

Storage & File Sharing Options

Sorting Through Storage Options

As Emory employees we have access to a variety of storage and file backup options, but they are not all equivalent. Below, is a short tutorial on some of the differences and recommended usage. Other departments may lean on one solution more than another, but this should help you navigate our plans for where to store your data and how we have created protections for your work. . DO NOT USE YOUR DESKTOP to store important work. The desktop is NOT automatically backed up.

Storage Options	Quick Description	What is it and when should I use it?	Recommendations for Use	File Size Limit	Share files from this location to individuals outside Emory accounts?	Who manages security?	Can I use this for HIPAA-protected data?	How do I get to the files?
Mapped Drives/Shared Dries	Folders accessible by one or many users from Windows, Apple, and Linux systems across the network	<p>IT Support maps your Emory desktop or laptop to disk drives or folders which are housed in the Emory infrastructure and have a built in backup system.</p> <p>In some cases units and departments have requested SHARED DRIVES. IT Support can create drives that are accessed by several members of a team and used for a repository</p> <p>Secure storage is available for use and IT Support can migrate sensitive data to higher security devices if required.</p>	The LITS preferred method for backups. These drives are managed and can be mapped to your computer. IT Support manages security	N/A	No	IT Support	Trusted Storage should be used for HIPAA data and IT Support needs to be advised if you are planning to house this data so the proper request can be made on your behalf.	Local access or VPN access to your machine.

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Box	Cloud-based document sharing for faculty, staff and students from anywhere supporting many popular desktop and mobile devices	Box is 100GB of cloud-based storage solution that allows for collaboration both inside and outside Emory. Access to files and folders is established by the account owner vs. ECCS. NOTE: THAT CONFIDENTIAL INFORMATION SHOULD ALWAYS BE PROTECTED and properly secured.	Sharing Files on Request. The use of BOX is available both in and outside of Emory. User manages security. Setup Box Sync to automatically backup drives stored in the folder to your BOX Cloud.	5GB	Yes	The account owner is responsible for allowing and disallowing access.	Box can store HIPAA protected data, but this data must be protected using Emory's data protection policies. Links are available from the Box.net site. You may NOT sync or download confidential data to a non-Emory owned device.	Requires clients on devices that you want automatically synced. Clients vary by platform and all must be downloaded and installed. Requires login.
One Drive	Office 365 Based storage drive	One Drive is 5TB of personal storage made available as part of the Office 365 Microsoft licenses. This is not a recommended platform for storing information and is not managed by ECCS.	Office 365 Personal Backup Drive-Not managed or recommended.	2GB	No	Use of ONE Drive is not managed	Yes – LITS is in the process of approving this for HIPPA use	Requires login to Office 365 via URL.
CrashPlan	Annual Fee Based desktop backup solution for up to 4 devices per user \$83 per year	This is a fee based software that will automate backup of up to four devices per account owner. This is NOT a standard offering in, but if you have a need for this level of protection it can purchased and charged to your unit, with management approval. Cost per year is less than \$100/user. Please contact ECCS if you are interested in this service.	Requires an annual fee. Allows multi-device backup. Not managed by ECCS.	N/A	N/A	Owner	Yes – but sensitive data cannot be synced to a personally owned device.	Via Web Access-URL provided by vendor
Backup Drives	VARIES	Limited-Personal Support	Recommended for quick local recovery	VARIES	Local only. Must be encrypted if sharing drive.	Owner	NO	Local Only
USB Drives	VARIES	Limited-Personal Support	NOT Recommended for Storage. Recommended for	VARIES	Local only. Must be encrypted if sharing.	Owner	NO	Local Only

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