

# Where do you store Adobe Creative Cloud files?

## Tell Me

### Info

Currently there is no way to access or transfer Adobe Your Work files from one user to another. Before employees leave the University make sure you have access to the documents needed.

1. It's up to you. You have several options including:
  - a. [Dropbox, Google Drive and OneDrive](#)
  - b. [Adobe Your Work](#)

### Note

Note

Please remember, level 2 data should NOT be synced to your desktop, laptop, or mobile device per [Data Handling Guideline](#). If you have questions about the data levels, please contact your [Data Security Officer](#), [Information Security Liaison](#), or the [Information Security Compliance Office](#).

<p><b>Level 0 – Public</b></p> <ul style="list-style-type: none"><li>• Can be stored anywhere</li><li>• Freely distributed</li><li>• Examples:<ul style="list-style-type: none"><li>• Job postings</li><li>• Press releases and marketing material</li><li>• Published research, presentations, or papers</li></ul></li></ul>	<p><b>Level 1 – Internal</b></p> <ul style="list-style-type: none"><li>• Not shared publicly without authorization</li><li>• Can be stored on:<ul style="list-style-type: none"><li>• University computers</li><li>• Network drives</li><li>• Google Drive and Dropbox</li></ul></li><li>• Examples:<ul style="list-style-type: none"><li>• Department procedures</li><li>• Budget information</li><li>• Internal memos</li></ul></li></ul>
<p><b>Level 2 – Sensitive/Confidential</b></p> <ul style="list-style-type: none"><li>• Requires authorization to view</li><li>• Should not be stored on computer hard drives (be cautious when using Dropbox Sync App and Google Drive Sync)</li><li>• Can be stored on network drives and online in Google Drive and Dropbox <i>with limited access</i></li><li>• Examples:<ul style="list-style-type: none"><li>• FERPA data</li><li>• Personnel records</li><li>• Personally identifiable information</li></ul></li></ul>	<p><b>Level 3 – Highly Restricted</b></p> <ul style="list-style-type: none"><li>• In general, should not be copied or downloaded from the secure location without speaking with the Data Owner, Data Security Officer, Information Security Liaison, or Information Security Compliance Office</li><li>• Examples:<ul style="list-style-type: none"><li>• SSNs</li><li>• Credit card information</li><li>• Restricted research data</li></ul></li></ul>

## Related FAQs

- [How do I sign up for my University Adobe Creative Cloud account?](#)
- [How do I sign-up/login to Adobe Acrobat DC after August 8, 2019?](#)
- [How do faculty/staff install Adobe Creative Cloud software on personal computers?](#)
- [How do I make Acrobat Reader DC or Acrobat DC my default PDF program?](#)
- [Which tools can I use to create videos or presentations for my class?](#)