




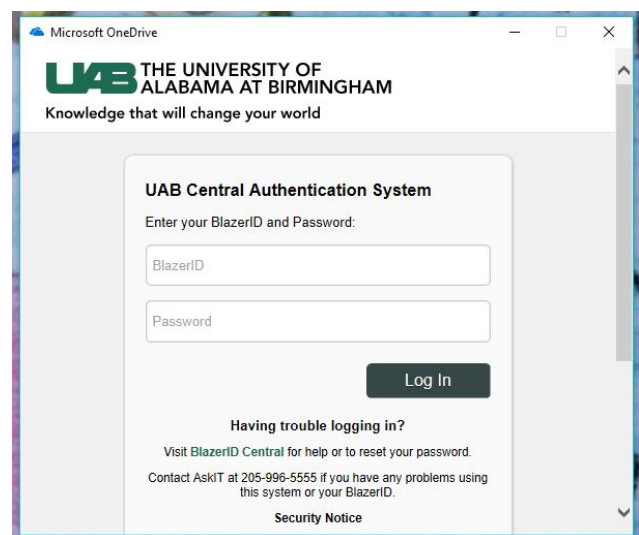
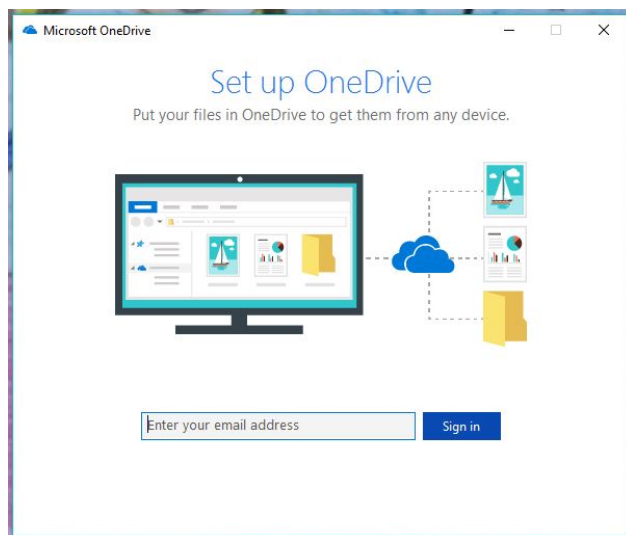
Tuesday Tip

Love Your Storage: Part 2

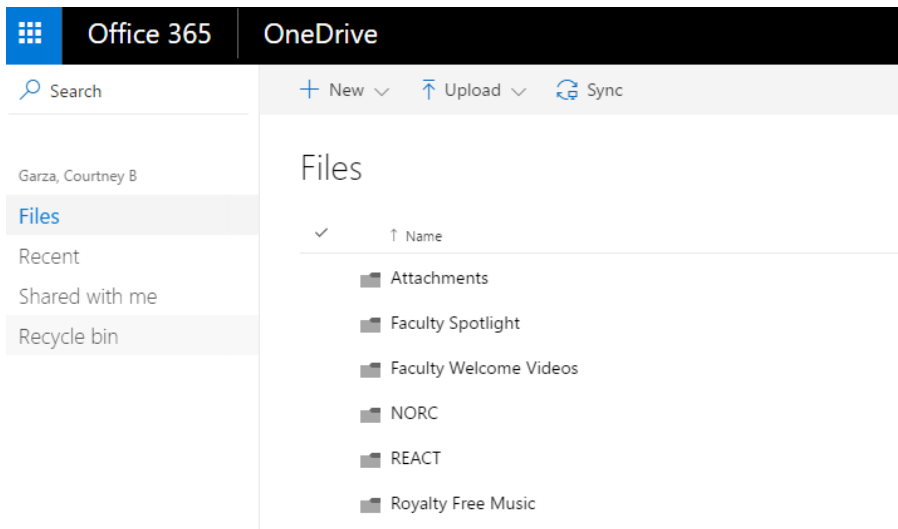
This month, we will highlight all of your cloud storage options. Cloud storage not only frees space on your hard drive, it also allows you to access your documents from anywhere that you have an internet connection.

UAB OneDrive Business provides unlimited file storage of non-sensitive data, and file sizes can be up to 10 GB. While it is cloud based, you can download a desktop application for quick access. Collaborate with others by sharing files or folders.

Note: Be sure you have updated to Office 2016. You can access OneDrive through your File Explorer . A quick set up is required the first time it is accessed:



You can also access your drive online through [Office 365](#).



****Disclaimer: Please use caution when storing documents that contain sensitive information.**

Need help getting started? Please don't hesitate to let us know!

For more information, please contact the [ISS team](#).
View all of our Tuesday Tips on our [SHP/ISS website!](#)

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