

# File Management Made Easy: Find It Fast, Share It Smart

## Three-Layer File System

### 1. Folder Structure

- a) Never go more than three layers deep – if you need a fourth level, you need fewer folders.
  - i) For example: Department > Project > Year

### 2. Smart Naming

- a) If you can't find it, it doesn't exist
- b) Don't use spaces or 'final version'
  - i) For example: YYYY-MM-DD\_ProjectName\_Version

### 3. Version Control

- a) Use OneDrive's built-in versioning
- b) Stop saving five copies of the same file

## OneDrive Features

- For Microsoft 365 users, you have 1TB of storage included
  - This is your personal and private filing cabinet
- Sync to any device
- Share securely
- Version history
- Co-author in real time

## OneDrive or SharePoint?

OneDrive is your desk. SharePoint is the office filing room everyone shares.

### OneDrive

- Your personal files
- Drafts and works-in-progress
- Files you share with specific people
- Local sync to your device

### SharePoint

- Team and department files
- Published, final documents
- Files shared with a whole team or org
- Intranet sites and team hubs

## Permissions & Security

Who can see which files?

1. **View Only:** They can read the file - nothing else. Perfect for reports, policies, or documents you want seen but not changed.
2. **Can Comment:** They can add feedback without changing the content. Great for reviews and approvals.
3. **Can Edit:** Full collaboration access. Use for active team documents where multiple people contribute.
4. **Owner/Full Control:** Can manage the file, change permissions, and delete. Reserve this for project leads and admins.

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