# Microsoft Office 365 applications



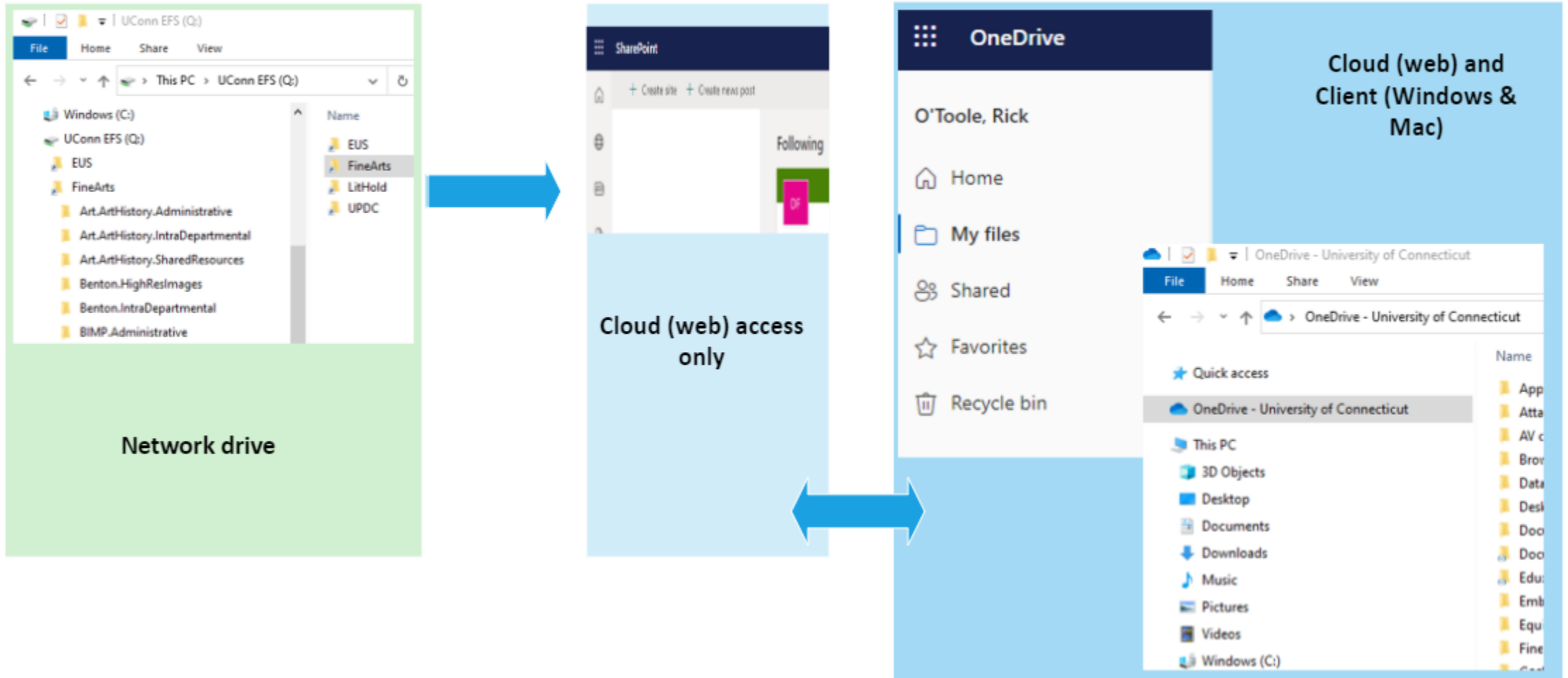
# SharePoint documents

- Plenty o' storage. 25TB (terabytes!) per site.
- Files are synched between the shared site and your local copy via OneDrive
- Files can be “checked out” to prevent others from editing it.
- Ability to restore files that were sent to the Recycle bin

# SharePoint help

- ITS has devoted individuals to the migration from Q drive
- Knowledge Base pages devoted to understanding SharePoint and its' features
- <https://kb.uconn.edu/space/IKB/26042663096>
- Open a ticket with ITS regarding problems - <https://techsupport.uconn.edu/>

# File storage relationships



# Next summer: Google migration

The screenshot displays the Google Drive web interface. On the left is a navigation sidebar with options: '+ New', 'Priority', 'My Drive' (highlighted), 'Shared drives', 'Shared with me', and 'Recent'. The top navigation bar includes the 'Drive' logo, a search bar with the text 'Search in Drive', and icons for help, settings, and an app menu. The user's profile is shown as 'UCONN UNIVERSITY OF CONNECTICUT' with a pink circular icon containing the letter 'R'. The main content area is titled 'My Drive' and features filter buttons for 'Documents' (checked), 'People', and 'Last modified', along with a 'Clear all' button. Below the filters, a table lists files with columns for 'Name' and 'Last modified'. A single file is visible: 'INSTRUCTIONS for the projector - Classroom 219B.docx', which has a blue 'W' icon, a share icon, and a date of 'Feb 22, 2018'. On the right side of the interface, there are icons for a calendar (showing '31'), a lightbulb, a checkmark, and a user profile icon.