

OneDrive Quick Sheet

(11/05/2020)

OneDrive allows you to share your files on the cloud, making it accessible from multiple devices. You can also share your files with others in the Carnival organization and 3rd party users. From OneDrive, those with access will be able to edit in real-time and save directly to the drive without needing to download first and later re-uploading. Below are some brief instructions of how to upload and share your files.

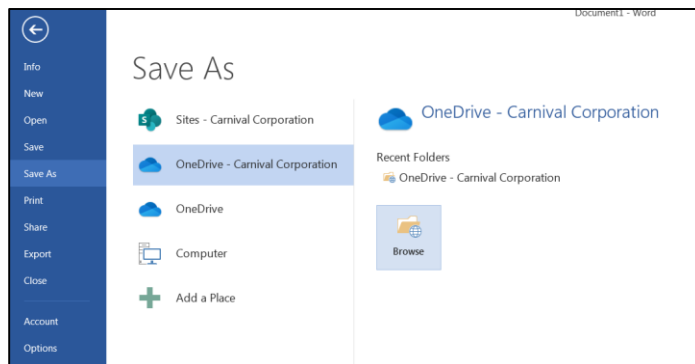
But first some tips

- When you upload a file to your account, it stays private unless you choose to share it
- In the event of a malicious cyber-attack or an accidental deletion, you can recover your files for up to 30 days
- Files can be shared with brand colleagues and business partners outside our organization

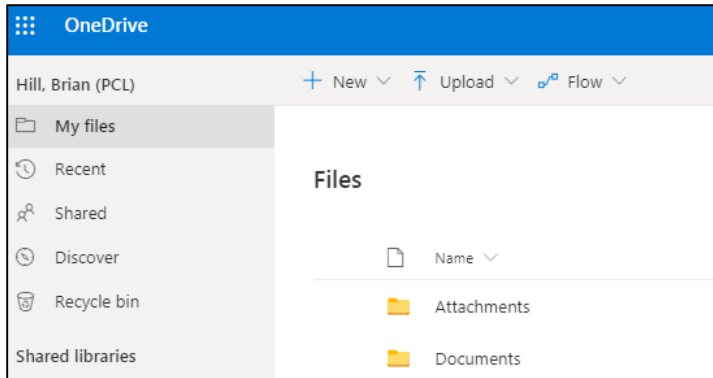
Uploading files and folders

Here are few ways to save or upload your files.

When you have one of your Microsoft office files open, you can operate the “Save As” option and save directly to OneDrive – Carnival Corporation.

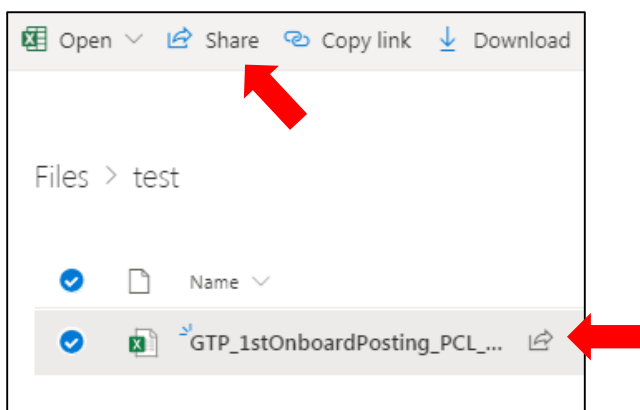


You can also go directly to your OneDrive via your browser and when in “My Files”, you can create a new folder and/or upload files directly from your computer or server. You can also drag and drop files. The process is the same to upload or save any files to a shared folder.

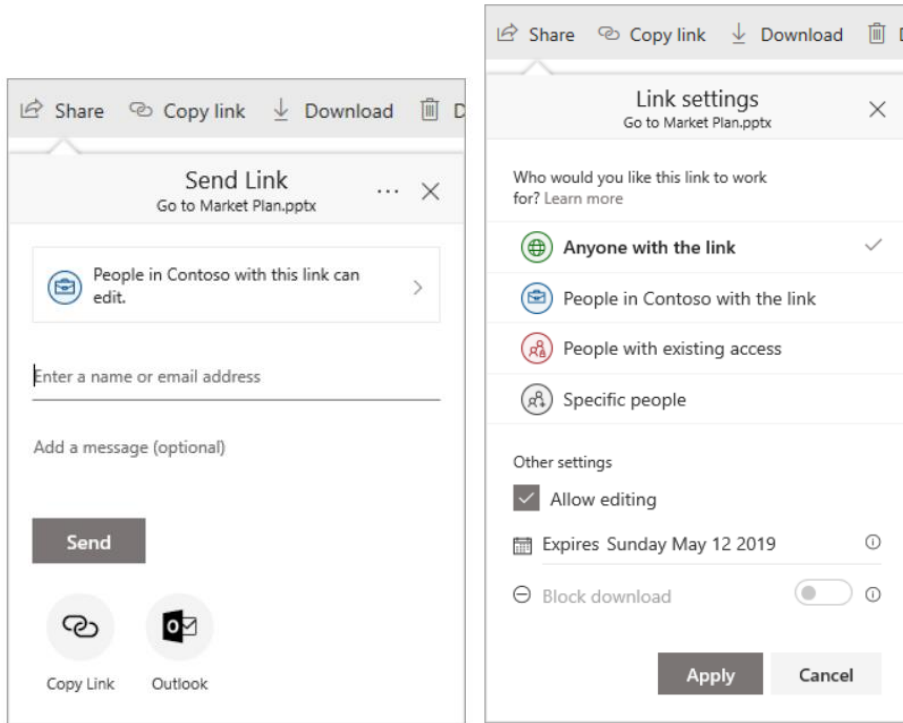


Sharing files and folders

After you have saved/uploaded a file or folder, you can share it with others in your organization by using the “Share” button either at the top ribbon or the share arrow to the right of the file name.



After clicking the share button, you can type in the email address of those you want to share with. You can also limit the type of access each recipients has. See below for definitions of each sharing option.



“Anyone with the link” Use it when you want to share with people and are comfortable with them passing the link around to other people, inside or outside your organization.

“People in Carnival Corporation with the link” Use this link when you want to share with someone in your organization and are comfortable with them passing the link around to other people inside your organization, but when you want to ensure that the link won't work for external users.

“People with existing access” Use this if you just want to resend an updated link to those who already has access.

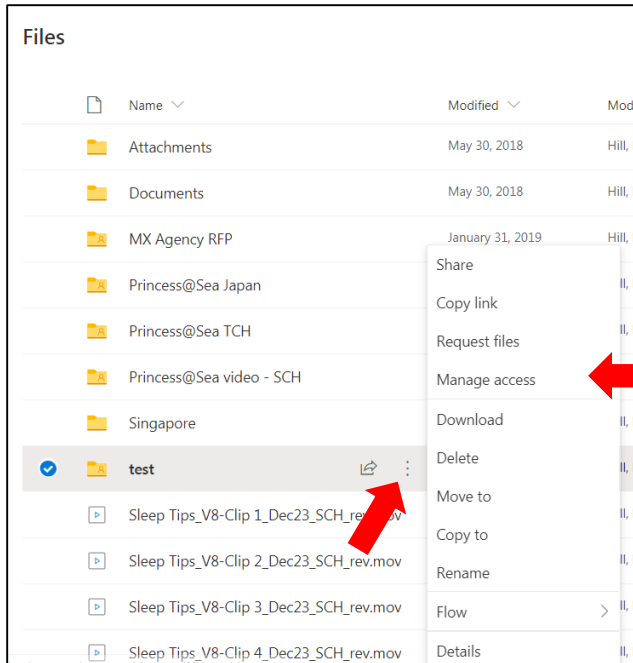
“Specific” If you select this option, enter the names or email addresses of the people to whom you want to give access to the file or folder. Use this to share with people inside or outside your organization but when you want to make sure it doesn't work if they forward it on to others.

“Allow Editing” Keep this selected when you want people to be able to edit the file in OneDrive

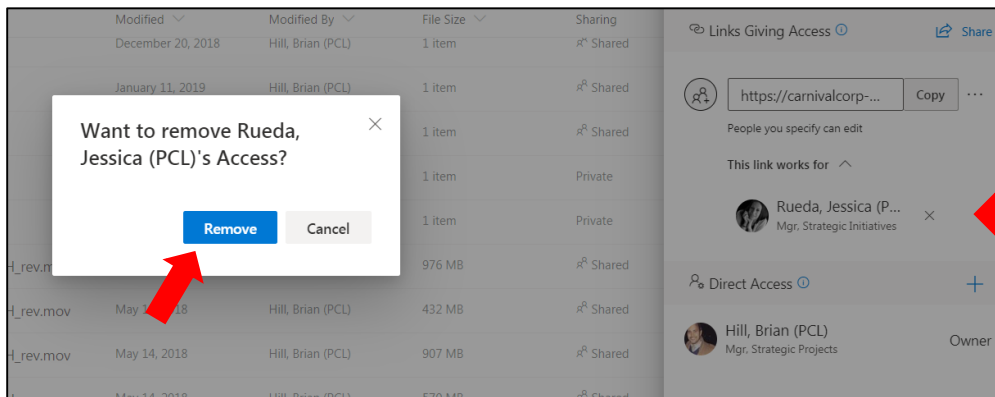
“Expiration date” is available for Anyone links. You can set an expiration date after which the link will stop granting access

“Block download” People with access to the file via the link you created will not see options to download, print, or copy the file.

If, after you have shared a file or folder with someone, you can at any time, manage that person's access. First, find the file or folder and click on the 3 dots to the right. A list of options will appear. Click on the *“Manage access”* link.



A list of those you have shared the file or folder with will appear in a window to the right. To remove a member's access, click on the "x" next to that person's name and confirm.



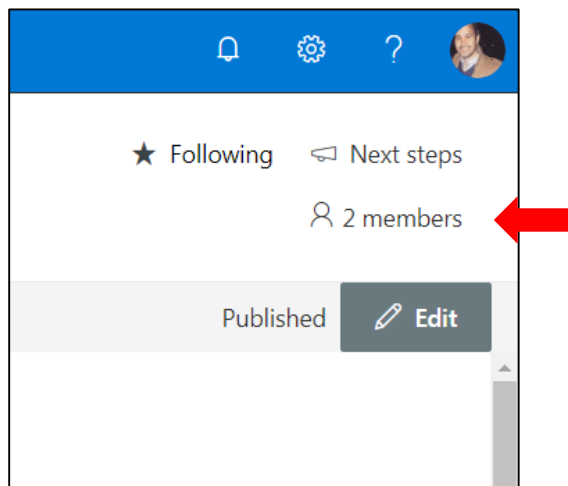
Shared library

Note: Currently the Shared Library is available directly from your OneDrive page. However, by the time you read this, the link will have been removed and you may be required to place a request through the IT Service catalog to setup a new Shared Library.

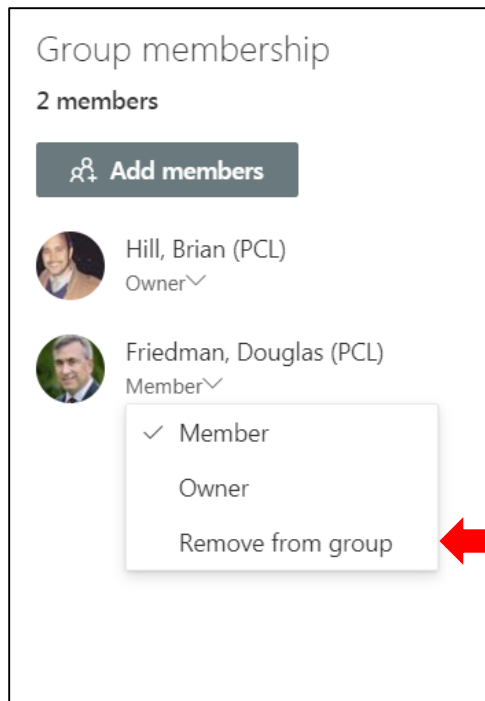
Rather than sharing files that you have uploaded to your personal drive, you can also create a Shared Library as a communal drive for your team. Useful for when you want a shared space to store your team's communication and files for a particular project. Allows all members of the team to upload, edit and collaborate.

Keep in mind that all folders and files that you upload to the Shared Library, will be accessible to all invited members unless you later remove a member from the group.

To remove (or add) a member, select the "members" button in the right hand corner of the Shared Library's homepage.



A window with a list of members will appear. Here you can add members, change a member's privileges or remove them from the group.

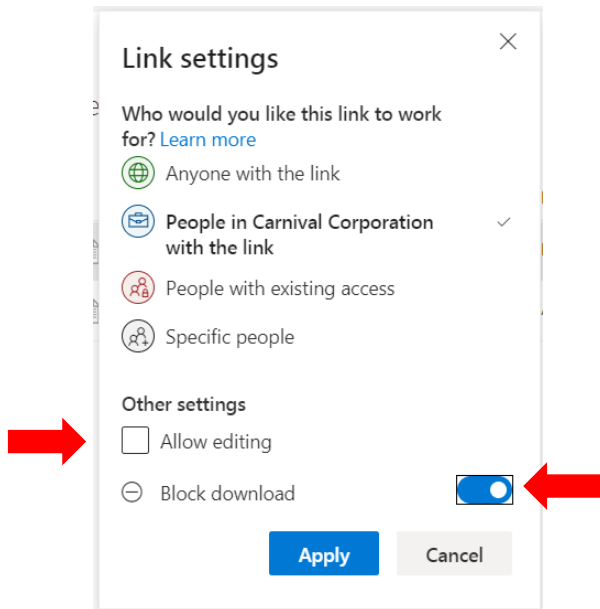


Protecting sensitive data

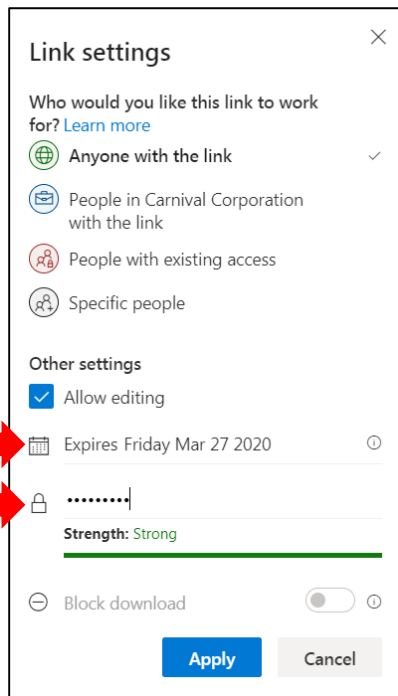
When sharing sensitive data, make sure to use the appropriate privacy settings so that documents can't be freely shared outside or inside of the company. Please refer to the settings descriptions above for the right privacy setting.

You have several options to protect your shared documents when setting up your *“Link settings”*. Use the *“People in Carnival Corporation with the link”* setting when it's okay to share freely across the company but want to restrict sharing the links externally. For stricter privacy, use the *“Specific people”* sharing option to only allow those you have invited to use the link. This will prohibit access to uninvited users, if someone attempts to share the link. After you setup which users are allowed to view a folder or file, you can make new updates to the content and simply use the *“People with existing access”* option to share with those same *“Specific people”*.

Also, consider limiting other's access to edit or download. When setting up the sharing parameters, you can uncheck the *“Allow editing”* box. If you do this, you can also turn on the *“Block download”* button. Thereby only allowing them to view.



If you choose the *“Anyone with the link”* sharing option, company policy requires the link to expire after 14 days. You can also shorten that time. For added protection, you can also add a password.



As a rule, always consider you're sharing settings and be sure to double-check that they are correct before each time you share a link. Please also minimize the amount of personal data that you share to just the minimum required.

Additional links

For more information on how to use OneDrive, please consult the links below.

<https://portholes.princess.com/content/new-onedrive-file-sharing-site-puts-collaboration-within-easy-reach-no-matter-where-you-are>

<https://corpportal.carnival.com/SiteDirectory/Office365/OneDrive/Pages/default.aspx>

Privacy Questions?

Email privacy@hollandamericagroup.com