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Online Collaboration at CUIMC

- *Collaboration Confusion* is a thing. At last year's Microsoft (MS) Ignite Conference, there were 4 sessions just on choosing the right MS collaboration software.

- CUIMC itself offers 7 options -- OneDrive, SharePoint, P Drive, Teams, Box, and for some work, Confluence and Google Drive.

MS OneDrive: *"Offers users a simple way to store, sync and share various types of files with other people and devices on the internet."*

SharePoint *"Enables users to create a secure Website to store, organize share, and access information from any device"*

Teams *"Is a chat-based collaboration tool where global, remote, and dispersed teams can work together and share information via a common space. Includes document collaboration, one-on-one and team chat, etc."*

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Box: *"Create a central workspace where your teams can edit, comment on, and share files, as well as assign tasks."*

Confluence: *"Capture project requirements, assign tasks to specific users, and manage several calendars at once"*

Google Drive: *"Store, share, and sync files across all your devices"*

Good, better, best

- Choosing the "best" software for your project can be daunting:

    o Differences in functionality can be nuanced
    o CUIMC IT Security often tweaks the software settings behind the scenes, which means that it doesn't always work the way it is advertised.

- The good news is that you can't really make the wrong choice, unless you are working with sensitive data. But your choice can make your job easier.

First: Prioritizing Your Needs

- Some key questions you want to ask:

    o Team Composition – Internal only or internal and external members?

    o Type of data involved – Sensitive or nonsensitive?
        o Note: Sensitive data extends beyond PHI. It can include confidential financial data, "trade secrets," research results, etc.

    o Cost – CUIMC IT email and domain accounts fees include access to MS Office 365 Online products at no additional charge; access to other solutions can cost extra.

    o **Don't forget the people part** – How familiar is the team with collaboration software? Are most comfortable learning new things? Can they handle more complex software? If so, will it be readily adopted by others when rolled out?

Solution Fit @ CUIMC

Collaboration Tool	Internal Use Only	Sensitive Data Approved	Complex?	Cost
One Drive	Yes	Yes	Fairly	No
Confluence	Yes	No	No	Depends
Teams	Yes	Yes	Fairly	No
SharePoint	No, exceptions	Yes	Yes	No
P Drive	No, exceptions	Yes	Yes	Yes
Box	No	Pending	Yes	Depends
Google Drive	No	Pending	No	N/A

Solution Strengths

Collaboration Tool	File Storage & Organization	File Syncing & Sharing	Community Building	Project Management	Realtime Collaboration
One Drive	X	X			X
Google Drive	X	X			X
Teams	X		X	X	X
Confluence	X		X	X	X
SharePoint	X		X		
P Drive	X				
Box	X	X	X	X	X

Head-to-Head Match-Up

- OneDrive vs Google Drive for file syncing and sharing:
  - OneDrive is preferred, although very similar
    - It is approved by CUIMC to hold even confidential data
    - We have unlimited storage, free (n/a Google)
    - OneDrive integrates fully with Office 365 products

- Teams vs. Confluence vs. SharePoint for Community Building
  - Teams is preferred
    - (See above)
    - Teams has dedicated chat for each team you set-up. That eliminates project email exchanges, keeping the entire project history in one place
    - While SharePoint can provide a robust, more fully customizable team site than Teams, it is not easy to learn and requires a lot of administrative management and oversight.

cont'd

- SharePoint vs P Drive as Document Archive
  - o SharePoint is preferred, even if you just use it to store files and use none of the community building elements

    - o P Drive requires CUIMC IT setup and administration and has a cost associated with it.

    - o P Drive is likely not going to be supported long term except as an institutional archive

    - o However, it does have "logging." This means that "transactions" on P Drive (logins, editing, deleting, etc.) are recorded and can be referenced in the event there is any kind of a legal hold placed on material. Note: SharePoint can have logging turned on by special request.

cont'd

- Box All-In One
  - Box can basically do everything you might need for collaboration:

    - It doesn't integrate with Office 365

    - The software is very complex; some find it overwhelming

    - CUIMC has not brought it online quite yet – but pilot accounts are available.

    - It will be approved for sensitive data

    - Box is one of the few solutions at CUIMC that permits sharing with non CUIMC colleagues

Getting Access

- **OneDrive, Teams, SharePoint** and others are already available to you via the MS Office 365 Online landing page: www.login.microsoftonline.com

- Accounts on **P Drive** or **Box** are available by emailing 5Help@cuimc.columbia.edu

- **Confluence** is available for free by request to CUIT at askcuit@Columbia.edu

- **Google Drive** does not currently have a CUIMC-managed option. However, you can open and use a personal Google account provided no sensitive data is involved.

Online Training Tools & Help

Getting Started Tutorials for ALL Office 365 Online Software:
- LinkedIn Learning: <u>Office 365</u>

- Targeted Training Links
  - Teams

    - CUIMC has prepared <u>this training resource for Teams</u> (PDF)
  - <u>OneDrive</u>

  - <u>Confluence</u>

  - <u>Google Drive</u>

  - <u>Box University</u>

  - <u>CUIMC P Drive</u>

Reminder: Login to <u>Human Resources LinkedIn Learning</u> with your Uni credentials first to access many of the training links in this document.

Bonus Content!

- 8 Ways to Speed up Your Wifi (*aka* bet you didn't know…)

  https://www.youtube.com/watch?v=iBm55SPMS2k