

## Managing Access in SharePoint/OneDrive/Teams

LSE provides all staff and students with cloud-based storage solutions OneDrive, SharePoint, and Teams. Your LSE account will receive 1TB of personal data storage and you can login with your LSE email and password as a part of Office 365 [here](#).

### Why should you use LSE-provided OneDrive, SharePoint, and Teams?

- These options are formally assessed by the School and are backed by policy, please see the Research Tools Minimum Standards
- Compliant with UK and EU data privacy legislation
- Supported by DTS if you need troubleshooting
- You can access OneDrive and SharePoint data anywhere with internet access and can sync files with your device. Files stored on your H: Space can only be accessed on the LSE network
- It is recommended to save an extra copy of important information in the cloud in case your device is corrupted or lost
- SharePoint and Teams enable you to securely share files with colleagues at LSE and with external collaborators, and you can request a SharePoint site [here](#).

However, OneDrive and SharePoint/Teams are not the same storage solution – OneDrive is mainly for personal work/study and SharePoint and Teams are for collaboration with numerous users.

**Make sure you are accessing data correctly and you've configured your storage settings properly, following the 'least privilege' and 'need to know' principles, so only the appropriate people can view, edit, or share data on a need-to-know basis.**

Here are our top tips to double check how you're managing data access:

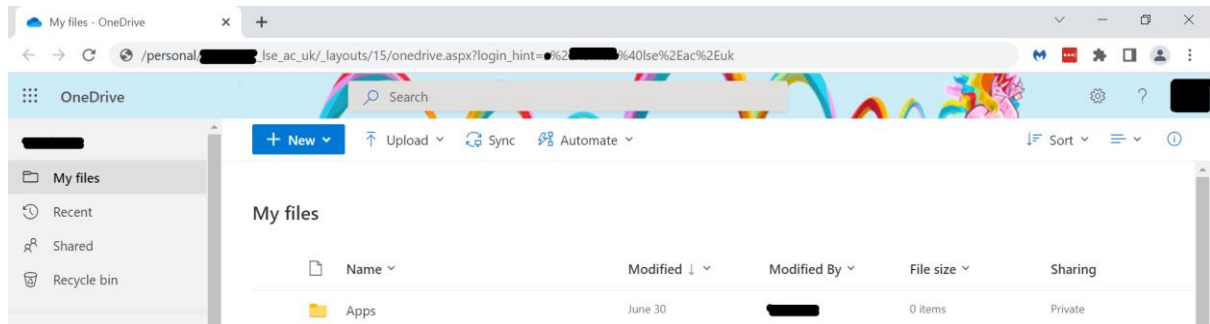
1. **Look at the status of a file/folder in your OneDrive periodically**
  - a. A blue cloud means it is available online only
  - b. A green tick means it is available on your device because you are syncing the file/folder
  - c. A grey link means it is a shortcut to a file/folder on a SharePoint site – this is NOT private on your OneDrive
  - d. A person icon means you are sharing the file or folder, click Manage access to see who
  - e. A lock icon means you can read only
2. **Review how many files you've shared, and others have shared with you, in Teams chats.** You may be surprised how quickly these can accumulate!
  - a. You can also open the "Microsoft Teams Chat File" in your OneDrive to see files and folders saved on Teams
3. **Not all SharePoint sites are private groups! Double check how many members are in your SharePoint site on the site homepage and remove users who should not have access**
  - a. Individual files and folders can be shared with LSE users outside of your site. Tick the circle next to the file name and click Manage access to create or delete sharing links

Failure to share data per the School's Data Classification Standard can cause a data breach. This may result in heavy ICO fines, reputational damage, and the termination of research contracts. SharePoint site owners should undergo training [here](#).

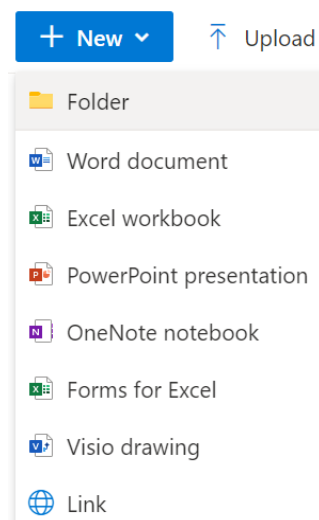
If you have any questions about how to manage access in SharePoint/OneDrive/Teams after reading this article, or would like additional support, please contact [tech.support@lse.ac.uk](mailto:tech.support@lse.ac.uk).

## How to Use OneDrive: web client

Let's look at OneDrive web client. If you're in OneDrive, you'll see a blue cloud icon in the tab.



To create a new folder or file, click +New and drop down to select the option you want to create.

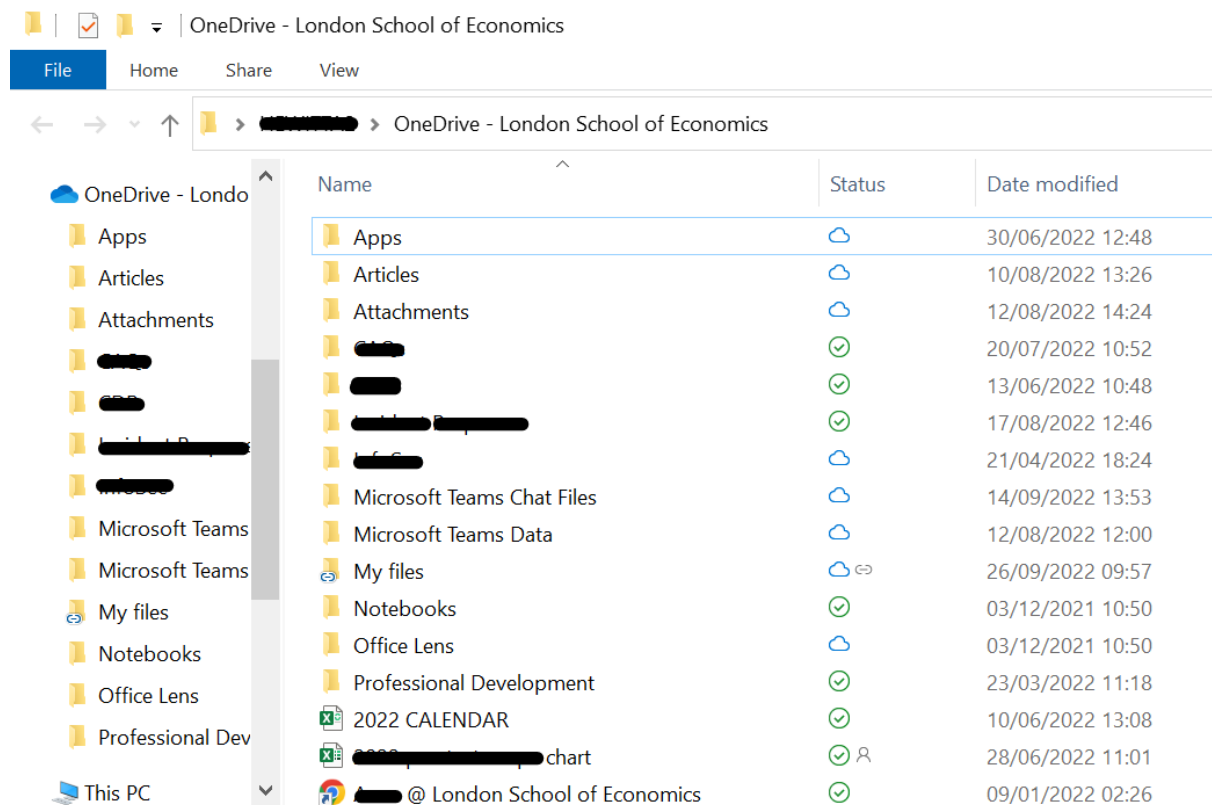


To upload an existing folder or file, saved in your H: Space or on a personal storage device, click Upload and follow the prompts.

When your files and folders are saved in LSE OneDrive only, you will see "Private" under the "Sharing" column. If you are sharing the folder/file, it will say "Shared", and if someone else is the owner of the file, you can see their LSE username.

## How to Use OneDrive: desktop client

You may also sync your LSE OneDrive to your device. On Windows laptops, this is easily set up and accessed by clicking the blue cloud icon located in the taskbar, or by opening File Explorer and scrolling to “OneDrive – London School of Economics”



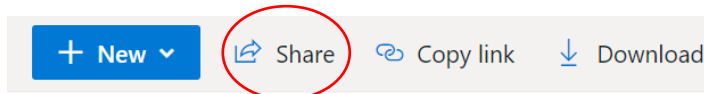
You can share data from your OneDrive; however, this is only recommended for limited cases on the principles of least privilege and need-to-know. Large-scale sharing should be done in SharePoint.

Under the “Status” column in desktop client (or the “Sharing” column in web client OneDrive), you can see an icon indicating the file or folder’s availability:

- A blue cloud means it is available online only
- A green tick means it is available on your device because you are syncing the file/folder
- A grey link means it is a shortcut to a file/folder on a SharePoint site – this is NOT private on your OneDrive
- A person means you are sharing the file or folder
- A lock means read only

## How to Manage Access using LSE OneDrive

When you want to share a file or folder with your manager or your colleague, it is easiest to do this in OneDrive web client. Tick the blue circle to the left of the folder icon or file icon, and the ribbon will show a new option to “Share”, or you can click the grey arrow that appears next to the file/folder name.

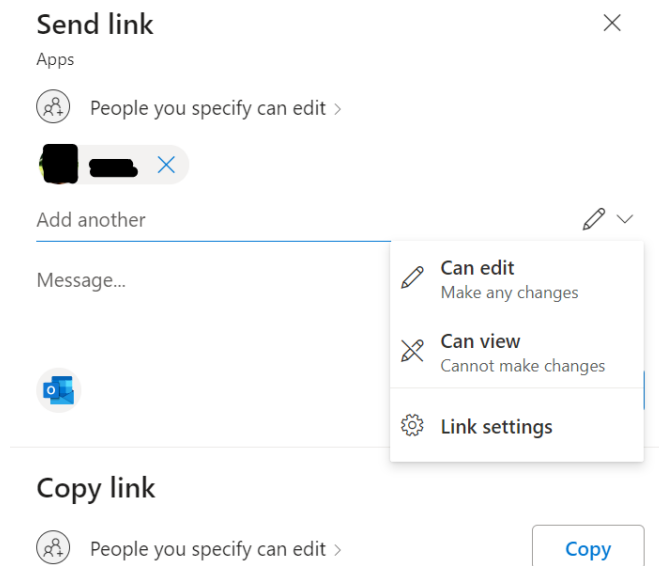


## My files



This will share a “live” version of the file/folder as saved in your OneDrive, make sure to only share a copy if you do not want the person to have live access.

- Specify the LSE email of the user you want to share the file with
- Write them a short message (optional)
- Click on the pencil and select the correct permission: can edit or can view only
- If you're not sure which permission to give, review the Information Classification Standard available on the LSE Policies and Procedures page.



You can also share by copying a link to the file/folder. LSE does not permit sharing with external recipients this way, but you can choose to share with only specified people (recommended if sharing via your OneDrive), people with existing access, or anyone at LSE with the link:

## Link settings



Apps

Who would you like this link to work for? [Learn more](#)

- Anyone with the link ⓘ
- People in London Schoo... of Economics with the link
- People with existing access
- Specific people ✓
  -

Add another

### Other settings

- Can edit ✓
- Block download  ⓘ

Apply

Cancel

The more people you share a file/folder with, the more restrictions you should put in place, per the principles of least privilege and need-to-know.

You may find you already have many files and folders, and now you want to know what is currently shared with who, and what permissions do recipients. You can (and should!) check periodically in OneDrive web client:

- Click the three dots next to the file/folder name
- Click Manage Access

## My files

	Name ▾	Modified ↓ ▾
	Apps	Share
		Copy link
		Manage access

- Click "Stop sharing" at any time to remove all shared access, or individually click X on each user who has shared access

## Manage access



Stop sharing

Links giving access ⓘ

Share



https://lseccloud-my.sharepoint.com/:x:/g/pers...

Copy



People you specify can edit



Direct access ⓘ



AADGRP\_ROLE\_OneDrive\_SecondaryAdministrator

Owner



Owner

[Advanced](#)

To see how many files have been shared with you, and how many you have shared total – across Teams, via email, or directly from OneDrive, go back to your OneDrive web client homepage (click [here](#)) and on the left hand side, click on “Shared” and choose between “Shared with you” and “Shared by you”

Hewitt1,A

My files

Recent

Shared

Recycle bin

Shared with you

Shared by you



Popular around you files will appear

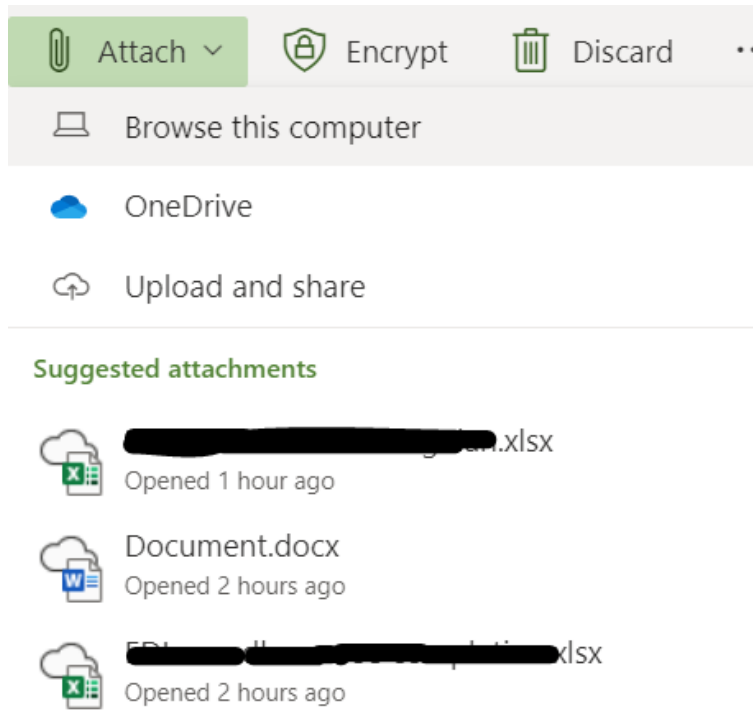
## Shared with you



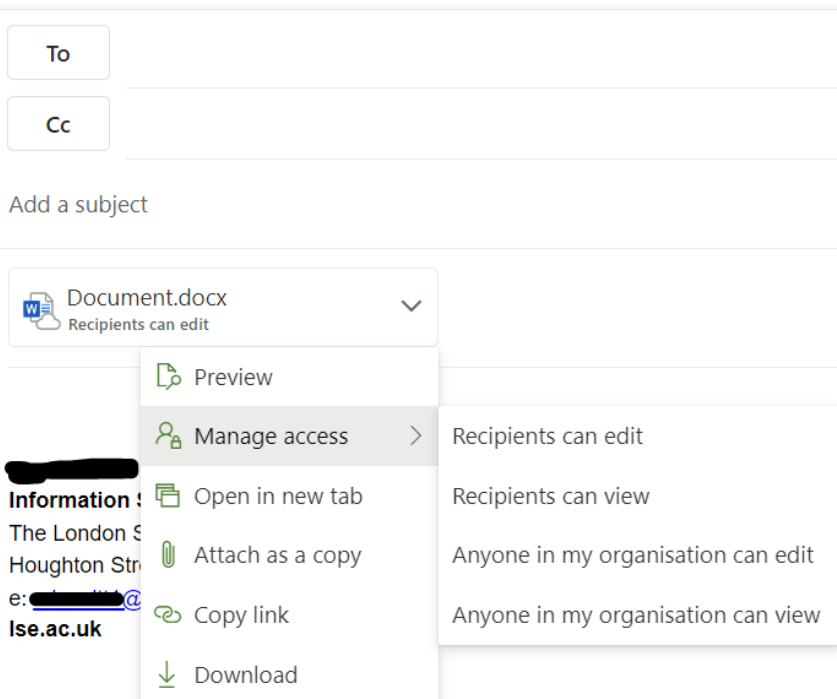
Name ▾

## How to Manage Access when Emailing

Emailing a copy of your file/folder in Outlook web client makes sharing data, especially recently opened files, easy. But be careful that you have the correct permissions before sending the email.



- If you select OneDrive, you can choose one or more files and folders to attach and click OK
- When the file(s) is attached, it is automatically sharing the live version saved in your OneDrive. Most recipients will not need this level of access, so click the drop down list and select "Attach as a copy"
- Alternatively, click "Manage access" to specify the correct permissions



## How to Use SharePoint

If you see a lot of shared files and folders in your LSE OneDrive, you should consider migrating your data to a managed SharePoint site for better workflow. It is best practice to use SharePoint when planning to work with numerous users, and you will need to take Site Owner Training [here](#).

Think about business continuity: if you leave the School and your LSE account is deactivated, a shared OneDrive file might not be accessible anymore, but a SharePoint site can continue to be accessed by users with the correct permissions if you set up a new site owner before leaving LSE.

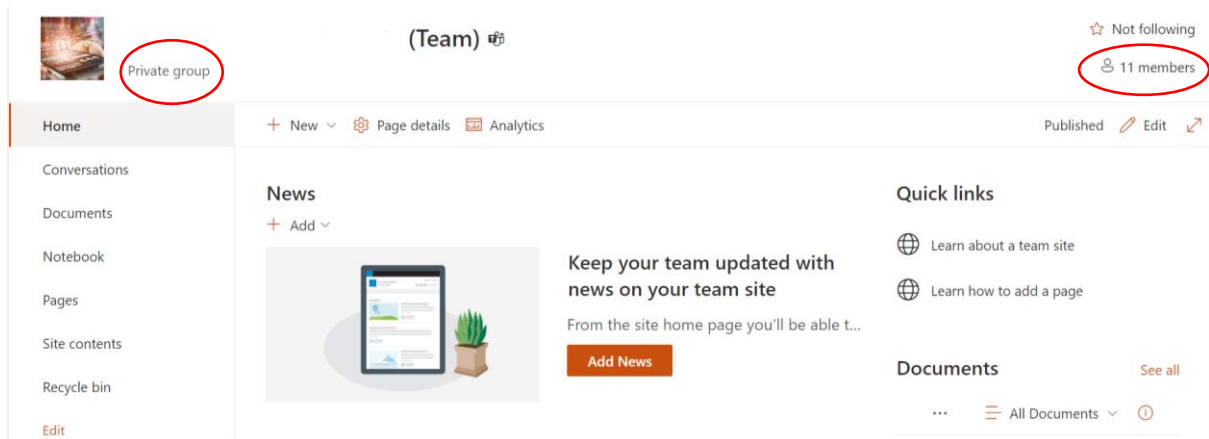
If your department already has a SharePoint site and you want to use it, the site owner needs to add you to the group. You can also request access when you click on the site.

An added benefit of SharePoint is you can securely share data with researchers and partners outside LSE. But remember that as a site owner, you need to configure permissions securely:

- Owners are people with admin privileges that enable them to assign permissions; edit the site; add apps and so on. You should limit the number of people in this group.
- Members are able to view, add, and edit documents. Your colleagues are the appropriate people to add to this group.
- Visitors are able to view documents only and have no editing rights. All others should be added to this group.

When you open SharePoint, it may look very similar to OneDrive, but a site owner can edit the layout, add apps and reorganise content, so the appearance will vary. Generally, the home page will tell you the SharePoint name, if it is a private group, and how many members.

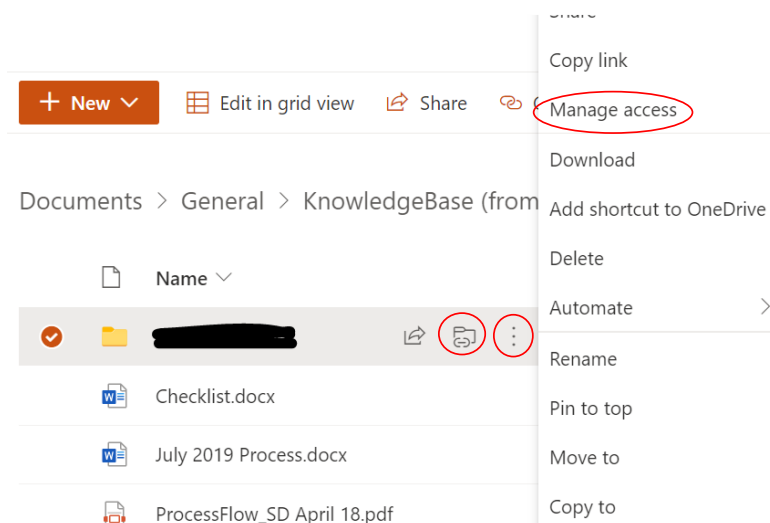




Checking document sharing permissions is similar to OneDrive. It is possible to share individual files and folders with users outside of your site members list, so double check permissions on individual files and folders periodically:

- Click on Documents, and tick the orange circle next to the file you want to check permissions
- Click the three dots to open the drop-down list, and click “Manage access”
- Alternatively, click Details to see who has access

Tip: If you want to create a shortcut to a SharePoint file/folder from your OneDrive for quicker access, click the folder and link icon next to the file name.



## How to Manage Access in SharePoint

In Manage access, you can see if there are any links giving access to the folder to other Teams at LSE. Remove access to groups that do not need the data. Any groups with access should have editing permissions set up on a least privilege basis.

- Pencil icon means they have editing permissions
- Crossed out pencil icon means they do not have editing permissions

## Manage access



Links giving access ⓘ

Share



[https://lseccloud.sharepoint.com/:f:/s/TEAM\\_I...](https://lseccloud.sharepoint.com/:f:/s/TEAM_I...)

Copy



People you specify can edit

This link works for ^



[Redacted] (Team) Members



Direct access ⓘ



DTS-[Redacted] (Team) Owners

Owner



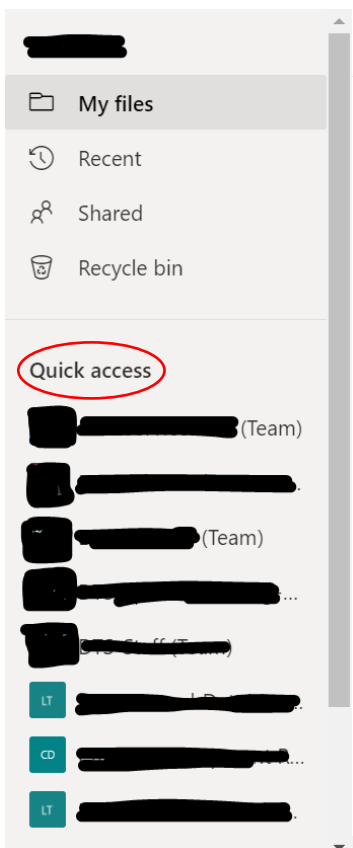
DTS-[Redacted] (Team) Visitors



DTS-[Redacted] (Team) Members



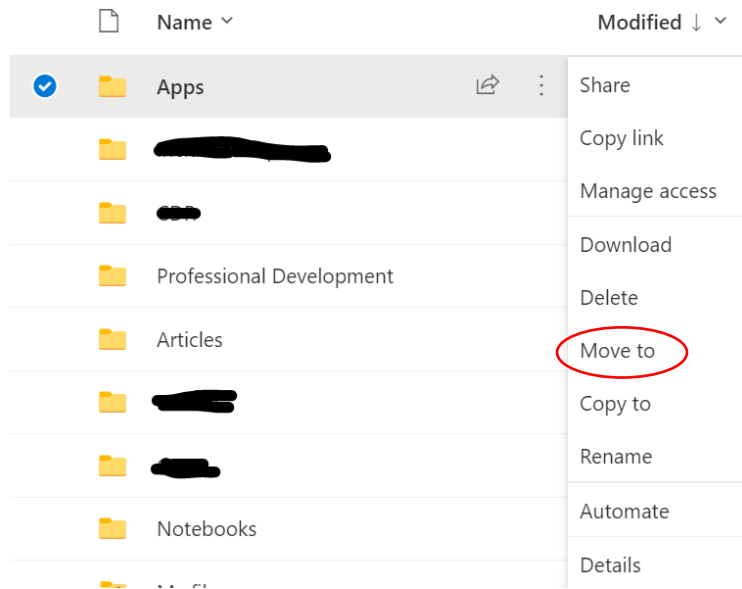
You can see the SharePoint sites you are a member of from your OneDrive web client home page. Look on the left side, under "Quick Access" select the site you want to open.



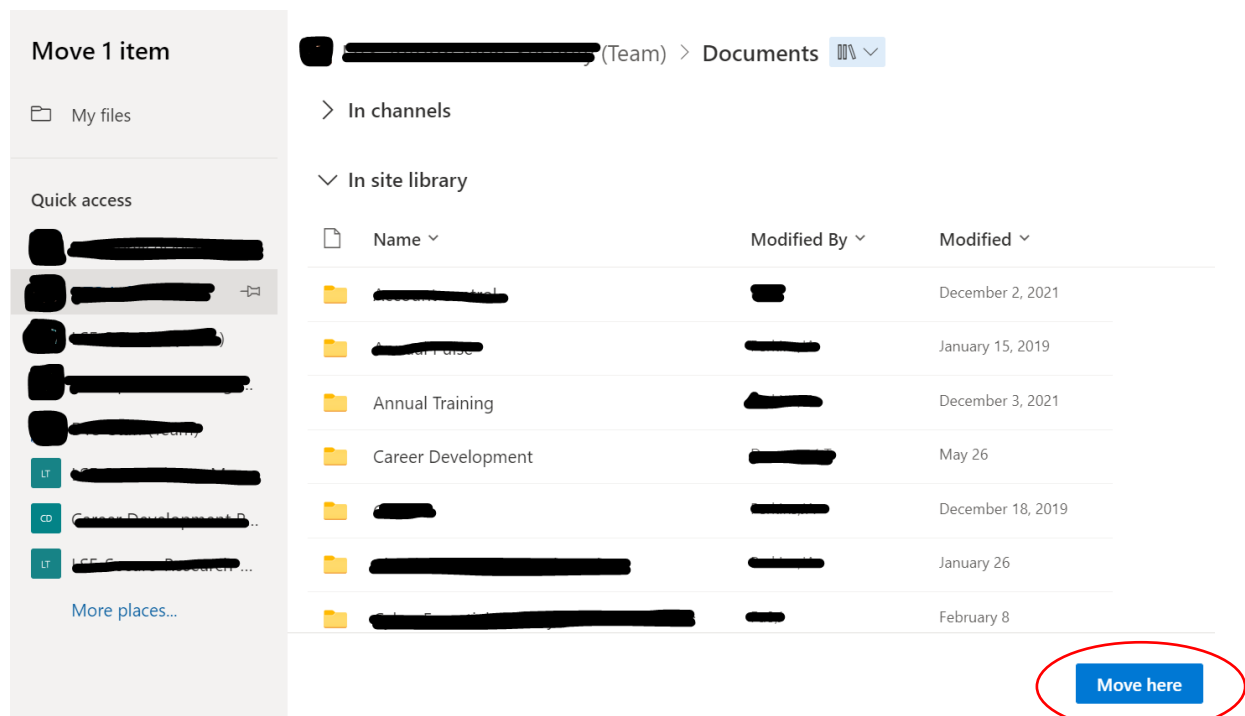
If you have saved files/folders in your OneDrive and you are ready to move them into a managed SharePoint site, it is very easy to migrate!

- Open your LSE OneDrive web client [here](#)
- Click the three dots to open the drop-down list and click “Move to”

### My files



- You can either click a different folder location in your personal LSE OneDrive, or on the left side select the SharePoint site to move the file/folder to
- Click “Move here”

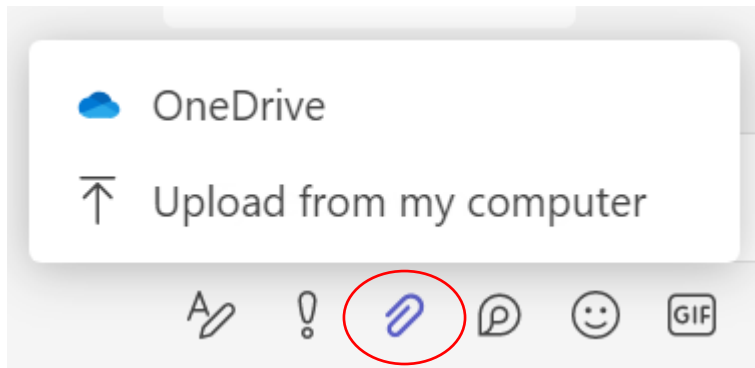


These steps will move the file/folder completely; unlike “save a copy”, which would keep two versions of a file/folder in two or more cloud locations. Depending on the data, you may

want to keep multiple copies, but please keep track of how many copies you create and where they are saved, and ensure you are only editing the version you want to.

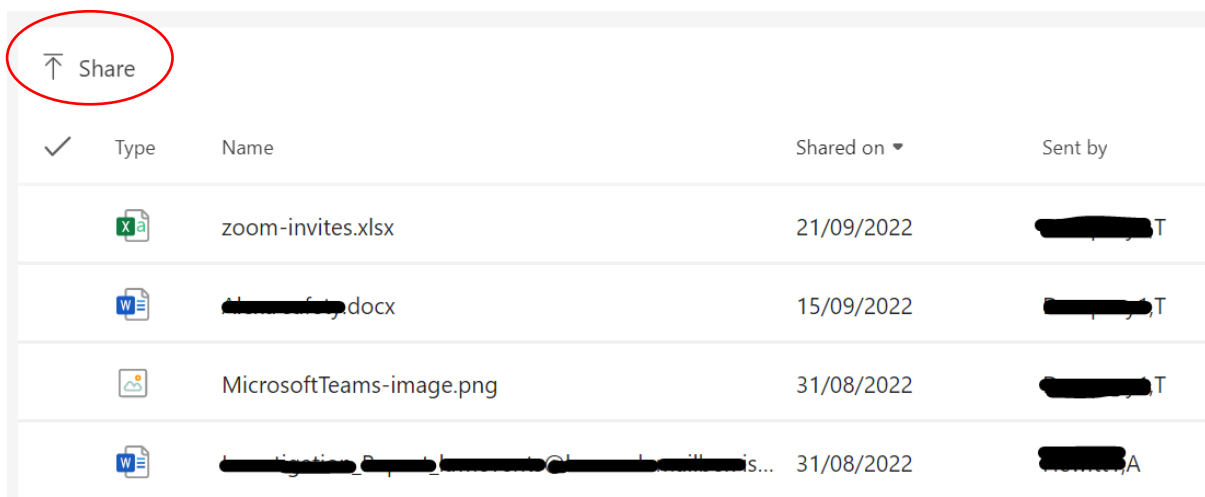
## How to Manage Access on Teams





You can also share data in Teams – open a new chat or an existing chat and click on the paper clip icon to select data from your OneDrive.



Sharing files in Teams means you are still the file owner, and the file is saved in your OneDrive or SharePoint, but a copy is now available in the “Microsoft Teams Chat Files” folder, which is accessible from your OneDrive web client or desktop client in File Explorer.

- Be careful – although sharing via Teams is secure, it’s so easy you might lose track of how many files you’re sharing
- Check the status of files by clicking on “Files” at the top of the chat and see when a file was sent, and by whom
- You can click “Share” here as well to share more files with the chat members



✓	Type	Name	Shared on ▼	Sent by
		zoom-invites.xlsx	21/09/2022	[Redacted] T
		[Redacted].docx	15/09/2022	[Redacted] T
		MicrosoftTeams-image.png	31/08/2022	[Redacted] T
		[Redacted]_Report_Lessons_Learned_With_...s...	31/08/2022	[Redacted] A

If you need to create a new Team, use the form [here](#) to request one from LSE DTS. If you plan to have non-LSE external collaborators, it is important to indicate this in your request.

- To request a guest Teams account for an external partner, click [here](#)
- SharePoint and guest accounts are designed for long-term collaboration with numerous users. If you only have a one-off file transfer, share it as an email attachment and encrypt any emails containing confidential data.

- Instead of email, you can use FileDrop to share data up to 39GB [here](#). FileDrop is considered more secure than email for one-off sharing of confidential data, regardless of size.

## In Conclusion

Using OneDrive/SharePoint/Teams is the best way to store and share your data at LSE. It is secure, compliant with data privacy legislation, and supported by DTS for troubleshooting.

But you are responsible for managing access correctly! Consequences of a data breach include ICO fines, loss of future research contract bids, termination of existing contracts, and reputational damage for the School.

Most mistakes regarding sharing permissions happen unintentionally because a user did not know how to manage access.

Please familiarise yourself with the above steps on how to manage access.

- Practice opening your OneDrive in desktop and web client and decide which is method easier for you to navigate your data while also controlling other users' access.
- Not all files and folders in your OneDrive are private - when in doubt, check the permissions by clicking the three dots next to file name and click "Manage access"
- Lots of files and folders can accumulate in Teams chats – periodically open the chats you are a part of and click on "Files" to see what you are sharing/what is shared with you
- SharePoint and Teams are the recommended sharing solutions at LSE, because you should only share a limited number of files from your LSE OneDrive. It's easy to move important folders/files from your personal LSE OneDrive to a SharePoint site
- If you need to share data with external recipients, either:
  - Attach a copy over email (and encrypt if appropriate given the data classification); or
  - Create a SharePoint site [here](#) after completing Site Owner Training [here](#) and request a guest SharePoint/Teams account [here](#); or
  - Filedrop is another option for one-time large file transfers, click [here](#) to read more
- There are hundreds of SharePoint sites at LSE – make sure you are only sharing data in the correct SharePoint site! Not all SharePoint sites are private groups, so always double check
- A common mistake is making a shortcut to a SharePoint file/folder from your LSE OneDrive – if you see a grey link icon under the status column, that file/folder is not private!
- SharePoint site group members should be checked periodically by the site owner, and members should have editing permissions set up based on the principle least privilege and on a need-to-know basis

If you have any questions about how to manage access in SharePoint/OneDrive/Teams after reading this article, or would like additional support, please contact [tech.support@lse.ac.uk](mailto:tech.support@lse.ac.uk).