

Shared Libraries Onboarding Self-help Guide

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Group shared folders and files 2.0

With the enhanced capabilities available through GatorCloud OneDrive, Teams, and Office365 we're taking collaboration to the next level. Moving beyond the limitations of traditional file server-based shared files, everyone on your team is now able to access shared files from anywhere, on any device with OneDrive configured, and without the need to first connect to VPN.

Shared libraries

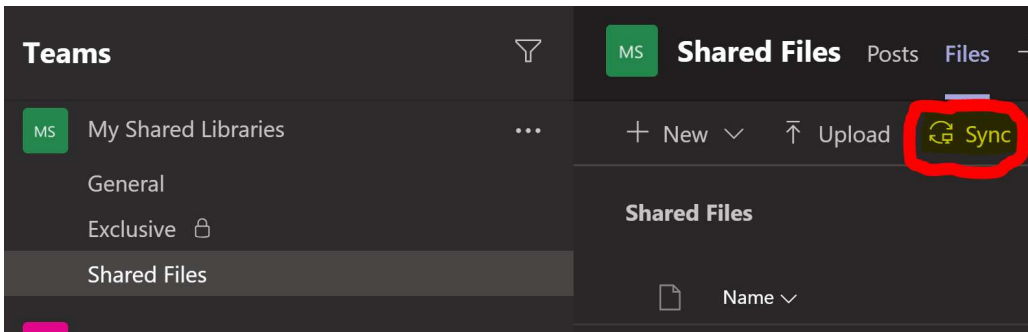
The key to enabling this, now that you're in OneDrive, is shared libraries. Think of shared libraries as the evolution of your old department, or group, shared drive on the file server. We're basically moving that concept into the cloud storage environment.

Start with a team in Teams

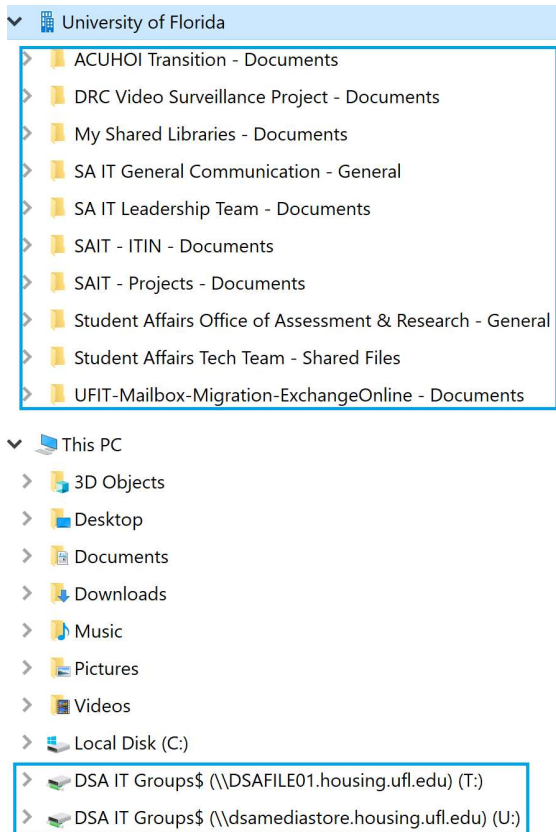
Teams is the hub for increased productivity in many ways, including sharing files. We'll start with a Team for your department, which will enable access to your files across all the platforms using OneDrive.

Syncing Shared Libraries from the cloud

Important NOTE: You need to sync **each shared library** from the cloud that you want to be available on your device. Simply go to the appropriate Team, go to the Shared Files channel (Your specific shared content may have a different name), click the Files tab at the top, then click Sync. **Make sure** Teams is either maximized, or large enough that you see the available channels.



Once you have share libraries selected to sync through the OneDrive app you will see them in File Explorer similar to the old mapped drives to the file server, only better 😊.



New and multiple computers

Synchronizing folders to be available on devices is a manual task that needs to be performed by the OneDrive app on the device. When getting a new computer, or syncing files on an additional computer, you will need to select the shared libraries you want to sync on each device.

Migrating group shares from file server to shared libraries

The Student Affairs Technical Services team will work with your department to create the Teams and move your group shared files from the file server to your Team shared libraries.

Organization

It's important to start with a logical organization for your team, and the shared files. Best practice is to name the team according to your department name, or unit within the department. Then within the team we'll create a Shared Files channel which will contain all the files from your group share from the file server.

Permissions

Permissions for all the folders and files in your Teams-based Shared Files will inherit the permissions of the Team. For example, team owners have full permissions, team members have edit permissions. No one outside of team owners or members will have access to the files in your Team Shared Files.

Retention, Backup, Restore

Retaining files is your responsibility

You as the end user have the responsibility to retain UF official business documents, which are public record, according to the retention times for the type of records. Electronic files need to be retained in storage, and not deleted, for the specified retention period. Backups are solely for disaster recovery/business continuity and not intended to be a retention tool.

References:

<https://it.ufl.edu/policies/acceptable-use/acceptable-use-policy/>

<https://tss.it.ufl.edu/policies--procedures/electronic-files/>

<https://cms.uflib.ufl.edu/records/Records.aspx>

Backup and retention

SharePoint Online datacenters are geo-distributed within the region and fault tolerant. Data is mirrored in at least two datacenters to mitigate the impact of a natural disaster or service-impacting outage.

In SharePoint Online, items are retained for 93 days in the SharePoint Site recycle bin from the time they are deleted. Beyond that, Microsoft Support can restore an entire site collection within 14 days after deletion from the SharePoint Site Recycle Bin.

Restoring files

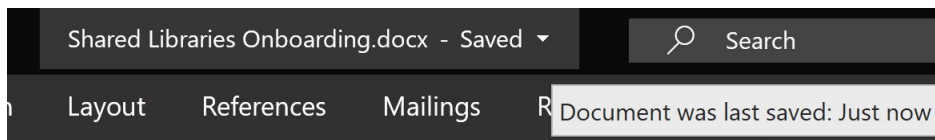
The power is in your hands. No need to go to IT Help.

Previous Versions (file level)

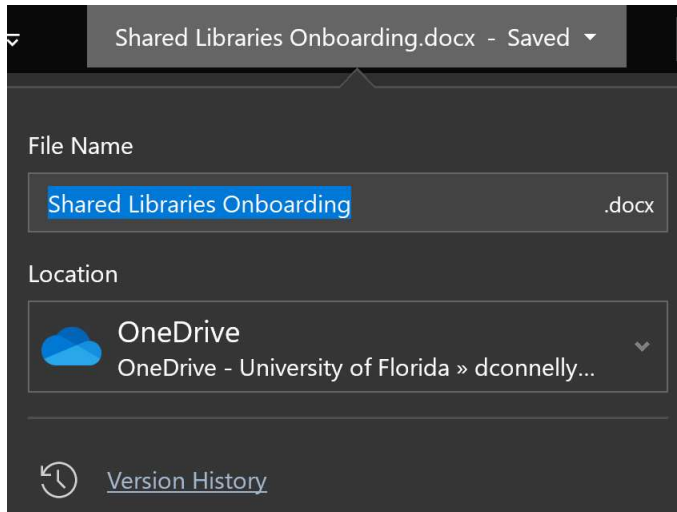
Versioning is turned on by default in SharePoint online and will automatically save the last **500 versions** of a document.

From within a file:

1. At the top of the file to the left of the Search bar is a drop-down item with the file name and a saved status



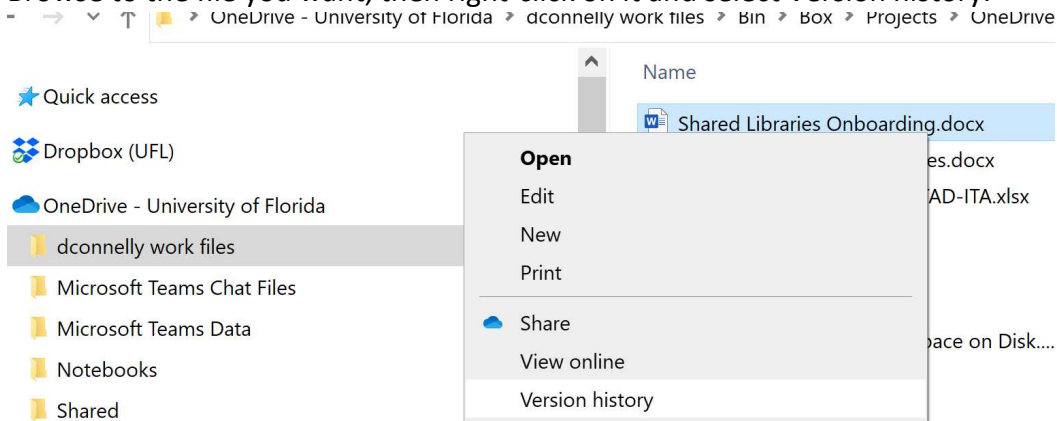
2. Click the drop-down arrow, then click Version History



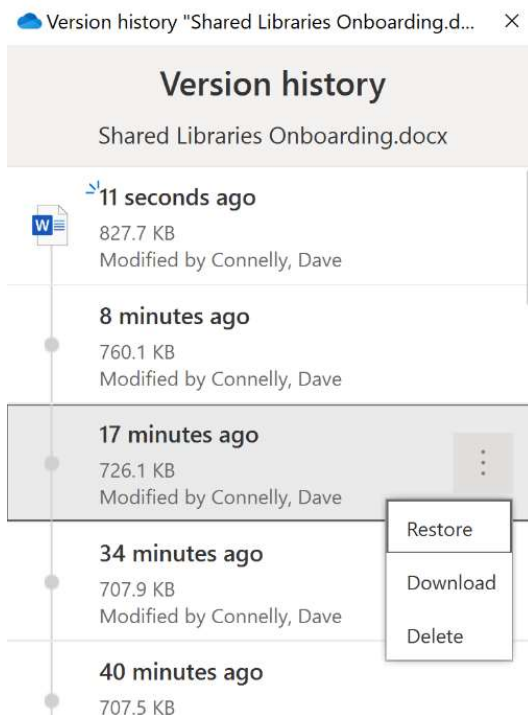
3. The Version History of the file will open. From the list select the version date and time you want, and it will open as a second document that you can compare or restore.
4. Alternatively, you can go to File > Info > and click Version History

From File Explorer:

1. Browse to the file you want, then right-click on it and select Version history.



- Find the version date and time you want, then click the three dots on the right, then the option you want.



OneDrive Recycle Bin (file level)

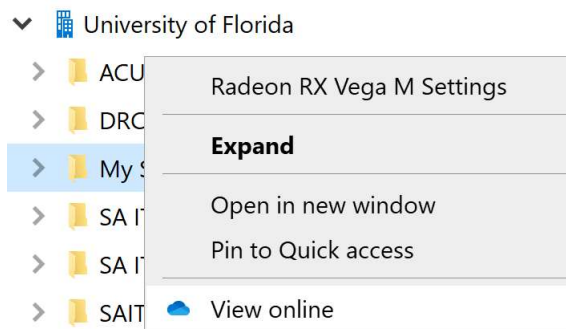
If you accidentally delete a file or folder in OneDrive, you may be able to recover it later from the OneDrive recycle bin (within 90 days of deletion). Follow the guide at this link: [Restore deleted files or folders in OneDrive](#)

SharePoint Site Recycle Bin

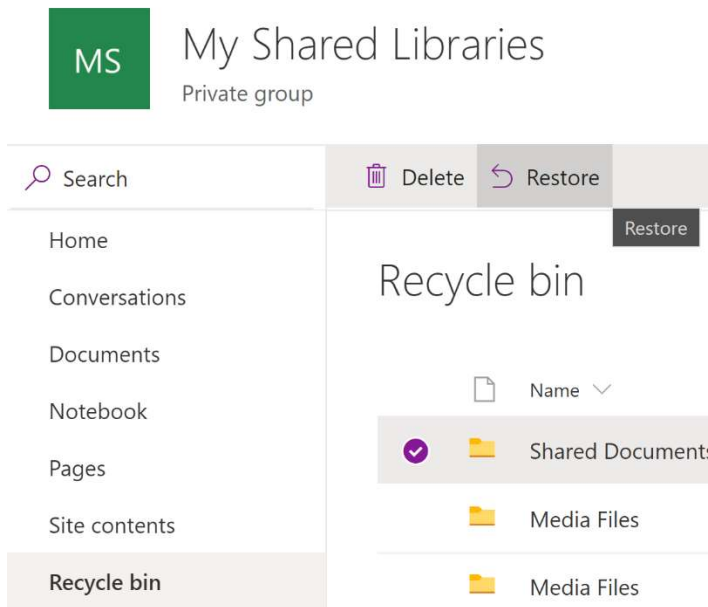
If you delete an item from a SharePoint shared library, it goes into the SharePoint site recycle bin for 93 days. During that time, you can restore the items to their original location. You can even view and restore items that were deleted by someone else, as long as you have edit permissions for the item. Which all members of a team in Teams do.

You can get to the SharePoint site for your shared library two ways:

- In File Explorer Lok under the University of Florida location for the shared library you want. Then right click on it and select View online



2. This takes you to the SharePoint site for the shared library. In the site select the Recycle bin on the left. Once in the Recycle bin simply select the items you need to restore and click Restore at the top.

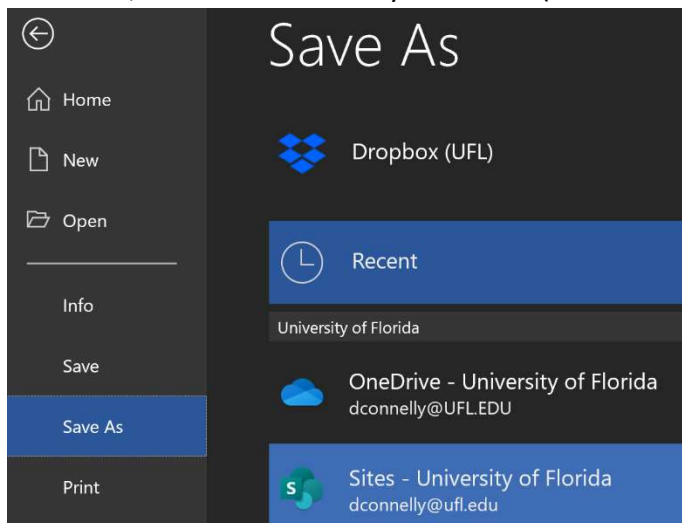


Working with files

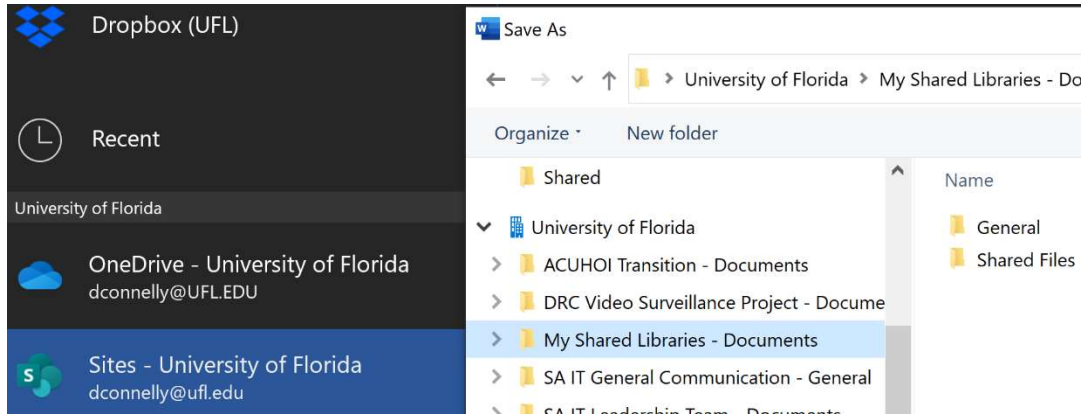
Creating and saving

As a best practice and possibly easiest method to create and save files into the correct cloud storage location:

1. Start by opening the appropriate application, then go to File > Save as. Then select either your OneDrive, or Sites – University of Florida (this is where the shared libraries are)



2. If you see, “There are no sites to show right now” on the right, just double-click the Sites button and you will be able to browse to the location you want.

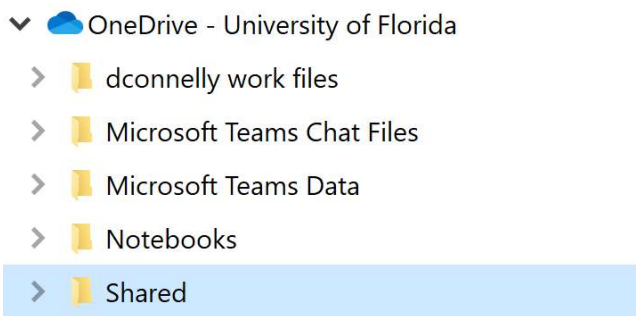


Sharing files in OneDrive

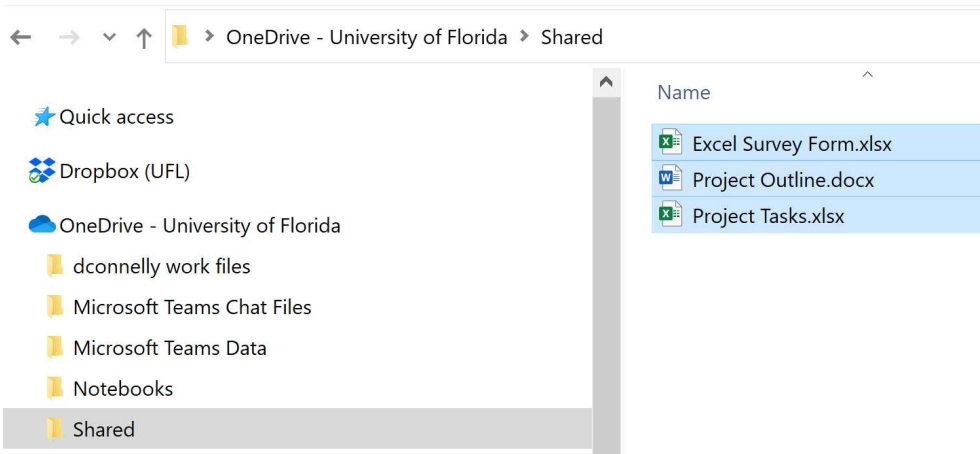
Sometimes there are projects for which it is beneficial for people outside of your area to have access to files are in your Team Shared Files. For such scenarios consider the following options.

- Create a team specifically for this project, then upload the appropriate files to the team. This is ideal if you think the project could benefit from the rich feature set of Teams.
- If the need is simply for others to collaborate on some files, and you don't think the full feature set of Teams is needed, you can share the files from your OneDrive.

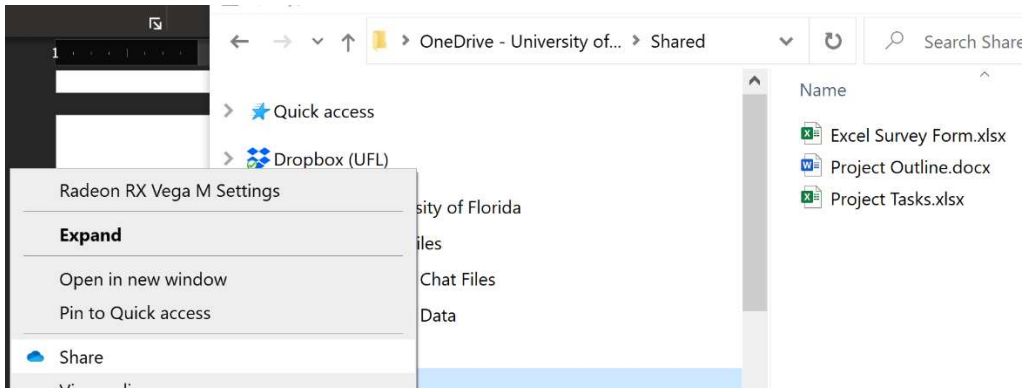
1. In your OneDrive create a folder for sharing.



2. Copy files from the Team Shared Files to your OneDrive shared folder.



3. Then share that folder with others. Right-click the folder then click the cloud share selection.



4. Enter the names or email addresses of who you want to share with then click Send. They will receive an email indicating you've shared files with them. Also explore and get familiar with the sharing options available here.

