



Frequently Asked Questions – Approved Cloud Collaboration Sites

Q. What cloud collaboration and document storage solution may I use at OSUWMC?

- A. At OSUWMC you have two options for cloud collaboration and document storage: OSUWMC Sharepoint sites (different instances for Restricted and Non-Restricted data) and Buckeye Box.

Q. What is Sharepoint?

- A. Sharepoint is the OSUWMC hosted team collaboration solution that allows much more than document sharing. There is a secure collaborate version for PHI and other restricted information.

The table below shows you some of the features. For more information contact the Medical Center Help Desk at 293-HELP (4357).

<p><u>Collaboration Tools</u></p> <ul style="list-style-type: none">• Shared documents<ul style="list-style-type: none">• Document versioning• check-in/check-out• Workflows• Calendar• Tasks• Announcements• Links	<ul style="list-style-type: none">• Alerts <p><u>Search</u></p> <ul style="list-style-type: none">• Full-text indexed• Scopes - All Sites or Just this Site• You only see what you have permission to see <p><u>Security</u></p> <ul style="list-style-type: none">• Granular user access controls• Access from the Internet• Restricted Data
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Q. What is Buckeye Box?

- A. Buckeye Box is the OSU vendor hosted collaboration solution. Buckeye Box is similar to other cloud collaboration sites such as Drop Box or Google Docs and allows document sharing with non-OSU/OSUWMC people.

To sign up for your university BuckeyeBox account, you must visit my.osu.edu. Once logged in, you need to click BuckeyeBox from the left hand menu. Then, simply accept the Terms and Conditions to enable your account.

For more information on Buckeye Box visit <https://box.osu.edu/>