

The University of Hong Kong
Information Technology Services (ITS)

**Information Sheet on Departmental SharePoint Workspace,
Central File Sharing System and/or Email Group for Staff**

1. Please fill in CF-158 “Application for Departmental SharePoint Workspace, Central File Sharing System and/or Email Group for Staff” for using these services.

2. Departmental SharePoint Workspace
 - a) The integration of Exchange Server and SharePoint Server enables the support of **staff collaboration** in a department. SharePoint sites can support staff collaboration through Blog, Calendar for the Group, Document Repository and Searching, and Group Website Publishing.
 - b) One **departmental workspace** (*deptabbr*.workspace.hku.hk) running Microsoft SharePoint 2013 can be allocated for use by each department. *deptabbr* is the department abbreviation used in the central Windows domains (HKUCC-COM) (see <http://www.its.hku.hk/faq/personal/pc/desktopmgt/confirm-dept-abbr>).
 - c) All HKU departments are subscribing to Microsoft Enrollment for Education Solutions (EES) for 2018/19 (June 1, 2018 – May 31, 2019). They are eligible to use Departmental SharePoint workspace without additional license requirements.
 - d) Departmental SharePoint workspace is only available for use by HKU staff with a valid HKU staff email account.
 - e) Each department has to assign **ONE Primary Administrator** to manage the departmental SharePoint workspace.
 - f) Each departmental SharePoint workspace will be allocated with **100GB** disk quota by default. Primary administrator can create up to 100 SharePoint site collections (e.g. group/team sites) within the allocated storage space. In case additional storage space is required, please fill in CF-158 Part A (2c). Annual charging rate for additional storage space can be referred to http://intraweb.hku.hk/reserved_2/its/forms/charging-rates.html.
 - g) The Primary Administrator can add other **site collection administrators** to their SharePoint site collections. See the following webpage for details- <http://www.its.hku.hk/documentation/guide/communication/collaboration/sharepoint/admin-siteadmin>)
 - h) The primary/site collection administrator(s) can grant access right to the SharePoint sites based on the **email group(s)** set up.
 - i) Departmental SharePoint workspace is only accessible within the campus network. HKUVPN connection is required for access from outside campus (please refer to <http://www.its.hku.hk/documentation/guide/network/remote/hkuvpn2fa> for details).
 - j) User guide on departmental SharePoint workspace is available at

3. Central File Sharing System

- a) The central file sharing system supports both Common Internet File System (CIFS, for Windows) and Network File System (NFS, for Unix/Linux) protocols. It is offered as a general purpose file sharing system for use by departments within the campus network.
- b) For **first-time** CIFS application, each department will be allocated with 100GB free disk storage without setup fee. A setup fee of HK\$500 will be charged for NFS and each subsequent CIFS application.
- c) Charging rates for
 - Additional storage space:
http://intraweb.hku.hk/reserved_2/its/forms/charging-rates.html
 - Optional service:
HK\$100/request covering up to 5 shared drive administrator accounts updates or 5 shared drive administrator IP addresses updates
- d) Administrators can set up folder permission on their own. ITS offers this service at cost. Request can be sent to itscloud@hku.hk and cost estimation will be provided for consideration by departments.
- e) The followings features are NOT supported on the central file sharing system-
 - No storage level data encryption (users are advised to encrypt confidential/sensitive files before putting up on the shared drive)
 - No regular backup and data restore (users can refer to the previous snapshot files taken twice per day in the past 30 days)
 - No file operation audit log such as file update/deletion
 - No individual user/group quota setting for NFS shared drive (for Unix/Linux)

4. Email Group for Staff

- a) An **email group** (**GROUP-deptabbr-group**) can be set up for use by a group of staff in a department. *deptabbr* is the department abbreviation used in central Windows domain (HKUCC-COM) (see <http://www.its.hku.hk/faq/personal/pc/desktopmgt/confirm-dept-abbr>) and **group** is a group name assigned by the department.
- b) Each department has to assign **ONE owner** to manage the email groups under her department.
- c) By default, the membership of an email group is empty. Owner can assign members to an email group by referring to the following webpage:
<http://www.its.hku.hk/documentation/guide/communication/collaboration/sharepoint/email-group>