

DNR Office of Information Technology -- IT Customer Care

# DNR OneDrive Usage Guidelines

---

## Contents

OneDrive – What Is It? .....	1
Guidelines for Using OneDrive.....	1
What Type of <b>Information</b> You Can and Cannot Store on OneDrive .....	2
Confidential Data .....	2
Sensitive Data.....	3
Unclassified Data.....	3
What Type of <b>Files</b> You Can and Cannot Store on OneDrive .....	3
Excluded File Types .....	4
Blocked File Types.....	4

## OneDrive – What Is It?

OneDrive is simply online storage space for your computer files.

By “online storage,” we mean on equipment (servers) provided by Microsoft on which OneDrive users can store their documents and files. Exactly where in the USA this equipment is located is not important. The fact that you can access your OneDrive account from anywhere is what makes OneDrive so useful. Typically, this is referred to as “cloud computing,” with “cloud” simply meaning “someone else’s computer (in this case, Microsoft).

So your OneDrive account lets you store documents in the cloud in your OneDrive account and access those documents from anywhere. You do not have to be in the office or logged in to the DNR network.

Each DNR employee has one terabyte of data storage space in their OneDrive account. One terabyte is a lot of space. A sixty-slide PowerPoint presentation of moderate complexity (text, images, and graphics) takes up about five megabytes of storage. A terabyte could hold 200,000 five-megabyte files.

## Guidelines for Using OneDrive

OneDrive is to be used for judicious storage of documents that are important to you – documents that you will need either to access from locations other than your office or to share with others inside and outside of DNR.

The next section in this document, titled *OneDrive Storage: What You Can and Cannot Store on OneDrive*, contains details that you must consider.

That said, OneDrive is not a location for someone to use to shovel anything and everything into their OneDrive account simply because OneDrive is there. You must consider what you want to store on OneDrive and why. There are several reasons for this:

- **The type of documents and what they contain.** Some documents contain information of such a critical or sensitive nature that DNR guidelines absolutely prohibit storing them anywhere else except on secure internal DNR servers. The next section, *OneDrive Storage: What You Can and Cannot Store on OneDrive*, contains details.
- **Bandwidth at your location.** Many DNR locations have limited bandwidth and simply cannot tolerate the extra demands on it by the transfer of very large files to OneDrive. The typical Word document or Excel spreadsheet usually will not be a problem, even if the size of the file is over 10 megabytes (the limit for sending attachments through an e-mail). However, huge files, or a huge number of smaller files in a single upload, will cause problems.
- **Size of your files.** OneDrive is not the place for you to store multi-gigabyte files such as HD 1080 video files. Uploading (and sharing) files of even several megabytes is easy to accomplish. Uploading and sharing HUGE files poses a problem.

## What Type of Information You Can and Cannot Store on OneDrive

**Important! The individual DNR Divisions -- not DNR IT -- are responsible for determining into which of these three categories their information falls. It is also up to the individual Divisions to complete their own housekeeping, categorizing their information, getting rid of unnecessary files, and sorting and determining what information can be stored on OneDrive and what must be kept on secure internal servers.**

DNR IT has established general guidelines for storing files, documents, and other information “in the cloud” on OneDrive. For guidance purposes, DNR has established these three types of information for you to use in assigning a category to your files and data:

- **Confidential**
- **Sensitive**
- **Unclassified**

### Confidential Data

- **Confidential data** is data which, if accessed by unauthorized entities, could cause personal or institutional financial loss or constitute a violation of statute, act or law.
- **Confidential data must NOT be stored in OneDrive and should remain on FileShares or Local Drives.**

## Sensitive Data

- **Sensitive data** is data or other information generally used internally at DNR or with its authorized partners.
- If released to unauthorized individuals, sensitive data would not result in any financial loss or legal compliance issues, but would negatively impact the privacy of the individuals named or the integrity or reputation of the DNR.
- **Sensitive data can be stored and shared in OneDrive, but must be stored and shared in a secure manner.**

## Unclassified Data

- **Unclassified data** is data or other information that does not meet the criteria as Confidential or Sensitive.
- The Unclassified data classification does not imply that the data does not need to be properly managed.
- Unclassified Data may be subject to open records requests.
- **Unclassified data can be stored and shared in OneDrive, but must be stored and shared in a secure manner.**

**Make sure** the information you want to store on OneDrive is either **Unclassified** or **Sensitive**.

## What Type of Files You Can and Cannot Store on OneDrive

**Important:** This section discusses file types by extension. You may have to set your computer to display file extensions. This section shows you how to do this.

By default, Windows 7 is set to “**Hide extensions for known file types.**” You can change this setting.

That means, if you have a Word document named **Example**, all you will see when you view this file in its folder is **Example**.

If you uncheck “Hide extensions for known file types,” then you will see **Example.docx** – the **.docx** being the extension.

To find the “Hide extensions for known file types” setting, click **Start -> Control Panel -> Folder Options**. In the **Folder Options** panel that displays, click the **View tab** to display this screen:

You can see the “**Hide extensions for known file types**” as the second selection from the bottom. Uncheck this if you want to view your file name extensions.

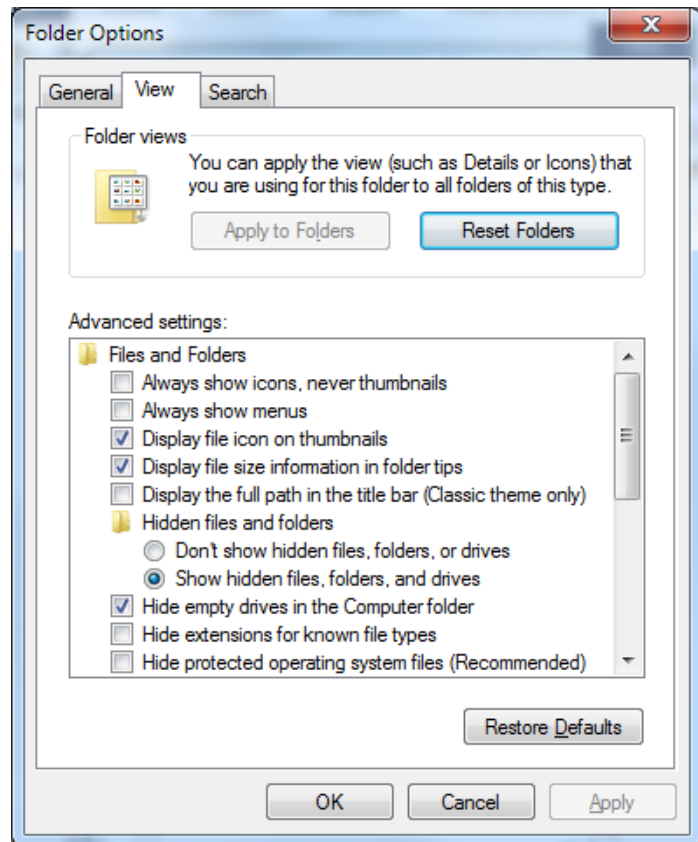
In the examples, shown in the next two sections, the asterisk ( \* ) is a “wildcard” character that simply means “anything.” For example, \*.gfs means any file name with a .gfs extension.

### Excluded File Types

OneDrive excludes these file types and file extensions from synchronization:

\*.gfs, \*.tmp, \*.bak, \*.sav, ~\*.\*,  
\*.lnk, \*.pst

The ~\*.\* means any file name that contains the tilde ( ~ ) character.



### Blocked File Types

OneDrive has been designed to block uploading and sharing of these file types, because many of these -- e.g., **.asp** for Active Server Pages; **.exe** for files that can be run on a computer; **.vbs** for Visual Basic programming language, etc. -- are for application programming and development and, thus, are considered a **serious security risk**:

\*.ade, \*.adp, \*.app, \*.asp, \*.bas, \*.bat, \*.cer, \*.chm, \*.cmd, \*.cnt, \*.com, \*.cpl, \*.crt, \*.csh,  
\*.der, \*.exe, \*.fxp, \*.gadget, \*.grp, \*.hlp, \*.hpj, \*.hta, \*.inf, \*.ins, \*.isp, \*.its, \*.jar, \*.js, \*.jse,  
\*.ksh, \*.lnk, \*.mad, \*.maf, \*.mag, \*.mam, \*.maq, \*.mar, \*.mas, \*.mat, \*.mau, \*.mav, \*.maw,  
\*.mcf, \*.mda, \*.mdb, \*.mde, \*.mdt, \*.mdw, \*.mdz, \*.msc, \*.msh, \*.msh1, \*.msh2, \*.msh1xml,  
\*.msh2xml, \*.mshxml, \*.msi, \*.msp, \*.mst, \*.ops, \*.osd, \*.pcd, \*.pif, \*.pl, \*.plg, \*.prf, \*.prg,  
\*.ps1, \*.ps2, \*.ps1xml, \*.ps2xml, \*.psc1, \*.psc2, \*.pst, \*.reg, \*.scf, \*.scr, \*.sct, \*.shb, \*.shs,  
\*.tmp, \*.url, \*.vb, \*.vbe, \*.vbp, \*.vbs, \*.vsmacros, \*.vsw, \*.ws, \*.wsc, \*.wsf, \*.wsh, \*.xbap, \*.xnk