

Sharing documents

Q: Sharing documents

We have a need to share some documents among many people - all MIT people - but I don't want to give them access to a folder on our service. Does MIT have any sort of service that will allow sharing of files easily?

Option 1: Dropbox

Dropbox is a cloud-storage company founded by two MIT students. IS&T has licensed the Dropbox for Business service for the entire MIT community. Dropbox for Business provides the MIT community with large storage capacity and convenient access to data via Windows, MacOS, Linux and mobile native clients as well as via any web browser. With the Dropbox client, you can access your cloud data as though it was a folder on your local disk. Dropbox also lets you share portions of your cloud storage, with a number of different protection/authentication schemes. You can also provide both read and write access to other Dropbox users.

- [Dropbox Landing Page](#)
- [Dropbox's Getting Started with Dropbox for Business](#)

Option 2: Google Drive

With Google Drive, you can open your files from your computers Drive folder on the desktop or from your browser. Files you create with Google Docs open in your browser or mobile app. Other files in your Drive folder will open in their regular applications (like Adobe Reader for PDF files) on your computer. Files in Google Drive can be shared with other users, with various adjustable permissions.

- [Google Drive Landing Page](#)
- [Google's Get Started with Drive](#)

Option 3: One Drive

With the OneDrive client, you can access your cloud data as though it was a folder on your local disk. OneDrive also lets you share portions of your cloud storage, with a number of different protection/authentication schemes including integration with Moira lists for granting group access. You can also provide both read and write access to other OneDrive users, and share links to OneDrive files or folders with unauthenticated users who you provide a special link.

- [MIT OneDrive Landing Page](#)
- [Sharing Files and Folders in OneDrive](#)

Option 4: Set up a directory in AFS

You can set up a directory in an AFS (Athena) locker to be viewable via <http://web.mit.edu>, only to particular people (either via a list of usernames or a moira group), authenticating via their MIT Certificates.

- [Instructions:Web Publishing - Access privileges on web.mit.edu](#)

Option 5: Set up a wiki

A wiki, on <http://wikis.mit.edu>, has permissions that can be configured to give permissions to a list of email addresses (including non-MIT users, via Touchstone) or a moira group.

- [MIT Wiki page](#)
- [Sign up for a wiki](#)
- [Wikis Landing Page](#)

Have Questions or Still Need Help?

- [Contact the IS&T Service Desk](#)
- [Email accounts@mit.edu](mailto:accounts@mit.edu)

