

Brunel University Office 365 - OneDrive for Business Usage Guidelines

Brunel University London

An ISO/IEC 27001:2013: Aligned Document - Implementing Cyber and Information Security Best Practice

Internal Use Only

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Document History

Version	Author	Comments	Date
V 0.1	Andrew Clarke	Initial Draft	25/06/2019
V 1.0	Andrew Clarke	Formatting changes; change Office 365 Groups to Teams	12/02/2020

Document Approval

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Owner: Michael Jenkins	Chief Information Security Officer
Signature: <i>MJ</i>	Date: 26 Jan 2018
Distribution:	ALL

This document requires the approval from BUL as defined in the ISMS Compliance document.

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1. About this document

1.1 Purpose of Document

The purpose of this Advisory is to outline the acceptable ways of handling information assets at Brunel University London using Microsoft Office 365 and Microsoft OneDrive for Business collaboration repository. These advisories are in place to protect the employee and Brunel University London. Inappropriate use exposes the University to risks including data breaches, virus attacks, compromise of network systems and services, and legal issues along with the potential financial implications.

Please refer to Brunel University London ISMS Document [BUL-GLOS-000 - SyOPs Glossary of Terms](#) for the glossary of terms, acronyms and their definitions for the suite of Brunel University London ISMS documentations.

1.2 Responsibilities

Table 1 – responsibilities

Title / Role	Description
Cyber & Information Security Manager	Is responsible for maintaining the Advisory and to ensure that the Advisory continues best practice and ensuring compliance with legislative and regulatory requirements.
All Users	It is the responsibility of all users of the Brunel University London's I.S. services to read and understand this Advisory. This Advisory may be updated from time to time, in order to comply with legal and Advisory requirements.

1.3 ISO 27001 - Conformance

This section indicates the University Conformance to ISO27001:2013.

University ISMS Control Number	SOA – Number A8 – Asset Management
ISO 27001:2013 Conformance Control	Information Classification Objective A.8.1.3 Acceptable use of assets

1.4 Scope

This Advisory applies to employees, contractors, consultants, temporaries, and other workers at Brunel University London along with Students.

This Advisory applies to the use and sharing of all Brunel University London electronically stored information within the Microsoft OneDrive for Business repository. It also extends to information held on behalf of third parties and partners.

This Advisory also applies when using your own device to store, access or process information on Brunel University London OneDrive for Business.

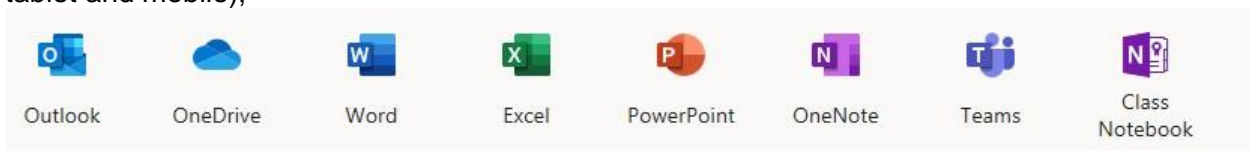
All employees, contractors, consultants, temporary, other workers and students at Brunel University London and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information in accordance with Brunel University London policies and standards, and local laws and regulation.

2.0 Office 365

All BUL staff are provided with a Microsoft Office 365 account and have access to their own BUL OneDrive for Business. Your OneDrive gives you 1 TB of cloud based storage space with the facility to edit documents online and share documents with anyone.

This includes:

- OneDrive for Business is a file storage system with online editing for Microsoft office documents and is part of Microsoft Office365. Brunel University provide staff and students access to Microsoft Office 365 with their university accounts. OneDrive for Business can be utilised in many different ways. It can be used as a simple store for documents, by mobile workers as a way to access files from any location on any device, or as a collaboration tool to share and jointly work on documents;;
- Office 365 – versions of Microsoft Office 365 to install on your own devices (PC, Mac, tablet and mobile);



Access to files can be in a web browser, directly in office 2016 or above, in windows explorer, in the office apps for iPads, iPhones and android tablets, or synchronised with a folder on a windows PC.

Brunel University recommends the use of the central file servers H and G drives and “OneDrive for Business” as your My Documents and departmental repositories respectively as the preferred location for storing files.

Due to the large storage capacity, OneDrive for business is also suitable for storage of historic documents and research data.

Local hard drives, 3rd party cloud providers or USB devices should only be used to store users own personal files or temporary storage, and should not be used to store University Confidential files. Never share or store University Confidential/business critical BUL information on private third party cloud services like Dropbox, YouSendit, personal (i.e. Not University) OneDrive, iCloud, Google Drive.

University Confidential/business critical data should be stored on secure University systems. Data stored on your BUL OneDrive is held in Europe to comply with privacy laws. Data stored in private cloud accounts may be held anywhere in the world - with no accountability if the company loses your data.

Features:

- Personal;
- Secure;
- Shared;
- Version Control;
- Support a large variety of files;
- Edit documents without downloading them to your computer;
- Share through the Web app;
- Access off-campus;

Office 365 in context

Whilst these guidelines cover each application on an individual basis it is worth noting that the premise behind Office 365 applications is that they can be, and should be used in conjunction with each other.

- **Example 1:** Whilst OneDrive for Business is a great way to share documents, when working on a document together Skype for Business may also be used to communicate with each other.
- **Example 2:** Whilst OneDrive for Business may be used to store a document that you are currently working on it is not a good place to publish the final version, so publishing to an Office 365 Group or SharePoint site would be the preferred option.

To remember: a large part of working with content in Office 365 is that it promotes open working, which means that users need to trust each other and take responsibility over the content that they own, for example all users should be responsible for the content stored and shared in their OneDrive for Business accounts and all Office 365 Team owners are responsible for the usage of their groups.

The main risks come from end users and the choices they make when sharing content.

Because OneDrive for Business is a cloud-based file storage and sharing utility, its use presents some potential risk to Brunel University staff and students:

- Data stored in the cloud can be accessed by any workstation, laptop, tablet, or mobile device with access to the Internet;
- Staff, and Students are likely to access data in a variety of ways, including potentially unsecured connections from off-campus locations;
- It is not possible for Brunel University to govern how OneDrive is being accessed by non-university computers or Internet connections;
- When files are shared with others from a device that is infected with viruses or malware, the data is likely to be compromised as well;

3.0 OneDrive for Business Acceptable Use

OneDrive for Business is a convenient cloud based storage system for your work related files. Although OneDrive for Business is the authorised cloud file sharing solution for the University, there are security practices that still must be followed to ensure the service is being used properly.

If you have any questions, check with the information asset owner or the University Information Classification policy for acceptable use.

Note: While Microsoft is committed to storing data within the EU (GDPR compliance), you are responsible for knowing who you are sharing files with.

University Confidential data includes data which, if accessed by unauthorised entities could cause personal or institutional financial loss or constitute a violation of statute, act or law. (Appendix A)

Examples of University confidential data include but are not limited to:

- National Insurance Numbers
- Bank account or credit card numbers
- Personal data - CV, certificates, date of birth, performance ^[1] assessments, reference letters
- Health records
- Research and Intellectual property information that may be purchased for the creation of a patent
- Login/password credentials

The University system has an agreement in place with Microsoft that OneDrive for Business complies with GDPR and DPA 2018. Although that is in place, it is up to you to ensure you are abiding by legislation when using the service. Again, check with the information asset owner or University Information Classification policy before moving University Confidential data to OneDrive for Business.

Special Category personal data (race; ethnic origin; politics; religion; trade union membership; genetics; biometrics - where used for ID purposes; health; sex life; or sexual orientation) is information generally used internally at the university or with its authorised partners. If released to unauthorised individuals would negatively impact the privacy of the individuals named or the integrity or reputation of the University. The University would also incur financial penalties with a data breach of this type imposed by the Information Commissioner's Office (ICO).

Special Category data may be stored and shared in OneDrive, but must be stored and shared in a secure manner.

Unclassified Data

Data that does not meet the criteria as Protect or University Confidential (which includes personal data and Special Category personal data as defined above), shall be considered non-classified data. Please note that this classification does not imply that the data does not need to be properly managed. Such data may be subject to open records requests.

Unclassified data may be stored and shared in OneDrive, but must be stored and shared in a secure manner.

How to Use OneDrive Securely

- Ensure you comply with the University's Acceptable Use Policy;
- Don't sync files to a machine or device that is not issued and secured by the university;
- Don't store personal files in OneDrive;
- Use folders to share groups of files with others online, try to avoid sharing individual files;
- Share files with specific individuals, **never** with "everyone" or the "public" - adopt the practice of sharing them with a specific set of individuals or Teams who will be considered as authorised users of the file;
- Be careful sending links to shared folders because they can often be forwarded to others who you did not provide access to;
- Remember that once a file is shared with someone and they download it to their device, they can share it with others;
- Remove individuals when they no longer require access to files or folders;
- **Do not** store PCI-DSS regulated data in any Office 365 products;
- **Do not** store files in OneDrive that contain login/passwords credentials;
- Review sharing privileges in OneDrive on at least a quarterly basis;
- De-identify data where possible before sharing on OneDrive - use a random identifier and store both the identifiable data and its encrypted identifier on an internal network drive. De-identified data can be stored and shared with others via OneDrive.
- Ensure that any BYOD that are used to access OneDrive for Business meet the minimum requirements of the Brunel Acceptable Use Policy (patching is up to date, do not use the open network Wi-Fi and establish a secure connection, keep the anti-virus and malware software updated with latest versions, apply strong passwords);

Take extra steps to protect Special Category data in OneDrive:

- Encrypt files containing University Confidential data in transit (i.e. when sharing by sending to other parties either by email or by other media) - OneDrive can be used to share encrypted files if the other party is properly authorised to receive and care for the data, the encryption key or password is exchanged over the phone;

4.0 OneDrive for Business usage

4.1 Signing In

To access OneDrive and the download for Office 365 Pro Plus sign in by going to:
<https://intra.brunel.ac.uk/o365>

On campus Microsoft Edge and Google Chrome should sign staff in automatically.
When off-site or using other browsers sign in with your university username and password.



Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

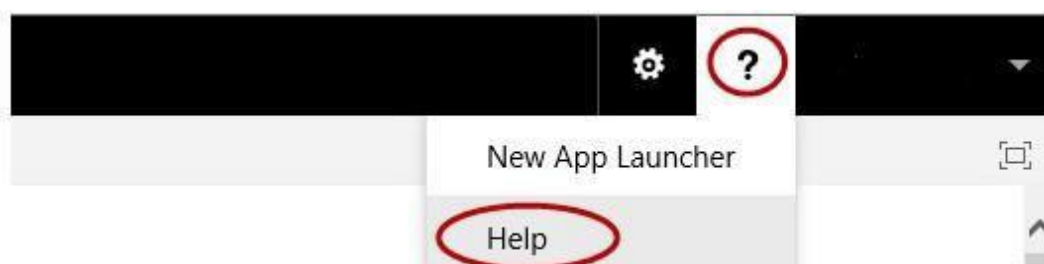
Next

Sign-in with: username@brunel.ac.uk

Note that all office 365 logons will work with "username@brunel.ac.uk" username format and if you encounter any logon issues for any of the office 365 products.

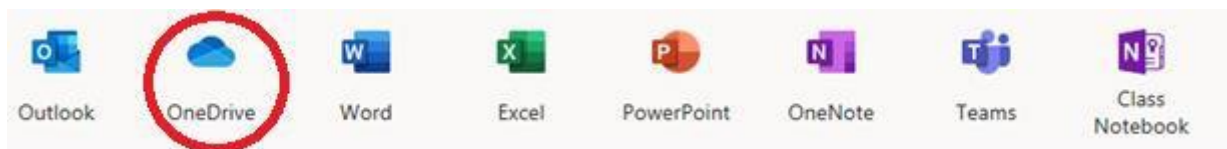
Help

To access the help feature click on the ? in the top right hand corner on any page. The help is relevant to the feature you are currently accessing.



4.2 OneDrive for Business

You can access OneDrive from the Office 365 Web App – click the app launcher in the top left of the Office 365 window and you will see it displayed in the apps pane.

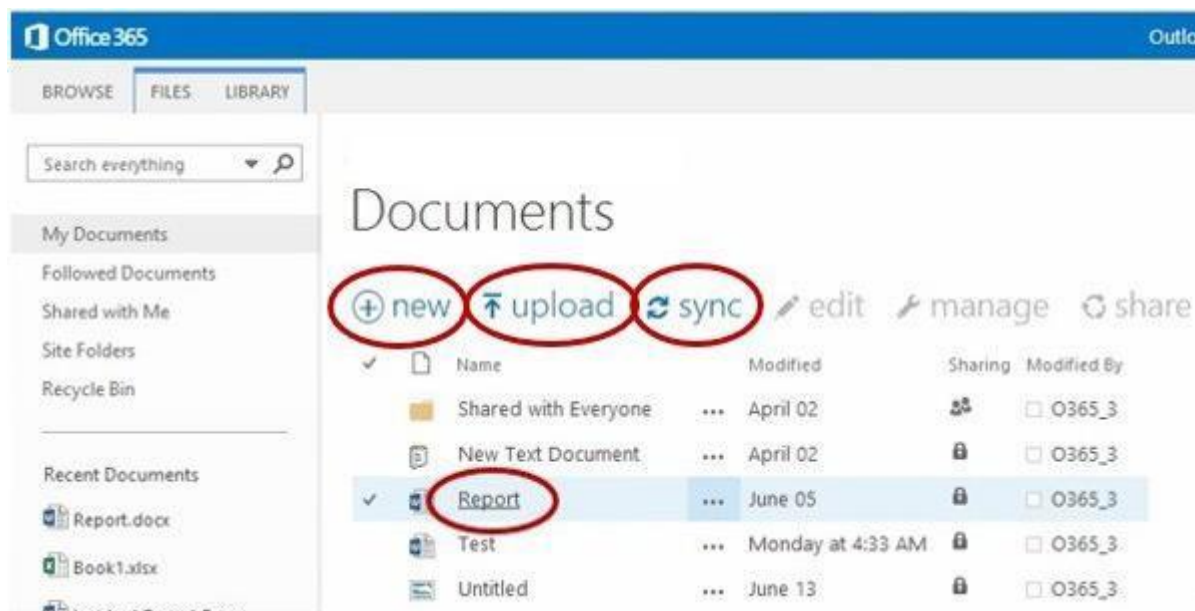


OneDrive is useful for current pieces of work – particularly files where you are collaborating with individuals or Teams both within internally with University colleagues and externally with third party collaboration partners.

You can access your OneDrive from anywhere via the internet (go to Office 365).

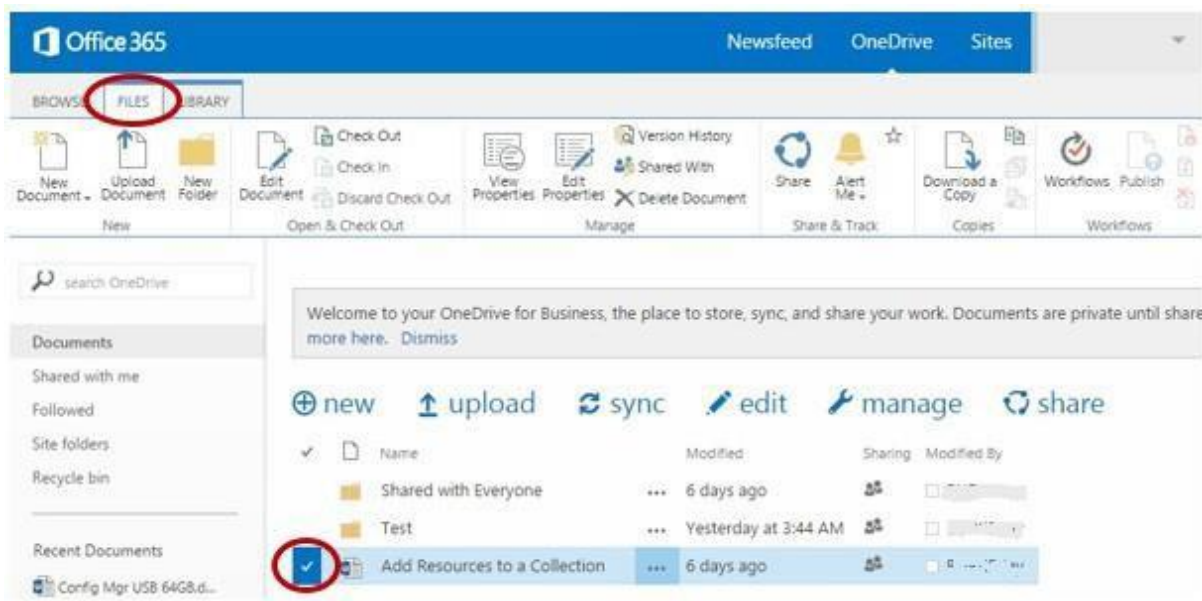
4.3 Create, Upload, Sync and Preview Documents

- To create a new document or folder click +New.
- To upload a document from your computer to OneDrive click Upload and browse to the file(s)
- To sync OneDrive with a folder on your computer click Sync. Use of the sync button installs software to download and keep up to date all files from OneDrive, the client is installed on all university machine. Details for configuring OneDrive sync are found in section 6.3
- To preview a document click on its name

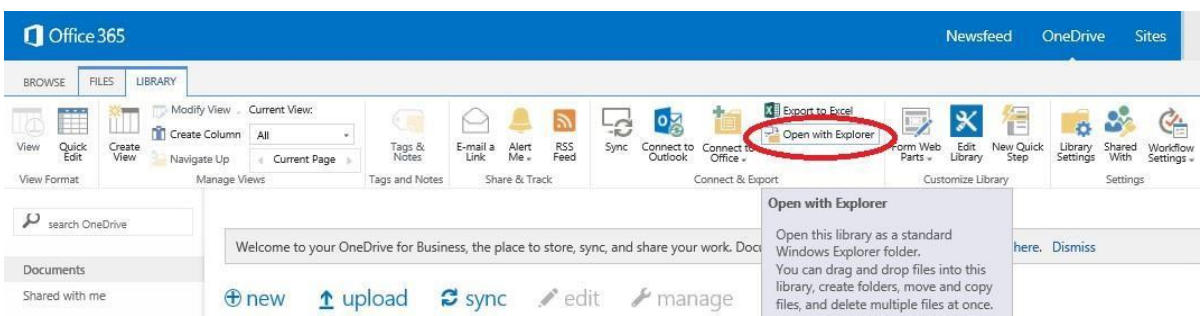


4.4 Advanced Options

Selecting a document by ticking it just to the left of its name and then choosing the 'Files' tab presents an array of advanced options in the ribbon.

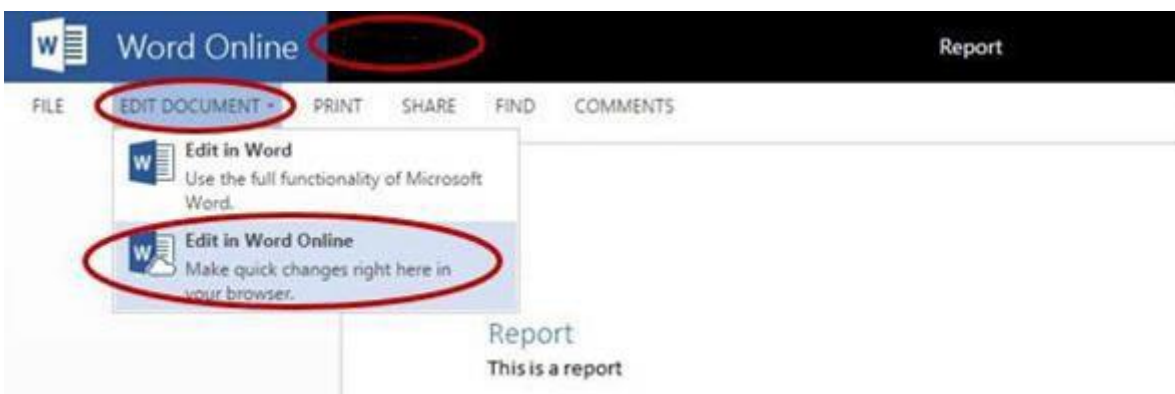


You can use the advanced options to browse one drive documents in Window Explorer if you are using the Internet Explorer web browser. From the ribbon bar select the “Library” tab and the “Open in Explorer” option.



4.5 Edit a Document Online

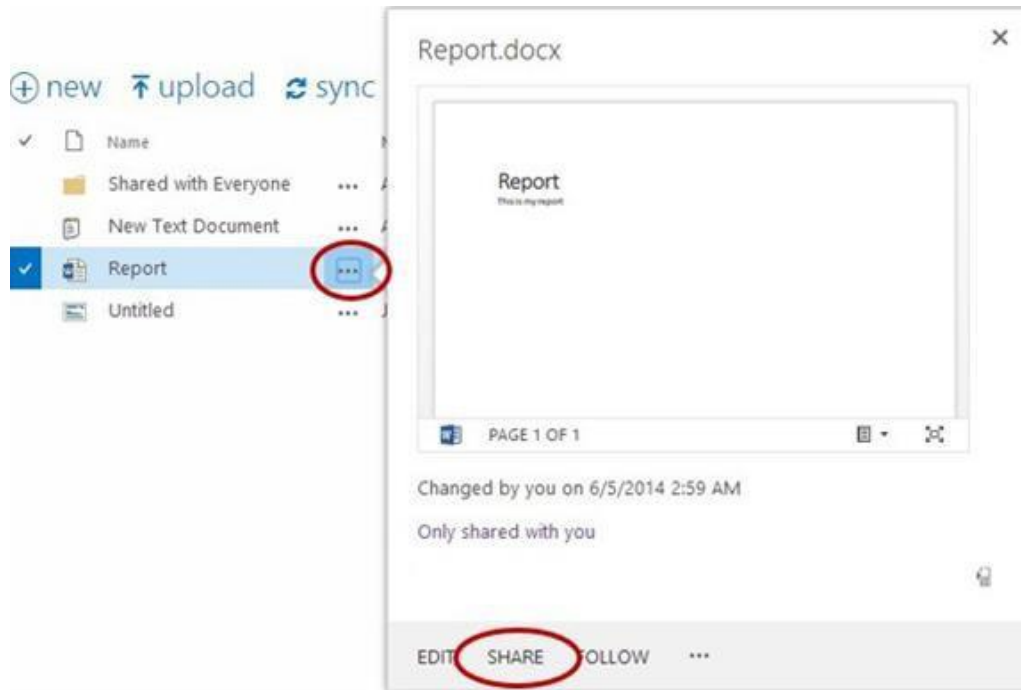
Preview a document by clicking its name and then from the menu choose EDIT DOCUMENT and then ‘Edit in Word Online’.



When editing a document online the changes are automatically saved. To return to Office365 click on your username in the title bar.

4.6 Share a Document

To share a document click the ellipses (...) next to the document to open its callout window and then click Share.

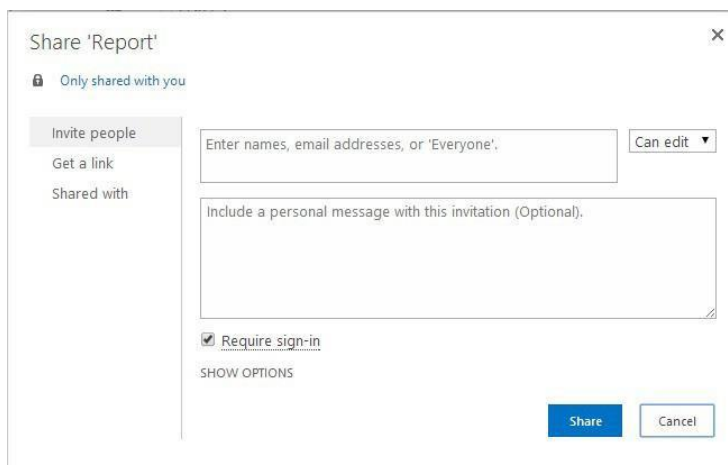


In the Share dialogue box on the Invite people tab, type names or email addresses of people in your organisation, never use Everyone.

If sharing with internal members of staff you may only need to type a few letters before you see the person you want. Select the person to add them to the box. For external people enter their full email address.

Select whether you want to grant edit or view permission to invitees.

If you want, type a message to be included with an email that's sent to all invitees. The email includes a link to the shared document.



4.7 Get a Link to Share a Document

On the share dialogue box the Get a link tab provides direct access to web links for sharing a document. Use these if you wish to embed a link to a shared document in a separate email or document that you are composing elsewhere.



4.8 Share a folder

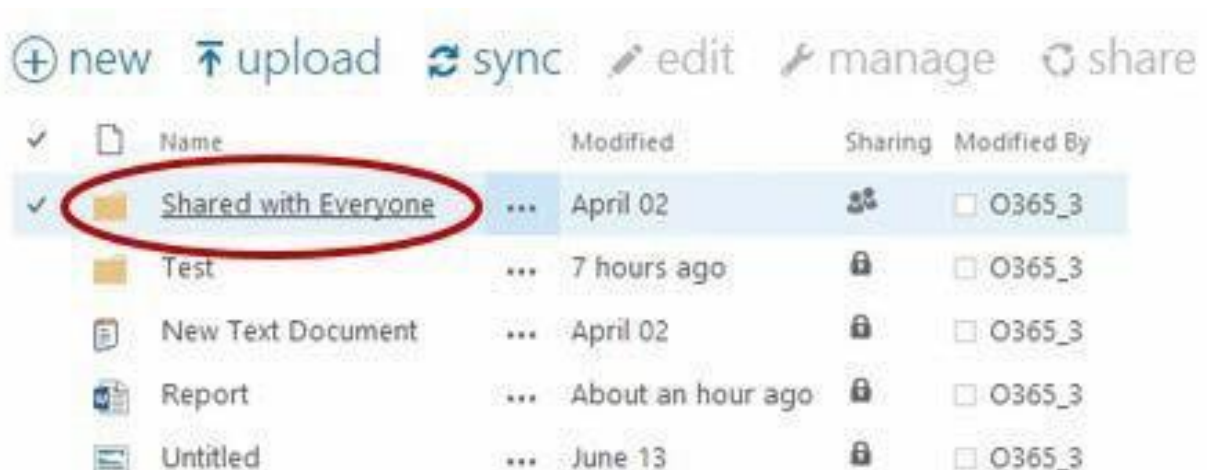
When you share a folder, you automatically share all items in that folder. Sharing a folder provides a quick way to share many documents with other people at once, and saves you the trouble of sharing the documents one at a time.

Create the new folder by clicking +New.

Follow the same procedure described above for sharing a document.

4.9 Quickly Share a Document with Everyone

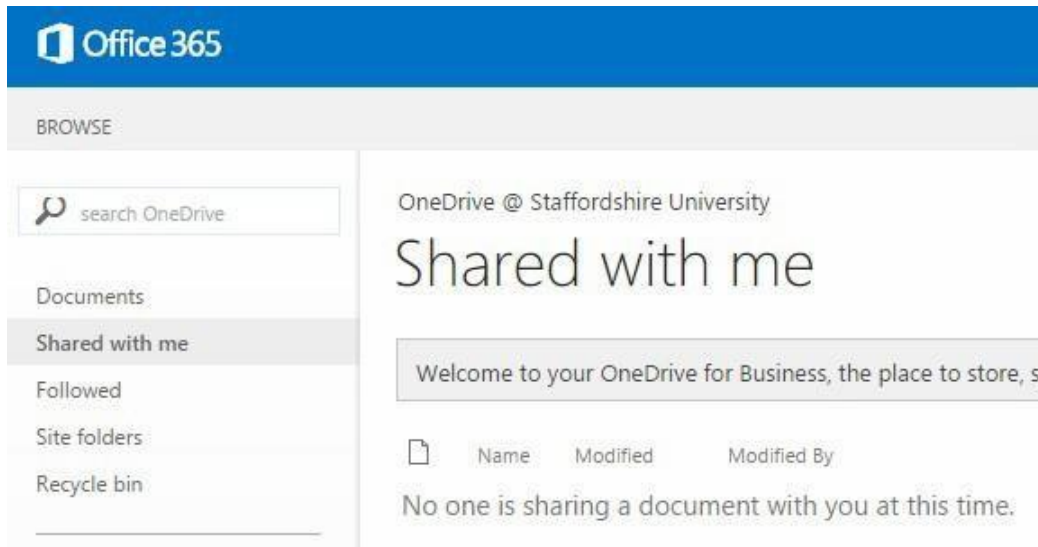
You are automatically setup with a folder called Shared with Everyone. To quickly share a document with everyone simply drag the document into this folder.



Do not use this folder unless the document to be shared is Unclassified and for access to all Brunel staff and students.

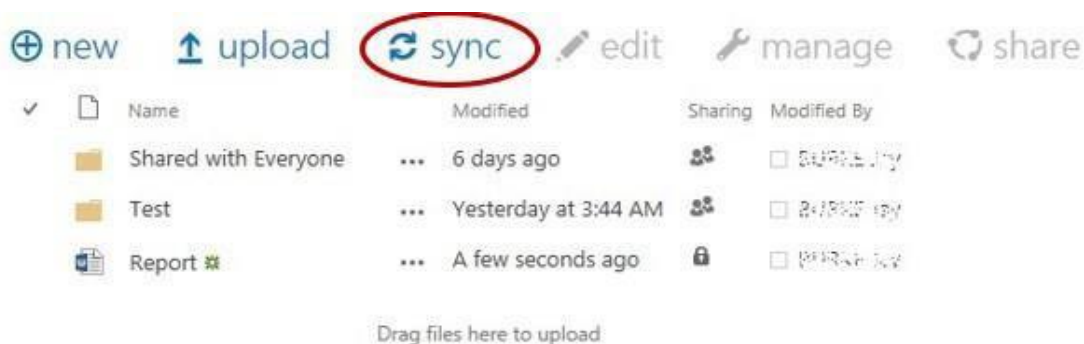
4.10 View Documents which have been Shared with You

To view documents which other users have shared with you choose 'Shared with me' from the left hand menu

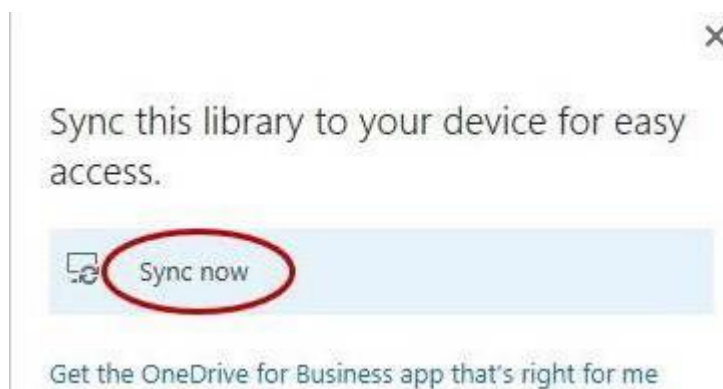


4.11 Sync OneDrive Files to your Computer

You may wish to sync OneDrive files to your computer to easily access them from your file explorer window. University computers should already have the OneDrive for Business sync app preinstalled but if you need to install it at home see the guidance later in this document. To sync your OneDrive file choose 'Sync'



Choose 'Sync now'



Click 'Allow' if you get a security warning

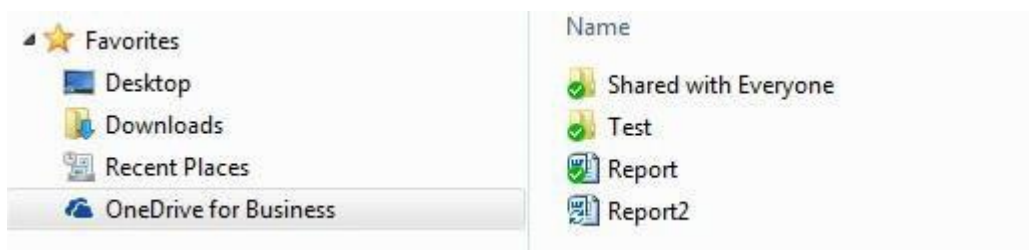


Click 'Change' if you wish to change the default location where your files will be synced to. Choose 'Sync Now'



You should then see a shortcut to OneDrive for Business in the File Explorer window. Files edited or copied into this folder will automatically be synced to OneDrive.

- A green tick on a file or folder means it is successfully synced
- A blue circular arrow means it is currently being synced
- A red arrow indicates a folder or file that is out of sync

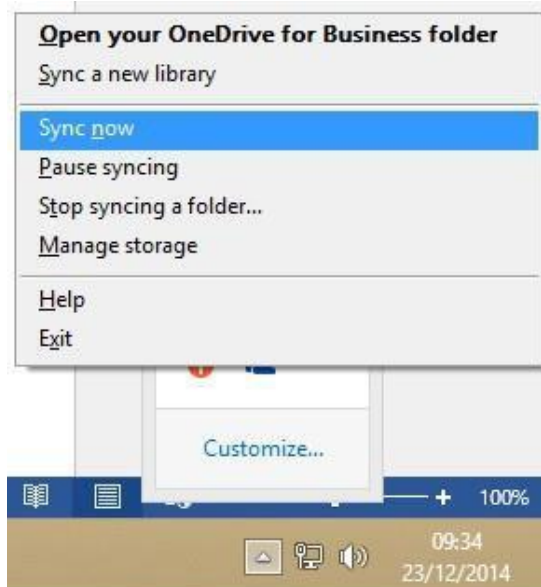


You will also get a OneDrive icon in your system tray.

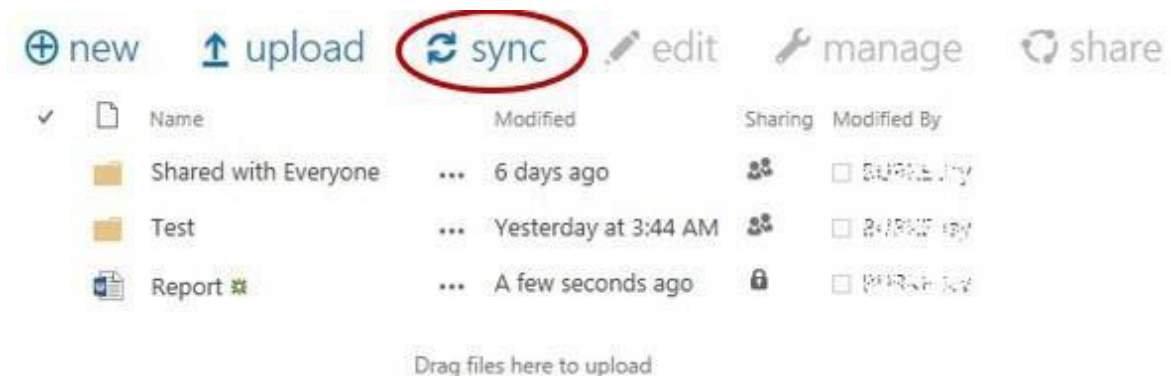


Right click on the OneDrive icon in the system tray to open a menu of options. From here you can:

- Sync now – force synchronisation
- Pause syncing – temporarily stop syncing
- Stop syncing a folder – permanently turn syncing off
- Open your OneDrive for Business folder



You can also force synchronisation from OneDrive in your web browser by clicking Sync.



Please note that you cannot delete files from your local one drive for business client (if you try they are automatically downloaded again from the web site). To delete files you must use the web interface.

4.12 Limits on Syncing OneDrive for Business

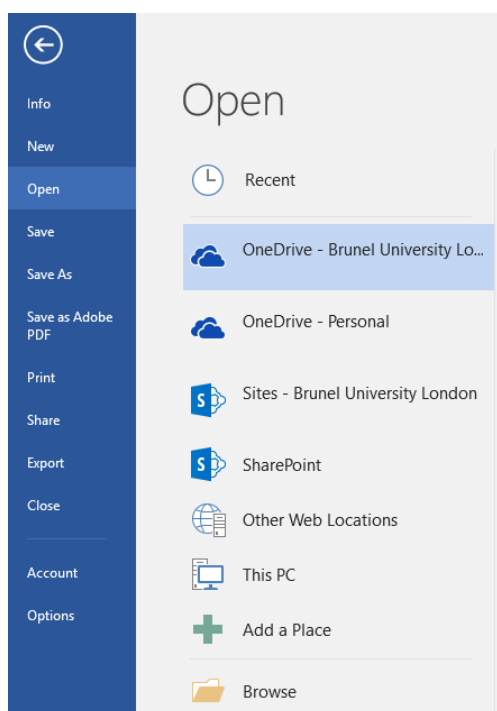
Please note the following limitations related to syncing OneDrive for Business to your computer

- You can sync up to a maximum of 20,000 items, including folders and files
- You can download individual files up to a maximum of 10 GB
- You are limited by the amount of free space on your computer's hard disk

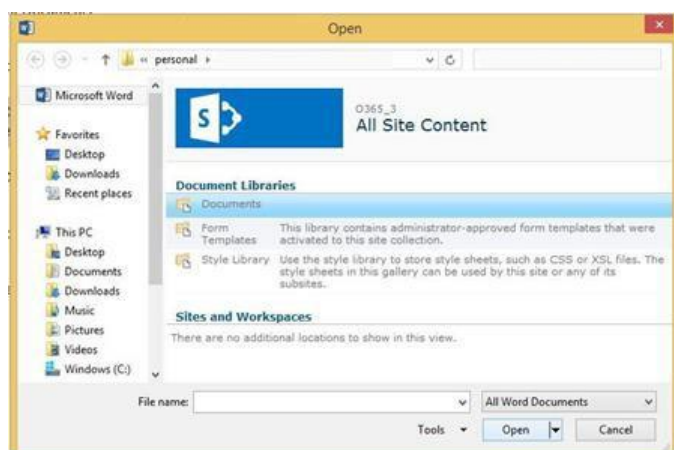
4.13 Open a document on OneDrive from Office 2016

OneDrive can be accessed directly from the Open and Save menus in all the Office 2016 applications.

1. Click File > Open
2. Choose 'OneDrive @ Brunel University London'
3. Click Browse



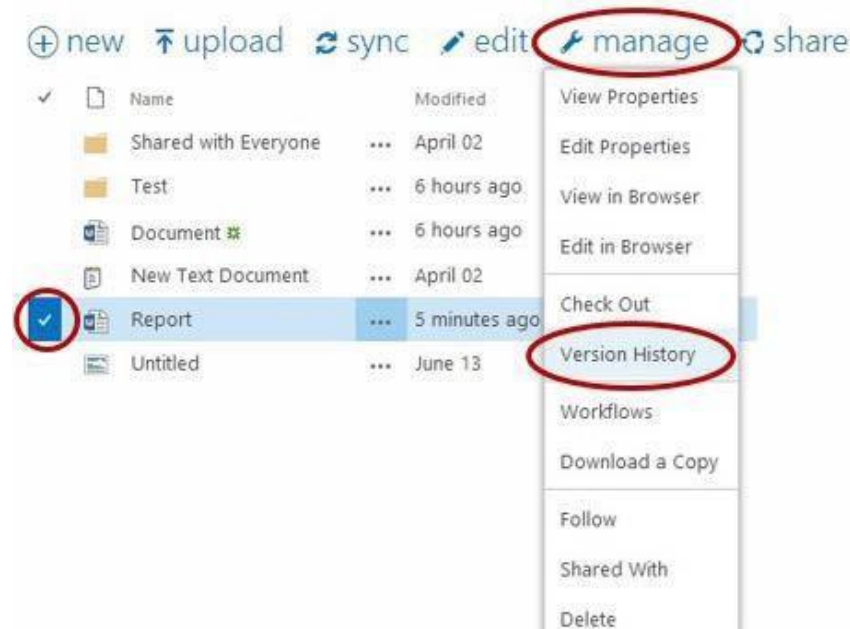
4. Choose Documents and click open.



4.14 Restore an older version of a Document

Select a document by ticking it then select Manage and Version History

Documents



new upload sync edit manage share

✓	Name	Modified	
	Shared with Everyone	April 02	
	Test	6 hours ago	
	Document #	6 hours ago	
	New Text Document	April 02	
<input checked="" type="checkbox"/>	Report	5 minutes ago	<ul style="list-style-type: none"> View Properties Edit Properties View in Browser Edit in Browser Check Out Version History Workflows Download a Copy Follow Shared With Delete
	Untitled	June 13	

Review the version history. If you wish to restore one of the versions use the dropdown menu next to the date.

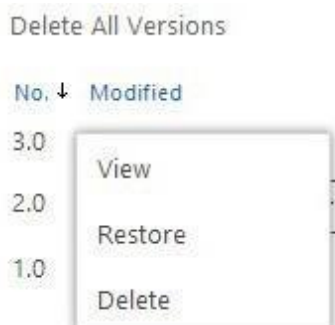


Version History

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
3.0	7/11/2014 7:20 AM	<input type="checkbox"/> O365_3	17.1 KB	
2.0	6/5/2014 2:59 AM	<input type="checkbox"/> O365_3	17.1 KB	
1.0	6/5/2014 2:57 AM	<input type="checkbox"/> O365_3	17.2 KB	

From here you can View, Restore or Delete the version.



Delete All Versions

No. ↓	Modified
3.0	
2.0	
1.0	

- View
- Restore
- Delete

4.15 One Drive for Business Sync App

The OneDrive for Business Sync App allows you to sync your OneDrive files with a folder on your computer. The Sync App should be preinstalled on all Brunel University computers but to install it at home select OneDrive from the left hand menu and then choose install.

Software

Office

Lync

OneDrive

Tools & add-ins

Desktop setup

Phone & tablet

OneDrive

OneDrive for Business sync app

Sync your files to your computer. [Learn more](#)

Note: Make sure you install the bit version that you're using for Office. [Which version of Office do I have on my computer?](#)

Language:

English (United States)

Version:

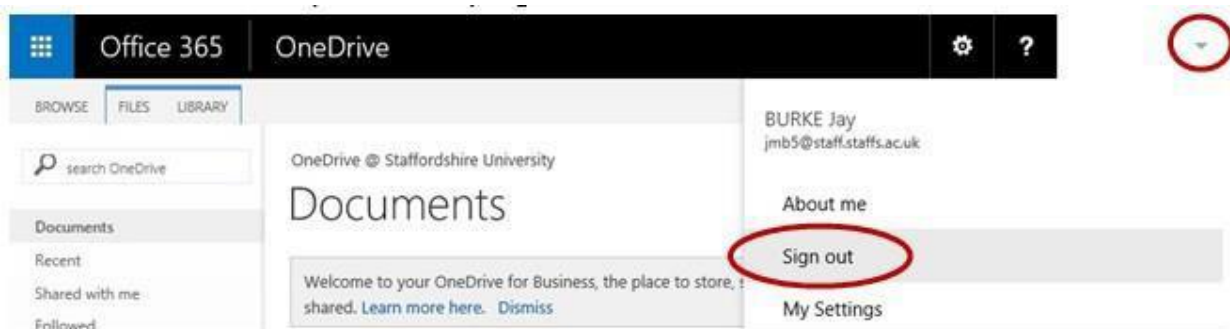
32-bit (Recommended) Advanced

[Review system requirements](#)

Install

4.16 Signing Out

To sign out select the drop down menu by your account name in the menu bar and select Sign Out. It is recommended that close your web browser to ensure your session is closed and you are fully signed out.



5.0 File Ownership

What are the responsibilities of the data owner?

The file owner is responsible for setting up policies to allow specific individuals to see and update the file. Usually, a person's role determines access. For example, anyone in the accounting department can view the accounting file, but only lead accounting analysts can add new accounts.

The file owner is also responsible for determining who has access to the file, how the file should be secured, how long the file should be retained, what the appropriate disposal methods are, and whether the file should be encrypted.

The file owner may appoint an administrator to do the daily tasks associated with these responsibilities. For example, the file owner may appoint someone to approve daily requests to access the file. The appointed person will act under the direct instructions of the file owner.

Unfortunately, IS often ends up being the de facto owner of the file. Although the IS department can be the custodian of the file, it should not be the owner. Employees in IS generally do not know how important the file is to the University, how the file is to be used, and which people (or roles) should access the file.

Another reason IS should not be the owner as well as custodian of the file is separation of duties. If IS decides who has access to the file and then administers that access, there are no checks and balances to ensure that access control policies are being followed or that inappropriate access is not being assigned.

IS's role is usually that of file custodian. The custodian is responsible for implementing the policies set by the file owner. For example, IS is usually responsible for ensuring that the files access controls (such as *PUBLIC authority) are set per the file owner's requirements. IS is also responsible for backing up the file as well as properly disposing of any electronic copies of the file in the department's possession.

6.0 Office 365 Applications Use

Office 365 decision matrix

This document provides the following:

- 1) An overview of each Office 365 application and a few examples for when to use each application and when not to use an application
- 2) An overview of new risks to the University.
- 3) An overview of new IT controls that could be implemented
- 4) A list of governance questions that require responses before implementing each application

These guidelines do not cover the same risks that already exist for currently used technology, for example: the use of insecure devices.

These guidelines do not cover email, calendaring and people contacts.

6.1 OneDrive for Business

What is it?

OneDrive for Business is personal online storage space in the cloud, which can be accessed by any device and allows for sharing and collaboration.

Equivalent to a user's H drive and for staff an existing on site OneDrive as part of IntraBrunel (IB).

Consumer alternatives that may already be in use and provide no oversight or controls:

- Google Drive,
- OneDrive (personal),
- Dropbox

should be discontinued for University business.

Good for:

- Personal documents
- Work in progress
- Collaboration with small numbers of people (rule of thumb less than 10-20)
- Examples:
 - Working on draft meeting minutes before publication
 - Meeting notes
 - Students keeping notes or their own coursework
 - Collaborating on a research proposal with an external partner

Bad for:

- Organisational sharing of content
- Content shared with department or (rule of thumb) more than 10-20 people
- Storing final 'official' versions of content
- Any data where we are legally or contractually obliged not to share with 3rd parties
- Examples:
 - University policy documents for distribution
 - Final versions of meeting minutes for dissemination
 - Submission of student work
 - Sharing sensitive data with external partners

Think twice before:

- Storing and sharing student records, staff records
- Over sharing content
- Downloading content to insecure devices or on a public device

Better than:

- Sharing content via email, Skype or portable media (e.g. USB memory stick).

Works well with:

- Office 365 Teams and SharePoint Online
- Office 2016

Brunel Classifications University Confidential

Be *extra* vigilant when sharing, seek permission before sharing with externals. Be careful when accessing the content via an insecure device. Do **not** download this content onto a public device.

Protect

Be *extra* vigilant when sharing and accessing the content via an insecure device. Do **not** download this content onto a public device.

Unclassified

Be vigilant when sharing and accessing the content via an insecure device.

6.2 Skype for Business

What is it?

Skype for Business is a communications platform that connects people anytime and from virtually anywhere, it gives users access to presence, instant messaging, audio and video calling, online meetings and web conferencing capabilities.

There is currently no comparable service offered by Brunel IT.

Consumer alternatives that may already be in use and provide no oversight or controls:

- Skype,
- Google,
- Apple FaceTime

Good for:

- Real time messaging
- Video/Voice messaging
- Online meetings (up to 250 participants)
- Examples:
 - Academic member of staff having a meeting with a student
 - Asking a 'quick question' as an alternative to sending it via email
 - Working on a document together in real time

Bad for:

- Sharing documents
- Brunel wide communications
- Formal communications
- Examples:
 - HR related matters
 - Disciplinary matters
 - Financial matters

Think twice before:

- Sharing documents
- Disclosing sensitive data

Better than:

- Email for less formal communications

Works well with:

- Office 2016
- Other Office 365 services such as SharePoint Online, Teams and Exchange

Brunel Classifications

University Confidential

Do not transmit this content via file sharing on Skype.

Protect

Do not transmit this content via file sharing on Skype.

Unclassified

Be aware of who you are sending the content to.

6.3 Teams

What is it?

Teams is a new and evolving service offered by Office 365. It combines a shared SharePoint Team Site, OneNote notebook, shared calendar and email distribution list for teams and groups to work together in one shared space.

There is no equivalent combined service currently offered by Brunel IT, but most services could be provided to a team today by providing a shared email list and calendar on Exchange and a shared Team Site on IntraBrunel or shared space on the G: drive (or equivalent). The big difference is that these are not integrated today.

Because of the nature of Teams, work is done in an open manner, meaning that all members have access to create, modify and delete content within the group. This requires a certain level of trust between team members.

Good for:

- Team collaboration
- Basic project work
- Small teams
- Examples:
 - A College TPO working on documents together
 - A research group collaborating on documents

Bad for:

- Private content that you don't want shared with other team members
- Large teams, such as a Brunel Department
- Content you want to remain read-only
- Scenarios where fine grained security is required.
- Storing secure records, i.e. HR documents, student records, financial records
- Examples:
 - A department Group site

Think twice before:

- Deleting content
- Working in a group where you do not trust the other members
- Downloading content to insecure devices or on a public device

Better than:

- OneDrive for Business when needing to share with your team

Works well with:

- OneDrive for Business
- SharePoint Online
- Office 2016

Brunel Classifications

University Confidential

Group owners that store University Confidential content **must** make sure that group membership is appropriate. Seek permission before inviting external users. Do **not** download this content onto a *public* device. Do **not** store this content in a public group.

Protect

Teams owners must make sure that group membership is appropriate. Be *extra* careful when sharing with external users. Do **not** download this content onto a public device. Do **not** store this content in a *public* group.

Unclassified

Be careful when sharing and accessing the content via an insecure device.

6.4 SharePoint Online - not currently available.

What is it?

SharePoint Online is the cloud version of SharePoint.

Equivalent to IntraBrunel, except because it's a cloud offering there are fewer options for customisations.

SharePoint Online also forms the basis of OneDrive for Business and Teams.

Good for:

- Portals
- Team and project sites
- Document management
- Secure records storage
- Examples:
 - College sites
 - Departmental sites
 - Research projects

Bad for:

- Personal documents
- Examples:
 - Personal meeting notes

Think twice before:

- Storing your private content
- Downloading content to insecure devices or on a public device

Better than:

- OneDrive for Business for content dissemination.

Works well with:

- OneDrive for Business
- Teams

Brunel Classifications

University Confidential

Sites that store University Confidential content **must** make sure that security settings are appropriate. Seek permission before inviting external users. Do **not** download this content onto a public device.

Protect

Site owners must make sure that security settings are appropriate. Do **not** download this content onto a public device.

Unclassified

Be careful when sharing and accessing the content via an insecure device.

6.5 Yammer

What is it?

Yammer is an enterprise private social networking platform.

Yammer is already in use at Brunel, albeit on a small scale. RSDO use it to promote a more open method of communicating around Research opportunities. This current usage is un-managed.

Similar to Facebook, but can be controlled by the enterprise and is more business orientated rather than sharing personal information.

Good for:

- Near real-time communications
- Organisational communications as an alternative to email
- Group communications
- Examples:
 - Make a Brunel wide announcement
 - Asking a question to the Brunel community, e.g. running a quick poll
 - Sending praise to other Brunel members for others to see and recognise

Bad for:

- Permanent document storage
- Document records storage
- Formal communications
- Private communications
- Examples:
 - Collaborating on meeting minutes
 - Student work submission and formal feedback

Think twice before:

- Sharing sensitive content

Better than:

- Email

Works well with:

- Office 365 Video
- SharePoint Online

Brunel Classifications

University Confidential

Do **not** store University Confidential content on Yammer. Instead share it via SharePoint Online, Teams or OneDrive.

Protect

Do **not** store protected content on Yammer. Instead share it via SharePoint Online, Teams or OneDrive.

Unclassified

Fine to share via Yammer. Just be sure it doesn't fall into the higher classifications first.

6.6 Office 365 Planner

What is it?

Planner is a tool to help organise teamwork, it provides a hub for team members to create plans, organise and assign tasks to other users.

This is similar to using Excel, or Outlook Tasks for managing these tasks, however the current tools do not offer easy dashboarding features, or the 365 Group integration which allows each plan to have its own linked storage for related documents.

Similar to Asana, Slack or WunderLust.

Planner is a part of 365 Teams, and creating a Plan also creates a 365 Team and vice-versa.

Good for:

- Event organisation
- Basic project work
- Team tasks
- Examples:
 - Managing and assigning tasks for small simple projects
 - Managing event organisation tasks across different teams within Brunel

Bad for:

- Large complex projects
- Projects that require resourcing
- Issue and Risk management and tracking
- Examples:
 - Estates projects
 - Large IT projects

Think twice before:

- It is not a replacement for Microsoft Project or other full project management tools

Better than:

- Excel
- Outlook tasks

Works well with:

- Teams each group gets access to their own Planner tool

Brunel Classifications **University Confidential**

Do **not** include content details in the Planner task titles or descriptions.

Protect

Do **not** include content details in the Planner task titles or descriptions.

Unclassified

Unclassified content can be included in Planner tasks and description.

6.7 Delve

What is it?

Delve is a content discovery tool. It is a gateway to finding and accessing content within Office 365.

The closest equivalent is IntraBrunel's search platform. However, Delve includes more than just SharePoint content.

Delve will only let you discover content that you already have access to.

Good for:

- Finding content, you are currently working on
- Discovering content shared with you

Bad for:

- Finding content that is currently not available via the Delve platform

Think twice before:

- Sharing your content inappropriately. Delve makes finding this content a lot easier

Better than:

- SharePoint Search

Works well with:

- SharePoint Online
- OneDrive for Business
- Email

Brunel Classifications

University Confidential

Be aware of how you share this type of content as it will be easier to discover.

Protect

Be aware of how you share this type of content as it will be easier to discover.

Unclassified

Be aware of how you share this type of content as it will be easier to discover.

6.8 Sway and Forms

What is it?

Sway is a rich web based presentation platform.

Sway is an alternative to PowerPoint, but is *not* a replacement for PowerPoint.

Forms is a tool to quickly create surveys and forms to collect information from users.

Forms is similar to SurveyMonkey, Bristol Online Surveys, custom forms created in IntraBrunel. Forms is not as feature-rich as any application currently in use today, but it is entirely self-service.

Both these applications currently store the data in the USA, because of this do not use them for presenting or collecting sensitive user data. There is also currently no way to access this data other than via the applications themselves, although the results collected from Forms can be exported to an Excel file.

Good for:

- Sway:
 - o Alternative to PowerPoint
 - o Digital portfolios
 - o Examples:
 - Showcase student work
- Forms:
 - o Creating quick simple surveys
 - o Examples:
 - Simple user feedback form

Bad for:

- Sway:
 - o Formal presentations
 - Brunel meeting presentation
- Forms:
 - o Complex forms:
 - Module feedback

Think twice before:

- Creating content in either

Works well with:

- Embedding in SharePoint Online or Yammer

Brunel Classifications

University Confidential

Do **not** use for storing or collecting content.

Protect

Do **not** use for storing or collecting content.

Unclassified

Be aware that currently content created in these tools is stored in the USA and is not accessible by any other means other than via these applications.

6.9 Word Online, Excel Online, OneNote Online and PowerPoint Online

What is it?

These are online versions of their desktop Office 2016 counterparts. They provide ways to view and edit documents via a web browser. You do not need the client versions installed to use these.

Equivalent to the Office Web Apps already used via IntraBrunel, but are more current and work better in modern browsers.

Because they do not require the documents to be downloaded to the client these tools offer a more secure mechanism for accessing content without the need to worry about removing downloaded content.

These are cut down versions of the client tools and therefore only offer basic functionality, for a lot of documents the functionality offered works fine but more advanced documents will not open.

Good for:

- Viewing and editing basic documents
- Real time co-authoring
- Examples:
 - Meeting minutes
 - Notebooks
 - Presentations

Bad for:

- Documents that require advanced features
- Documents protected by Information Rights Management
- Documents that use custom fonts
- Examples:
 - Advanced Excel spreadsheets
 - Documents with macros
 - Documents using the Gotham font

Think twice before:

- Enabling IRM features as these will not be able to be opened via the online tools

Better than:

- Downloading and opening the content on an insecure device

Works well with:

- OneDrive for Business
- SharePoint Online
- Teams

Brunel Classifications **University Confidential**

Where possible use these tools when working offsite instead of downloading the content to client devices.

Protect

Where possible use these tools when working offsite instead of downloading the content to client devices.

Unclassified

No specific advice.

6.10 Video

What is it?

Office 365 Video provides a self-service video upload, conversion and sharing of video content online. It automatically converts videos into mobile friendly formats, provides basic usage analytics and can be secured with access permissions.

It is comparable to Panopto and Helix Media Platform.

The videos uploaded here cannot be made available to non-authenticated users (but can be shared with external accounts if permitted) and it is designed to be used as an internal video sharing platform. Can be used in conjunction with Office Mix to record presentations at your desk.

Unlike Panopto there is no integration for recording lectures 'live'.

Cannot be used for live streaming content, such as graduation ceremonies.

Good for:

- Internally focused video content
- Example:
 - Research briefings
 - Recorded talks and presentations

Bad for:

- External marketing content
- Videos intended for public viewing
- Examples:
 - Student testimonials used for marketing

Think twice before:

- Uploading videos intended for Blackboard
- Uploading videos intended for an external audience

Better than:

- Uploading videos to SharePoint Online directly

Works well with:

- SharePoint Online
- Teams
- Yammer
- PowerPoint 2016 and Office Mix. Office Mix is an add-in for PowerPoint that enables users to create more interactive presentations and allows the content to be published directly to Office 365 Video if required.

Brunel Classifications

University Confidential

Videos that contain University Confidential content **must** make sure that security settings are appropriate. Seek permission before inviting external users. Do **not** download this content onto a public device.

Protect

Video creators must make sure that security settings are appropriate. Do **not** download this content onto a public device.

Unclassified

No specific advice.

Appendix A – Information Classification

University information stored both physically and electronically, must be classified to identify what type of information is contained within the document.

The University classifies information into three levels (University Confidential, Protect and Unclassified):

Ref: [Information Classification Procedure](#)

CATEGORY	DESCRIPTION	Sample Documents/Records
UNCLASSIFIED	Information that may be broadly distributed without causing damage to the University, its employees and students. These documents may be disclosed or passed to persons outside the organisation.	Marketing materials authorised for public release such as advertisements, brochures, published annual accounts, Internet Web pages, catalogues, external vacancy notices
PROTECT	Information whose unauthorised disclosure, particularly outside the University, would be inappropriate and inconvenient.	Most University information falls into this category. Departmental memos, information on internal bulletin boards, training materials, policies, operating procedures, work instructions, guidelines, phone and email directories, marketing or promotional information (prior to authorised release), transaction data, productivity reports, , contracts, Service Level Agreements, internal vacancy notices, intranet Web pages
UNIVERSITY CONFIDENTIAL	Highly sensitive or valuable information, both proprietary and personal. Must not be disclosed outside of the organisation without the explicit permission of a senior manager.	Passwords and PIN codes, VPN tokens, credit and debit card numbers, personal IDENTIFIABLE information (PII) - such as employee HR records, Social Security Numbers, SITS records, disciplinary reports, most accounting data, Exam papers (before use) other highly sensitive or valuable proprietary information

For research data comprising participate information or animal welfare/BIO data, the Research Ethics Code of Practice must be adhered to irrespective of whichever file storage solution is selected.

All Personal Identifiable Information (PII) data must be anonymised to the research level. For further advice, see Information Access Officer.

	UNCLASSIFIED	PROTECT	UNIVERSITY CONFIDENTIAL
Office 365	<p>Normal</p> <p>Do not leave unattended on screen - lock screen.</p>	<p>University authorised OneDrive for business; Teams; SharePoint Online; Office Apps (Word, Excel, PowerPoint, OneNote)</p> <p>Skype for business, Yammer, Sway and Forms not permitted</p> <p>Do not leave unattended on screen - lock screen.</p>	<p>University authorised OneDrive for business; Teams; SharePoint Online; Office Apps (Word, Excel, PowerPoint, OneNote)</p> <p>Skype for business, Yammer, Sway and Forms not permitted</p> <p>Do not leave unattended on screen - lock screen.</p>