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File Sharing and Collaboration

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Wharton offers many options for file sharing for personal, work, and study purposes. Each option has pros and cons; please review the recommendations below for more information.

> Depending on your role at Wharton, you may have different options. Please choose your primary role, listed below, and review those choices.

File Sharing | Collaboration Options at Wharton

Depending on your role at Wharton, you may have different options. Please choose your primary role, listed below, and review those choices.

Students

Students have a number of collaboration options available. These have been chosen because they represent the most widely available options to all University students.

	Personal	Classwork/Clubs	Club Accounts	Reasons to Choose
Google Workspace	✅	✅	❌	All students have a Wharton Google Workspace account.
PennBox	✅	✅	❌	Collaborate securely with anyone at the University.
PennO365 Online | OneDrive	✅	❌	❌	All Penn students, faculty, and staff are eligible for PennO365 storage.

	Personal	Classwork/Clubs	Club Accounts	Reasons to Choose
Penn's Secure FileShare	✅	✅	❌	Share sensitive data (e.g. password) within the University

✅ Recommended
❌ Not recommended / Not Available

While you cannot use these options for a dedicated club account, you can use your personal Wharton account to share or collaborate with other club members. Remember to transfer ownership of any shared club folders when you leave Wharton.

Security Considerations for Shared Data: Please consult Wharton's Data Classification and Management Standard to confirm whether your data is safe to share with users external to Wharton or Penn. High-risk data may not be shared using these services.

Faculty

Faculty have a number of options that are automatically available to all Wharton Faculty. Some options may be preferable if you are planning to share with colleagues at Penn or around the world.

	Personal	Collaboration with Wharton Colleagues	Collaboration with Penn Colleagues	Reasons to Choose
Google Workspace	✅	❌	❌	We don't recommend sharing personal Google files with students' Google accounts. Pick another option.
PennBox	✅	✅	✅	Collaborate securely with anyone at the University.

	Personal	Collaboration with Wharton Colleagues	Collaboration with Penn Colleagues	Reasons to Choose
PennO365 Online | OneDrive	✅	❌	❌	All Penn students, faculty, and staff are eligible for PennO365 storage.
Penn's Secure FileShare	✅	✅	✅	Share sensitive data (e.g. password) within the University
Wharton Dropbox	✅	✅	❌	Collaborate with other faculty/staff at Wharton. Wharton Dropbox is not available at all schools across the University.
Teams	✅	✅	✅	Collaborate with other faculty/staff at the University. Also collaborate outside of Penn.*

✅ Recommended
❌ Not recommended / Not Available

Security Considerations for Shared Data: Please consult Wharton's Data Classification and Management Standard to confirm whether your data is safe to share with users external to Wharton or Penn. High-risk data may not be shared using these services.

*If you have data sharing needs with external parties, contact your Wharton computing representatives to ensure we have the right process appropriate to the data you are working with.

Staff

Staff have a number of options available

	Personal	Collaboration with Colleagues	Reasons to Choose
Google Workspace	✅	❌	We don't recommend sharing personal Google files with students' Google accounts. Pick another option.
PennBox	✅	✅	Collaborate securely with anyone at the University.
Office Online | OneDrive	✅	❌	All Penn students, faculty, and staff are eligible for PennO365 storage.
Penn's Secure FileShare	✅	✅	Share sensitive data (e.g. password) within the University
Wharton Dropbox	✅	✅	Collaborate with other faculty/staff at Wharton. Wharton Dropbox is not available at all schools across the University.
Teams	✅	✅	Collaborate with other faculty/staff at the University. Also collaborate outside of Penn.*

✅ Recommended
❌ Not recommended / Not Available

Security Considerations for Shared Data: Please consult Wharton's Data Classification and Management Standard to confirm whether your data is safe to share with users external to Wharton or Penn. High-risk data may not be shared using these services.

*If you have data sharing needs with external parties, contact your Wharton computing representatives to ensure we have the right process appropriate to the data you are working with.

Questions?

For advice or troubleshooting, contact Wharton Computing Client Support Services

For more help articles about using Dropbox for Business, visit the Dropbox Help Center.