

Cloud services

Metropolia students and staff members may use the cloud services of Google and Microsoft:

		blocked URL
Google Workspace for Education • direct link to the service • info page ◦ deployment ◦ guides ◦ terms of service ◦ user support	Microsoft Office 365 Education • direct link to the service • info page ◦ deployment ◦ guides ◦ terms of service ◦ user support	

Deployment

Here're the steps how to deploy the services for the first time:

1. [Accept the terms of use](#) (they must be accepted at the same time as the Metropolia user account is activated)
2. Wait for the activation of the account (Google 2-4 hours, Microsoft 2 hours)
3. Sign in with your Metropolia account, in the form of [account@metropolia.fi](#) (not with your email address)
 - a. [Google](#) (in the form of [account@metropolia.fi](#))
 - b. [Microsoft](#) (in the form of [account@metropolia.fi](#))

Terms of service

[Terms of the Metropolia cloud services](#) let you know what kind of material **you are not allowed to upload** to the cloud services. You have to take the terms seriously. They have been scrutinized and acknowledged by the Metropolia lawyers and the Metropolia President and therefore apply to all Metropolia students and staff members who have deployed the services.

File sharing and data security

When you share files in Google and Microsoft cloud applications, follow these instructions to ensure data security:

- When you share a file or folder to a Metropolia user (staff, student, stakeholder groups, etc.) use her Metropolia cloud service account, not an external email address.
- Access rights to cloud services are available to all Metropolia users by following the instructions above. If there is a problem, please contact [Helpdesk](#). If you encounter a problem, do not bypass it by sharing materials from the cloud service to an external email address.
- When you share a file or folder to a member of an external partner organization, use the email address that she has in her own organization (employer or school) instead of her gmail address or other private email address.
- Do not share files or folders in such a manner that anybody who has a link can access the file or folder. E.g. in Microsoft cloud services, **do not** select the **Anyone with the link** option. Instead, select the **Specific people** or the **People in Metropolia Ammattikorkeakoulu Oy with the link** option.

[More on cloud services' data security](#)

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Important

When you share cloud service files to people who are not Metropolia users, share the files to **Metropolia cloud service accounts only**.

Good to know

More info on cloud services is at [New Online Tools](#).