File / Data Storage Location, Features, and Uses

File Storage Location	Best for: Individual / Group	Use for Confidential Information	Auto Backup	Features	How to Set Up
One Drive	I	N	N	• Free cloud storage • Can share a file externally (up to 90 days) • recovery of deleted data for 30 days	Automatic (If help syncing to your computer, contact myIT)
Creighton owned computer	I	N	N	• Personal file structure • Manual data backup	myIT coordinates
Sharepoint Personal Site	I	N	N	• recovery of deleted data for 30 days	Self-created
Distributed File System (DFS)	G	Y	Y	• Secure, local support, • Managed by a group so not affected when someone leaves	Must be requested at myIT.creighton.edu
Sharepoint Team Site	G	N	N	• Managed by a group, so not affected when someone leaves • recovery of deleted data for 30 days	Must be requested at myIT.creighton.edu
Office 365 Group	G	N	N	• Group email address • Shared files • recovery of deleted data for 30 days	Office 365 Support

*If you are still unsure, where to store specific types of data, please contact your local CSA. – Also watch for announcements in "Creighton Today" for campus-wide lunch and learns.