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Potential "Collaborators":

1. TU Faculty on TU office computer
2. TU Faculty on TU classroom/lab computer
3. TU Faculty off campus
4. Collaborator on TU campus computer or Off Campus via Cisco VPN
5. Collaborator off campus on personal computer

Mechanism	How to get started	Allows access between	Pros	Cons
H Drive	<u>PC</u>: Look for H: HOMESHARE drive under "This PC" <u>MAC</u>: Map to smb://homeshare/username$ **Learn more here:** https://techhelp.towson.edu/TDClient/1879/Portal/KB/ArticleDet?ID=143111 https://techhelp.towson.edu/TDClient/1879/Portal/KB/ArticleDet?ID=140625	1,2	- Automatically mapped when one logs into any campus computer	- Must use CISCO VPN off campus - Limited storage (5GB) - Unable to share files with others
OneDrive: Personal storage	onedrive.towson.edu **Learn more here:** https://techhelp.towson.edu/TDClient/1879/Portal/KB/?CategoryID=22814	1,2,3	- 1TB storage per user - Prevents versioning issues between on campus and off campus computers - *Can* map every time you login to office computers	- Must re-map every time you login into classroom/lab computers

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OneDrive: Shared folder	onedrive.towson.edu Right click on existing OneDrive folder, or file, and choose "share" **Learn more here:** https://techhelp.towson.edu/TDClient/1879/Portal/KB/ArticleDet?ID=143833	All	- Same pros as OneDrive personal storage - User can share with both TU and external collaborators - Users can share entire directories or individual files with others	- Same cons as OneDrive personal storage - Not recommended by OTS tech support as a good storage solution for standing groups/committees
Shared Network Drives (e.g., Customeshare, Deptshare (O:\), \\CLA- server2\)	O drive is automatically mapped Other shared drives: PC: Right click on "This PC" > click map network drive. MAC: Finder > Go> Connect to server> smb:// **Learn more here:** https://techhelp.towson.edu/TDClient/1879/Portal/KB/ArticleDet?ID=140625	1,2,3,4	- *Can* map every time you login to office computers - Larger storage than H Drive - Recommended by TU tech support for long term storage/archiving	- May have to re-map every time you login into classroom/lab computers - Cannot add/remove collaborators yourself (need TU admin to do it) - Altering permissions to internal users can be tricky
SharePoint	https://tu.sharepoint.com/ **Learn more here:** https://techhelp.towson.edu/TDClient/1879/Portal/KB/?CategoryID=22818	All	- Fully integrated with M365 applications - Access can be assigned or based on group membership - Unlimited cloud-based storage - Can be accessed locally via OneDrive shortcuts or via the browser application	- Not easily accessible to external users - Gated by OTS - Not the easiest learning curve - Doesn't always sync with complementary apps on mobile devices - Can be challenging for external collaborators

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Microsoft 365 Web Applications	https://www.microsoft365.com/ **Learn more here:** https://techhelp.towson.edu/TDClient/1879/Portal/KB/?CategoryID=23210	All	- Fully integrated with SharePoint, Outlook email/calendar, etc. - Live collaboration between multiple users - Files can be opened with desktop applications without losing live sync capability - User can share with both TU and external collaborators	- Web apps missing some deeper features of desktop apps - Teams is not yet available to TU users
Webex	https://towson.webex.com/ **Learn more here:** https://techhelp.towson.edu/TDClient/1879/Portal/KB/?CategoryID=22819	All	- Live videoconferencing and text chat - Fully supported by OTS (vs. e.g. Slack) - Easy to create ad hoc discussion spaces - SharePoint integration	
Zoom	https://towson-edu.zoom.us/ **Learn more here:** https://techhelp.towson.edu/TDClient/1879/Portal/KB/?CategoryID=22820	All	- Same as Webex except SharePoint	- No SharePoint integration - Emeriti faculty and collaborators need a paid subscription to create meetings