How to Share: ShareFile and Box and OneDrive, oh my	Brought to you by David Clabough - System Admin in MT-403

This Tip of the Week was suggested by one of your co-workers (a non-IT person who works here at DOPM).
Do **YOU** have an idea for a future Tip of the Week, that others might benefit from?
(If so, please let us know at dopmHelp@uabmc.edu or 934-7662.)

SITUATION/QUESTION:

There seems to be lots of choices of where I can save stuff, so that it can be shared with others.
Can someone give me a simplified table of what all the options are.

SOLUTION/ANSWER:

What is it	Note	~How to use it ~Who provides it ~What credentials (username, password) to use	Who you can share it with	Is PHI/PII allowed??	~Link to see more ~Example
ShareFile aka Citrix ShareFile	Recommended	HSIS provides this Sign in by: 1. https://uabmedicine.sharefile.com/Authentication/Login 2. Click on the "Company Employee Sign In" – which is on the left side 3. Then use your HSIS credentials, specifically: • Username is the part of your @uabmc.edu email address to the left of "@" • Password is your "ONE password" (aka your email, your @uabmc.edu password) • Note: if it then says "Enter your account's subdomain" that means you don't have this account yet. Contact HSIS to get it.	Anyone with a @uabmc email address ~and~ Anyone you give that file's link to	Allowed	

			Who can access	Allowed for PHI/PII?	More info
UAB Box or UABBox (Sometimes casually known as just "Box", even though that term can be misleading.)	Fortunately, this isn't going away (although at one point we were told it was). This is NOT the same thing as a personal free "Box" account (at Box.com); that's Not allowed for UAB business	http://UAB.BOX.COM BLAZERID credentials	UAB people ~and~ non-UAB people with an invite from the 'owner'	Generally **NOT**-**ALLOWED**	https://www.uab.edu/it/home/tech-solutions/file-storage/box and https://www.uab.edu/it/home/tech-solutions/file-storage/storage-options Note: PHI/PII might possibly be allowed but only after someone completes a risk assessment with UAB Health Systems. https://uabprod.service-now.com/service_portal?id=sc_cat_item&sys_id=a7c632d0db40cc10add974b5ae961920 Therefore for PHI/PII it's easier/better to just use ShareFile
OneDrive		primarily a UAB.EDU thing that we discourage use of	UAB people	**NOT**-**ALLOWED**	https://www.uab.edu/it/home/tech-solutions/file-storage/onedrive and https://www.uab.edu/it/home/tech-solutions/file-storage/storage-options
S:drive (DOPM network drive) Aka Swap drive		Use file explorer to get to it on any computer on the DOPM network (Permission is based on the DOPM credentials you used to login to that computer.)	DOPM people	**NOT**-**ALLOWED**	
Sharepoint Online (aka Sharepoint 365)		UAB BLAZERID credentials	UAB people	**NOT**-**ALLOWED**	https://www.uab.edu/it/home/tech-solutions/file-storage/sharepoint and https://www.uab.edu/it/home/tech-solutions/file-storage/storage-options
Sharepoint aka Sharepoint on Premisess		DOPM	DOPM people ~and~ others that DOPM gives credentials to	**NOT**-**ALLOWED**	The CARDIA Sharepoint site

Other possible options:
- files in "Microsoft Teams" -- good if sharing casually only with others in your Microsoft Team
- Joomla – Use Joomla to put up on a public website, if you want to make the files public
- emailing as an attachment – this is a "quick and dirty" solution, but it can be hard to keep up with "what is the most current version"