

## **CLOUD STORAGE / FILE SHARING GUIDELINES**

Permission and privacy settings on files sharing sites can be difficult to manage. Business Professionals of America has developed the following guidelines to help guide members as they choose the right settings for their submissions. The following is a nonexclusive list but includes the most popular file sharing sites. Members may choose any product or service to share submissions.

### **YouTube®**

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Public Videos	Show for everyone, and in search results	No
Unlisted Videos	Do <i>not</i> show up on YouTube, Not found in search results, anyone with the links can see the video. The sharable link can be viewed by anyone.	Yes
Private Videos	Only be seen by users selected by the owner and added by e-mail address, invisible to other users, does <i>not</i> show up on channels, or in searches.	No

### **Vimeo®**

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Anyone	Allow anyone to see the video	No
Only me	Makes the video only visible to me and no one else	No
Only people I follow	Make the videos visible only to people I follow	No
Only people I choose	I'll select people with whom I want to share the video	No
Only people with a password	Protect this video with a password; <i>be sure to include the password on the entry form</i>	Yes

### **Dropbox®** - \*settings may be different depending on user's subscription

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Share	Create a link, and Anyone with the link can view this folder	Yes
Share	E-mail to person, or add Name	No

### **Google Drive®** - please review the settings carefully; recommended *not* to use Get shareable link option.

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Share: Anyone with the link can view	Anyone that has the link will be able to view the files without a Google Account	Yes
Share: Anyone with the link can edit	Anyone that has the link will be able to access the files and edit them.	No

### **Microsoft OneDrive®** - the key with this cloud storage site is to share from the folder level; use the Share and Get Link option.

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Anyone with this link can view this item.	Share the folder and use the Get Link option to allow access and only view the files.	Yes
Anyone with this link can edit this item	Share the folder and use the Get Link option to allow access to edit files, folders, etc.	No

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