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

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Tags: Getting Started   Microsoft Teams   Faculty and Staff   OneDrive

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

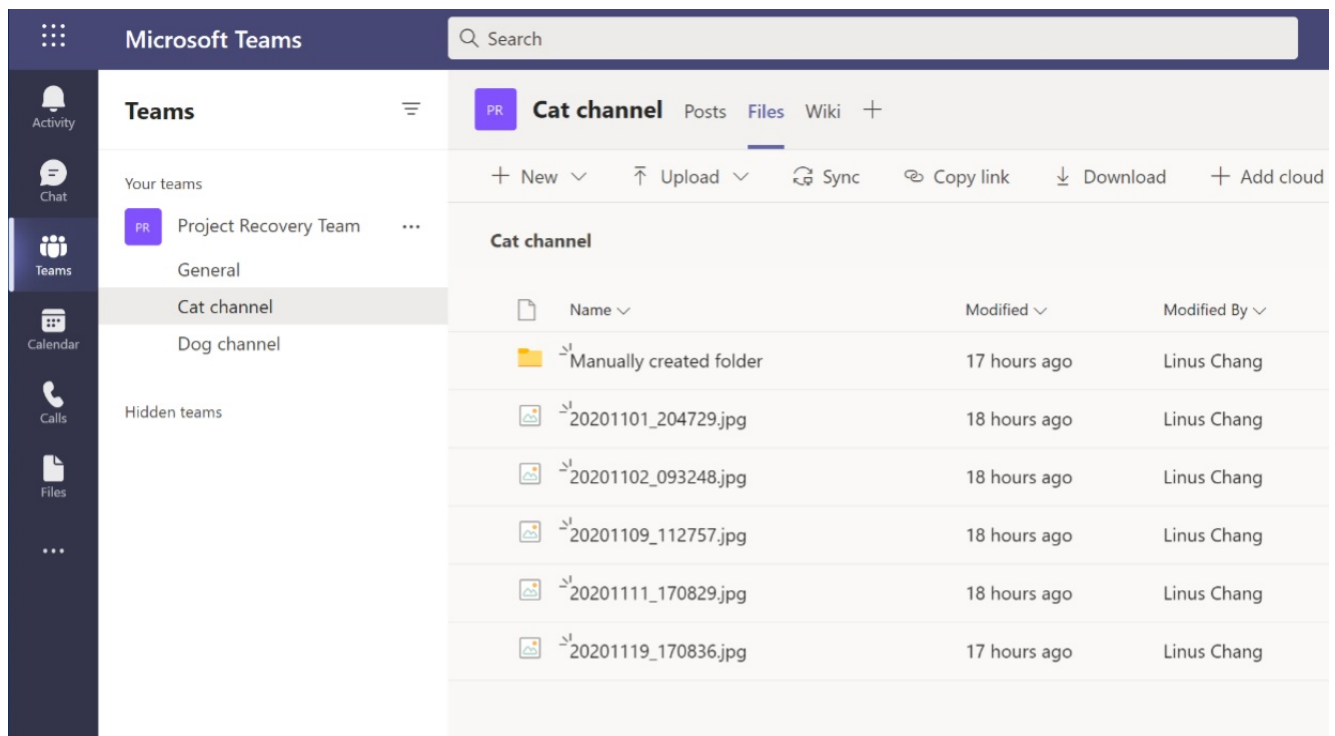| **For individuals**	**For Teams and groups**
OneDrive	Microsoft Teams

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**.
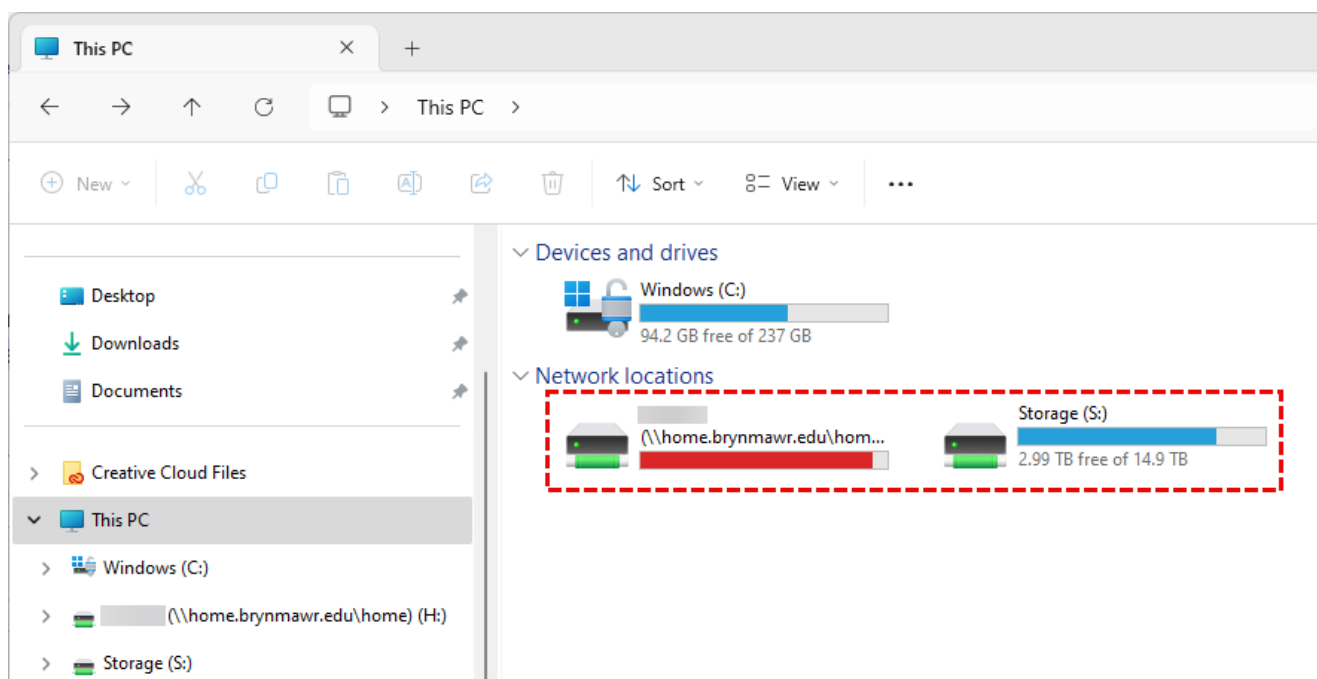
Files stored on a network drive must be accessed by mapping the drive to **each computer** you use.

Home drive (H:)

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

> **Note:** The College will complete its transition away from the H: drive to OneDrive at the end of the 2025-2026 academic year. If you have files in your H: drive, transfer them over to OneDrive or one of the other options listed here.

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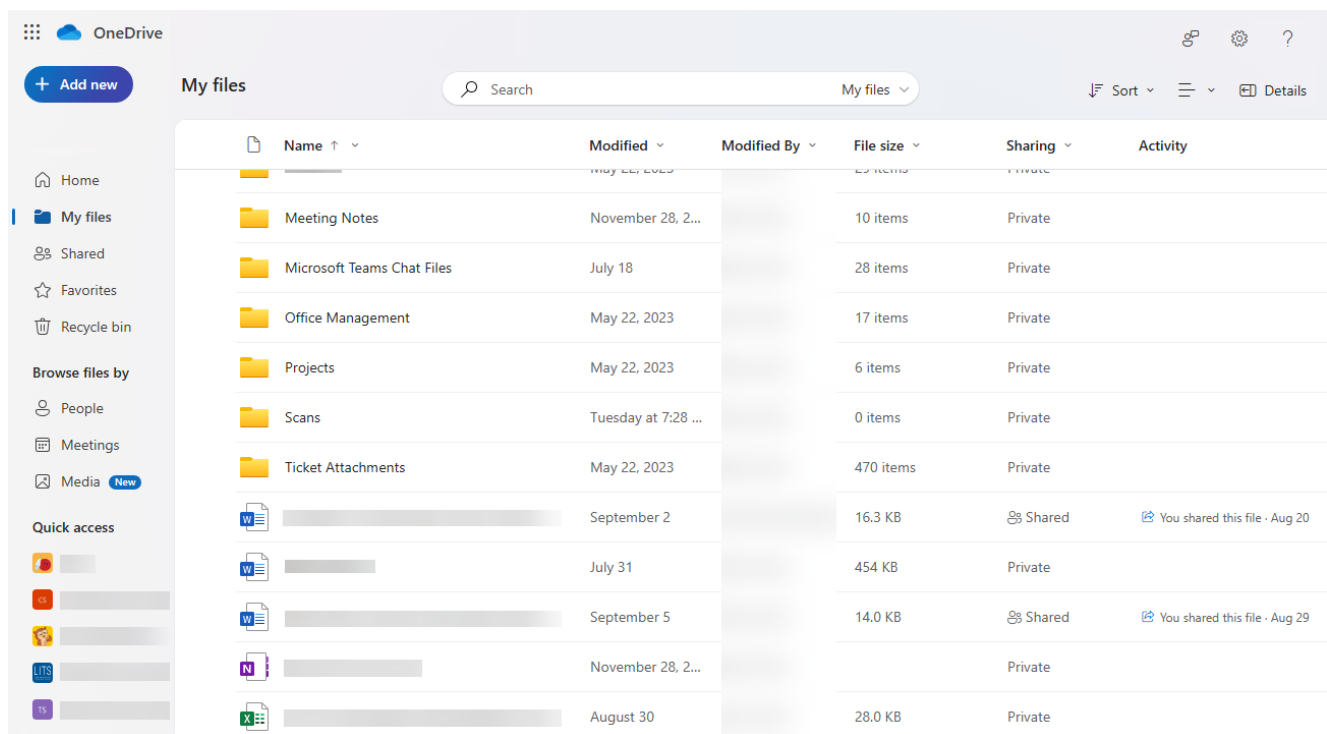
Files stored on OneDrive can be accessed via the following methods.

- 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.

Application-specific storage

Many applications, like Panopto ⧉ and the Adobe Creative Suite ⧉, have their own application-specific storage options. These spaces are great for application-specific files (ex: videos in Panopto, .psd files in Adobe).

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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