# Sharing files using Office 365

You can share files with other people around the University using **365.lincoln.ac.uk**. It's important that you share using the right method to make sure your files are secure.

There are two options for sharing files:

## Teams

### What is it and why should I use it?

- Create a Team for a specific group of people to share and store files, have conversations about your work and collaborate in real time.

- Keep all your Team's files in one place with 1TB of available storage.

- **Everybody in your team will have access** to files and conversations, meaning no need to set specific permissions.

### Top Tips

- Make sure you choose the right type of team. The "Anyone" option will share files with anybody in the University.

- **Don't** use sensitive information in your Team's name - team names can be seen by anybody in the University.

- Add the right people to your Team. Once someone is a member, they can see everything in the Team.

- Choose the correct owners. Owners have extra permissions to make changes to a Team.

- **Public** groups are visible to the whole University, whereas **Private** groups are only visible to group members.

## OneDrive

### What is it and why should I use it?

- OneDrive is a cloud-based personal file store, allowing you to store files safely and securely and access them from any device, anywhere.

- Keep all of your files in one place with 1TB of storage available.

- Files can be shared with internal and external contacts. You can choose which files to share, and who to share them with.

### Top Tips

- When you add a file to your OneDrive, **files are only visible by you by default**.

- You can share a file or folder by clicking the sharing button and choosing who to give access to.
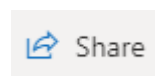
- Remember - If you share a folder, **all files in the folder will also be shared**, including any new files.

- Files and Folders can be shared with an individual, or group of people.

If you want to learn more about sharing files securely and safely, please contact ICT Services on **01522 88 6500**, or **ict@lincoln.ac.uk**

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