**Want to potentially save some money on IT (Information Technology) software by using University Approved File Sharing Resources?**

As we come around on the end of one fiscal year and the start of another, it is good to be sure folks know about software that is not needed to be purchased and may even be detrimental to data security practices.

In particular, [Dropbox should never be used to store/share any university information/data](https://uky.service-now.com/ss?id=kb_article&sysparm_article=KB0013176&sys_kb_id=08fcdce51b6ee954e4c86571604bcb23). If you want to share files with someone outside of the UK community, visit [Share with someone outside of your organization](https://learningservices.ca.uky.edu/sites/learningservices.ca.uky.edu/files/2022-09/Sharing%20Files%20with%20oto.pdf) for more information.

Additional resources for using [OneDrive](https://learningservices.ca.uky.edu/onedrive), [Teams](https://learningservices.ca.uky.edu/microsoft-teams), and other resources can be found on <https://learningservices.ca.uky.edu/>.

If you have questions regarding using these resources, feel free to contact the [CAFE Helpdesk](mailto:cithelp@uky.edu) or your Departmental/Unit IT support person. We hope this information will help keep the data safe, continue to allow you to do the work that needs to be done, as well as save some money. Please feel free to send this information to faculty, staff, and/or students who may make this kind of purchase.

Background Information:

The University of Kentucky has an Enterprise license for the full suite of Microsoft 365 products, including file sharing apps such as OneDrive, SharePoint, and Teams. UK also has a Business Associate Agreement with Microsoft, a legal agreement that permits University data including HIPPA, FERPA, and other sensitive data types to be stored using the Microsoft 365 apps.

**"A Business Associate Agreement (BAA) is an agreement between a company or organization and the University of Kentucky that outlines the rules, regulations, and expectations with regards to the outside organization's handling of personally identifying information (PII) or Protected Health Information (PHI) belonging to a member of the University Community or a patient under the care of UK Healthcare** "