

File Storage: What's the right choice for me?

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This article reviews **recommended file storage** solutions for **individuals** and **teams**.

See also:

- [Data backup: Why, where, and how](#)
- [Microsoft Teams: File storage and sharing](#)
- [OneDrive: Share files and folders](#)

Recommendations

For individuals



OneDrive

For Teams and groups

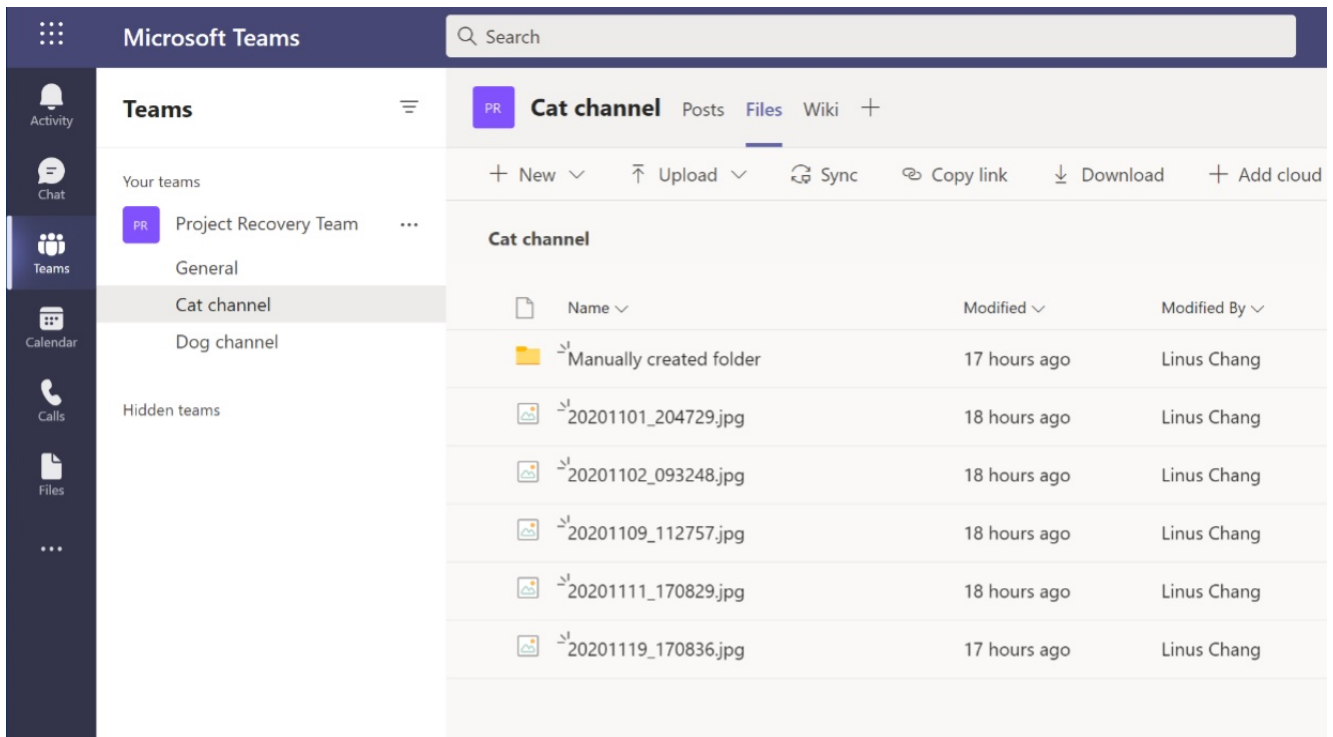


Microsoft Teams

Cloud storage

Microsoft Teams

Warning: This functionality requires a Team. See [Microsoft Teams: Overview](#) for how to request one.



Files stored in a Team can be accessed via the following methods.

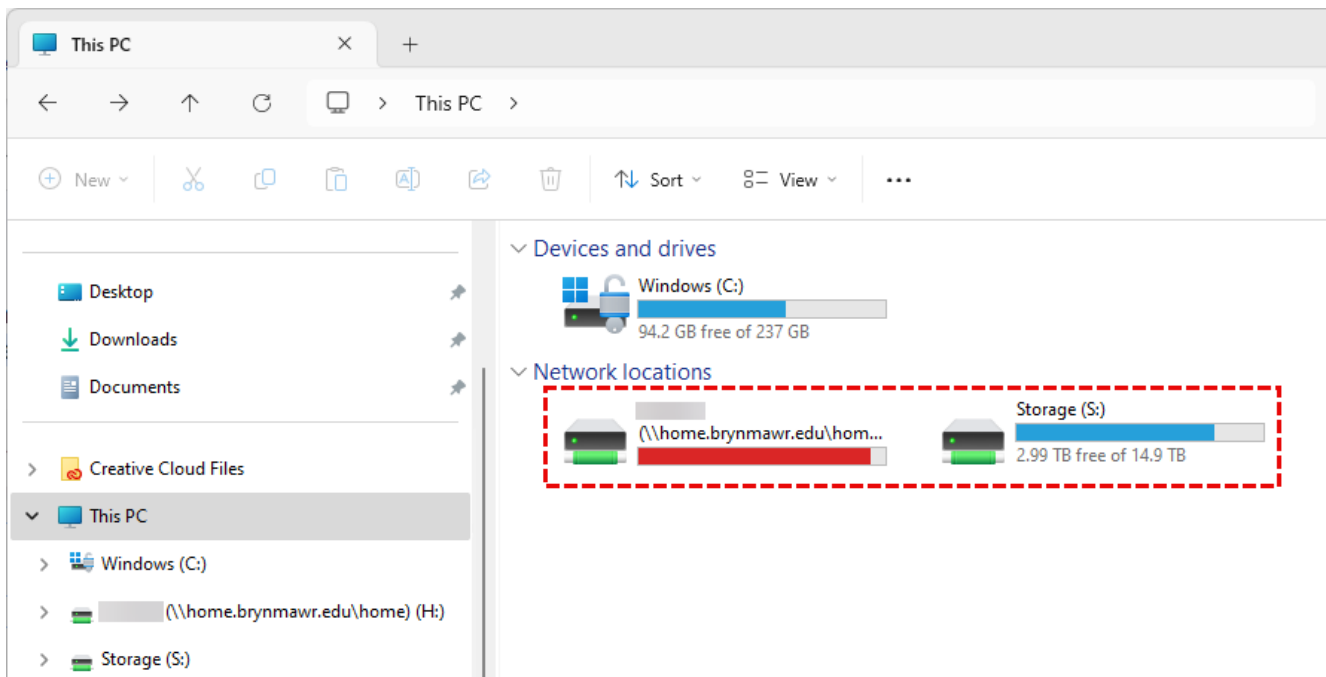
- Microsoft Teams desktop application
- Microsoft Teams mobile app
- Outlook desktop application
- Webmail

File access is **automatically granted to Team members**, who *you can* add or remove. This makes it an **ideal, centralized location** for a team/group's shared files. Learn more in [Microsoft Teams: File storage and sharing](#).

Network drives

Warning: Access restrictions

- Off-campus access [requires the VPN](#).
- You **cannot** access network drives **from a mobile device**.



Files stored on a network drive must be accessed by [mapping the drive](#) to each computer you use.

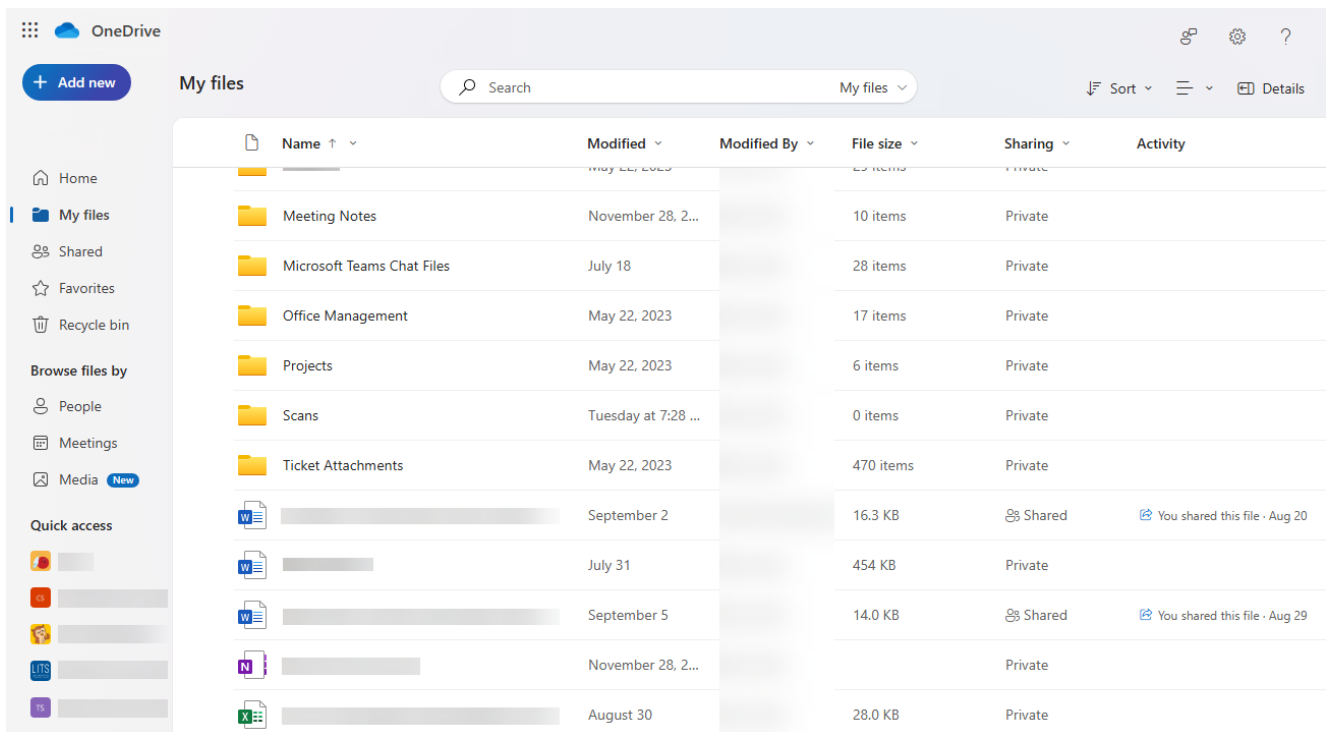
Home drive (H:)

File access is **limited to you and only you**. Thus, files must be shared using a different storage solution.

Shared drives (S:, P:, etc.)

File access is controlled by Systems-level permissions, which must be [requested through the Help Desk](#). This allows **multiple individuals to have access** to the same shared location. Sharing one-on-one is not possible.

OneDrive



Files stored on OneDrive can be accessed via the following methods.

- OneDrive desktop application
- OneDrive mobile app
- Webmail

File access is **controlled by the file owner** (a.k.a. whoever created the file). Files can be shared **one-to-one** or **one-to-many**, making it an ideal location for day-to-day file storage and one-off sharing with a specific subset of people.

Local storage

What is local storage? "Local" storage refers to any location on a physical device such as the Desktop, Documents, and Downloads folders on your computer.

LITS highly recommends relying on a form of **cloud storage** to ensure you'll **never lose valuable files** in the event of a device failure. Local storage **should only be used temporarily**. There is no way to share files from local storage.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

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