Did you know!?

Office 365 can help you share files, presentations, documents and more? Office 365 has many sharing features, which can be set to any scale. You can temporarily or permanently share a single file, or an entire folder, with your peers, colleagues and beyond! While this is a helpful feature when you need it, rest assured sharing is disabled by default. No one inside or outside of the Creighton community can access any file you save in Office 365, unless you choose to share it.

Many students, faculty and staff use OneDrive everyday, however; you may not have used another tool in the Office 365 suite called "Delve." Delve can help you find files and documents in Office 365, including documents which have been shared with you!

What is Delve?

When you share a file, Microsoft Delve will list the file into a directory, which can be searched by the people whom you have given permission to view the file. Delve also can be helpful when you need to search for a file beyond using the file name alone. Delve can search for by the date files are accessed, when files are changed, who accessed a file, and the relationship between the people sharing files. With Delve, data and information can be widely searched while maintaining the security and sharing limits you set.

How do I safely share files?

Here are some suggestions to safeguard your files and the Creighton University community:

- Use caution when working with files, which are protected by HIPAA or FERPA regulations. These files may only be possessed, used and shared in accordance with the guidelines set by Federal law.

- Pause before you share and consider privacy concerns! While, a wide variety of personal, possibly confidential information can be shared, this data must also be safe guarded:

    o Examples include, but are not limited to, evaluations, payroll & benefits, legal, insurance, law enforcement, disciplinary, rank & tenure, research, discoveries and anything marked "confidential," "proprietary," "unpublished" or "not for public distribution."

    o This applies to everyone associated with Creighton University – faculty, staff, students, administrators, contractors – and anyone who has signed a confidentiality agreement with the University.

- If you have any concerns about what to share there are many resources available to help you. Please ask your supervisor, department chair, DoIT's Information Security Team, Human Resources or the University's General Counsel's Office.

Where can I learn more about sharing files in Office 365?

Information security best practices recommend sharing the smallest amount of content, with the fewest number of people, for a limited amount of time. If you would like to learn more the links below may be helpful to you.

- To learn more about how to stop sharing files or folders on Office 365's OneDrive, see https://support.office.com/en-us/article/Stop-sharing-OneDrive-files-or-folders-or-change-permissions-0a36470f-d7fe-40a0-bd74-0ac6c1e13323?ui=en-US&rs=en-US&ad=US or https://support.office.com/en-us/article/Video-Stop-sharing-a-file-01d7bdf1-3fce-4307-8157-df74a159693d

- To learn more about how to stop sharing files or folders on a personal level in Office 365's SharePoint site, see http://www.sharepointusecases.com/2014/11/managing-sharing-access-requests-sharepoint-site/

If you have any questions about Microsoft 365, please contact the DoIT Service Desk via the myIT portal, http://help.creighton.edu/.