What is Microsoft 365 (formerly Office 365)?

Microsoft 365 is a suite of cloud-based services brought to you by The Ohio State University to provide access to the latest office software and additional collaboration tools. It includes:

- Excel
- OneDrive
- Outlook
- Teams
- Word
- PowerPoint

OneDrive

Use in place of your H Drive to store and access your personal work files from anywhere.

What to store here: In-process documents, personal meeting notes, individual project work, professional association documents, drafts or copies of performance management documents, unofficial work photos.

Teams

Teams is a workspace to support internal workflows, document sharing and both internal and external collaboration – not storage for documents of record. Final drafts should be saved in OneDrive or on the J Drive depending on who needs to access them.

A team is a group of people gathered to get something done in your organization. Sometimes it’s your whole organization. Teams are made up of channels, which are dedicated to a specific topic, department, or project.

What to store here: In-process documents for workgroups, copies of meeting minutes (file of record should be stored on the J Drive)

J Drive

Network drives that allow groups of Libraries employees to share and access documents. When a document is finalized and official, or when a project is complete, those records need to be moved to the J Drive.

You have to be connected to the University network – either onsite or through the VPN – to access this drive.

What to store here: Documents of record, final copies of policies and procedures, copies of record for meeting minutes and HR documents.

SharePoint

This is the back-end structure that makes it possible to share files stored in OneDrive or Teams. You’ll only notice it when you opt to share a document.

For more information, including training videos and quick start guides, visit the Administrative Resource Center admin.resources.osu.edu

Please follow all Ohio State and University Libraries separation policies to ensure your files remain available as appropriate.

*All applications are to be used for records and information created and received in the course of University business.