

File services – UConn options

OneDrive for Business

- Microsoft Office 365
- “cloud-based” hosted account
- Can sync files on your computer
- Applications (Word, Excel, PowerPoint) available either through browser or your computer’s Office clients
- Outlook email, Calendar and People (Contacts)
- Folders and files in OneDrive can be shared with other UConn faculty/staff/students
- Can grant either “edit” or “view” access to documents
- If you leave UConn then your account is deleted and files lost

Accessing:

- Accessible via browser from anywhere - <http://office365.uconn.edu>
- Can sync files on your computer and create local OneDrive for Business folder

More information and answers: <http://office365.uconn.edu/faq/>

Q drive

- Department or workgroup shared directories
- Access to folders will vary depending upon your work relationships
- Ideal for saving & sharing the institutional work with your colleagues
- If you leave UConn, the files remain and available to others

Accessing:

- Windows users: drive will automatically map when you logon to network using NetID
- Mac users: manually connect to server via `smb://uconn/efs`
- When not on UConn network you need to connect via VPN first
- Top-level will appear as “FineArts”

P drive

- Your personal/home directory. 10 GB of storage
- If you leave UConn then your account is deleted and files lost
- Each person’s private work directory, contents can not be shared

Accessing:

- Windows users: drive will automatically map when you logon to network using NetID
- Mac users: manually connect to server via `smb://`

- When not on UConn network you need to connect via VPN first
- More information about Enterprise File Services (EFS):
<http://fileserver.uconn.edu/employees/>

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