

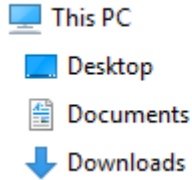
Proper storage of Documents at UC

Warning! Documents stored on your local laptop or desktop are not backed up and if you experience a system crash, you will lose those documents.

Please be a responsible steward of UC documents and store them in proper locations.

Example of documents that are not backed up:

Documents stored locally on your desktop, documents, or downloads.

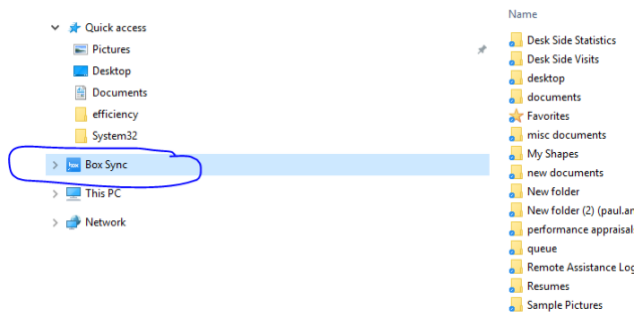


Examples of documents that are backed up:

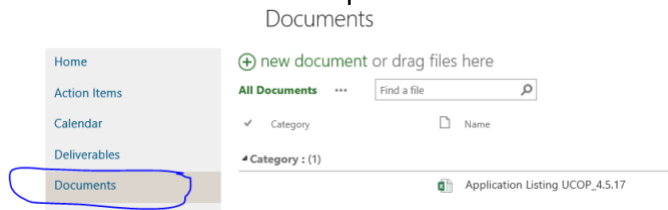
Network Drives: Documents stored on network drives are backed up. Examples are network drives are your “P” drive or department network shares.



Box or Box Drive: Documents uploaded into Box or saved in your Box Sync folder are backed up.



SharePoint: Documents uploaded into SharePoint are backed up.



** Please note. If you have PII or PHI data, please check with your department on proper storage of this data.