

Where should I store my documents?

That depends on who need access to the document and from where they need access. See the table below for a description of the possible locations to store data:

Location Name:	Physical Location:
<p>Local Drive C: Intended for storing files that make the computer or applications (Word, Excel, etc...) work. Temporary data.</p> <p>Data is not backed up.</p>	<p>Desktop or Laptop Computer</p> 
<p>Documents, Desktop and Favorites folders: Personal documents stored at these locations appear to be stored on your Desktop, but are actually redirected to the City of Rockville servers.</p> <p>Data is backed up nightly.</p>	<p>City of Rockville Servers</p> 
<p>Home Drive H: Location to store your personal business data that you do not need to share with other City of Rockville employees.</p> <p>Accessible via a wall cabled connection, or via VPN.</p> <p>Data is backed up nightly.</p>	<p>City of Rockville Servers</p> 

Location Name:	Physical Location:
<p>(\\files\shares) I:, J:, K:, etc... Department shares. Stores data that can be accessed while at work, or if using VPN.</p> <p>Accessible via a wall cabled connection, or via VPN.</p> <p>Data is backed up nightly.</p>	<p>City of Rockville Servers</p> 
<p>OneDrive: A personal drive similar to your H: (Home) drive at the City of Rockville, but in the Cloud which you can access from anywhere and that gives you the ability to share files on a file by file basis with anyone (even with people such as vendors or customers outside the City of Rockville).</p> <p>Accessible via an Internet connection.</p> <p>Continuous data backup.</p>	<p>Microsoft Data Centers in the cloud.</p> 
<p>SharePoint: Location of Rockville custom applications such as CSR.</p> <p>Also, team sites (coming later) for storing and sharing data that can be accessed by the team members given access from anywhere. Similar to shares.</p> <p>Accessible via an Internet connection.</p> <p>Continuous data backup.</p>	<p>Microsoft Data Centers in the cloud.</p> 