

January 20, 2025 8:31 AM

Subject: Sent on Behalf of ITS - Important Information about OneDrive Accounts and Research

The following important message is being sent on behalf of the University's department of Information Technology Services:

Dear Faculty and Research Teams,

IT Services would like to share an important reminder regarding the storage of research related documents and materials.

To ensure security and continuity of research efforts, all research-related files should be saved to a dedicated SharePoint site rather than an individual OneDrive account, particularly those belonging to students.

When students graduate, their OneDrive accounts are disabled, resulting in the loss of any files stored in their personal OneDrives. This can pose a significant risk to the preservation of research documents, data, and materials.

Using a dedicated SharePoint will allow files to remain accessible to all authorized team members, even after students graduate or if faculty or researcher transitions.

On **February 14, 2025** as part as the University of Windsor's preparations for Microsoft's new storage limitations. IT Services will be deleting content associated with alumni OneDrives.

Please ensure that all existing files that may be stored in OneDrive accounts have been saved or migrated to a dedicated SharePoint or that they are saved in the OneDrive belonging to the research lead.

If you need assistance with the migration process or the set-up of a **SharePoint account please connect with IT services by:**

- [Chatting](#)
- Opening a [ticket](#)
- Calling 519-253-3000 ext. 4440
- In person by visiting the IT Service desk located in the lower level of the University Computer Centre (UCC) between 8:30 a.m. and 4:30 p.m.

Warm Regards,

IT Services
University of Windsor