

How do I do file sharing among my colleagues?

There are several options available for Concordia faculty and staff to do file sharing and collaboration; network share, Google Drive, or Alfresco.

Network share

Depending on your access level, you will have access to certain network shares (folders) while logged-in to Concordia computers on campus. This is automatically mapped to your profile the moment you log in to a Concordia staff computer on campus.

Google Drive

Concordia uses Google services to provide specific applications to the Concordia community; among this is Google Drive. You can access [Google Drive](#) with your Concordia email address and network password.

Once logged-in, you can drag and drop files into your Drive space, and then use the Share function to enable file sharing and collaboration. See here for more information: [Sharing with Google Drive](#)

Alfresco

Alfresco is a new initiative implemented by the university to allow for a broader ability to do file sharing and collaboration among its faculty and staff. It extends the ability to share files beyond Concordia's campus and allows for any web-enabled device to access stored files. The functions are similar to Google Drive, but all files stored in Alfresco remains within Concordia's servers and storage facilities.

To access [Alfresco](#), you will need your Concordia email address and network password. A mini-Alfresco guide is provided for your reference.



AlfrescoMiniGuidev2.pdf