Cloud Storage at JH

• JHBox had been the preferred cloud storage
• JH contract with Box will end in April 2020
• JHBox migration to JHOneDrive should have already happened
• Details on JHBox migration can be found here:
  • https://support.cs.jhu.edu/wiki/JHBox_Migration_To_JHOneDrive
  • https://livejohnshopkins.sharepoint.com/sites/Office365Hub/BoxMigration/
OneDrive Features (vs. JHBox)

- Many of the same features that JHBox offered, including HIPAA compliance
- Key differences:
  - Better integration with Microsoft Office
  - 5 TB storage (vs. 50 GB)
  - Does not allow custom URL for shared data
  - User cannot password protect files/folders (can require sign-in to see a file)
- Full comparison of features: https://it.johnshopkins.edu/services/collaboration_tools/BoxOneDriveCompare
- OneDrive FAQs: https://it.johnshopkins.edu/services/collaboration_tools/JHOneDrive/faq.html
Accessing JH OneDrive

Option 1: Go to https://my.jh.edu, hover over the “Cloud” icon in the left panel, and then select OneDrive

Option 2: Go to https://onedrive.jh.edu

If you had files saved on JHBox, you will have a folder called “BoxMigration”

Accessing Files Shared with You

On the left panel, click “Shared”, which will take you to a page labeled “Shared with you” showing all folders that have been shared:

- Can sort by name, date shared, shared by, or activity
- Can group by “Shared by” to see all folders shared by the same individual grouped together
Sharing Files with Others

1. Open the details pane.
2. Manage access.
Sharing Files (cont’d)

Step 3

Step 4
Desktop Sync

- In the OneDrive browser, click the folder (yours or someone else's) that you would like to sync
- At the top of the page, click Sync:

  ![Sync Button]

- If you have not already installed the OneDrive Desktop App, it will prompt you to install it
Accessing Files on OneDrive Desktop App

Folders shared with you are here
Your folders are here
To unsync folders:
- Click “Settings”
- Choose “Account” tab
- Click “Choose folders”
- Uncheck the folder(s)