# Collaboration and File Sharing

The following provide collaboration tools and file sharing/storage services for the SMU Campus.

* [Box@SMU](http://www.smu.edu/OIT/Services/Box) [**Box.smu.edu**](http://www.smu.edu/OIT/Services/Box) offers secure, web based file storage, sharing and collaboration. Personal Box accounts are created automatically. Departmental Box spaces are available by request through the [Online Support Center](https://help.smu.edu/User/Incident/New?templateIdentifier=1211).
* [Zoom](http://www.smu.edu/OIT/Services/Zoom) Zoom, a cloud-based video conferencing and web conferencing service, is now available to use on campus. This eLearning tool provides an easy-to-use,  high-definition video/audio conferencing to faculty and students on just about any device.
* [SMU365-SharePoint Online](http://www.smu.edu/OIT/Services/SharePoint), Organizations use SharePoint to create websites. You can use it as a secure place to store, organize, share, and access information from [any device](https://support.office.com/en-us/article/Use-a-mobile-device-to-work-with-SharePoint-Online-sites-a99f2acf-381a-442c-b305-3e74c251bcb6?ui=en-US&rs=en-US&ad=US). All you need is a web browser, such as Microsoft Edge, Internet Explorer, Chrome, or Firefox. Want to learn more? [Get started with SharePoint](https://support.office.com/en-us/article/Get-started-with-SharePoint-909ec2f0-05c8-4e92-8ad3-3f8b0b6cf261).
* [Lync](http://www.smu.edu/OIT/Services/Lync) Lync is an integrated communication service. Currently, this service provides Enterprise Instant Messaging, Presence and Desktop Conferencing for faculty and staff. Lync offers the following functionality.
* [MediaArchives.SMU](http://www.smu.edu/OIT/Services/Mediabank) MediaArchive is a digital asset management system designed to store and index a large volume of graphic images and video files. The service offers powerful metadata functionality, automatic rendering of images, and security roles offering images either for private or public use.
* [Network Drives](http://www.smu.edu/OIT/Services/NetworkStorage) There are a number of different network drives provided and managed by OIT. These drives can only be accessed with SMU credentials (can not be accessed by a guest).
* U drive: personal file storage space available to all faculty and staff. Allows for 4GB of storage accessed by the individual employee only.
* V drive: Departmental storage space. Folders allow individual members within a specific department to store and share information. This is not designed for cross departmental storage or sharing.
* [OneDrive](http://www.smu.edu/OIT/Services/o365) OneDrive for Business is a Microsoft online service that provides resources for file storage, collaboration and communication.
* [Wiki.SMU](http://www.smu.edu/OIT/Services/Wiki) Wiki.SMU is an online documentation system that allows for collaboration and shared editing of articles.