# Corporate File Management Guide: SharePoint & Synology NAS

# Introduction: Why This Guide?

To ensure a fast, reliable, and secure digital work environment for everyone, we must use our storage tools intelligently. This guide clarifies the roles of our two main platforms, **Microsoft SharePoint** and our **Synology NAS**, and sets simple rules for their use.

Following these guidelines is crucial to prevent slowdowns and synchronization issues, and to ensure everyone can efficiently access the data they need.

# What is Microsoft SharePoint?

**SharePoint is our collaborative workspace.** It is a cloud-based platform designed for sharing and co-editing common work documents.

- **Its strengths:** Real-time co-authoring (multiple people on the same file), version history, access from anywhere (office, home, mobile), and seamless integration with Microsoft Office (Word, Excel, PowerPoint).
- **Its purpose:** To streamline collaboration on day-to-day documents.

**Files to store on SharePoint:**

- Microsoft Office documents (.docx, .xlsx, .pptx)
- PDF files
- Text files (.txt, .rtf)
- Lightweight data files (.csv)
- Low-resolution images used for illustrating documents

**Warning:** SharePoint synchronizes files to your computer. Storing very large files or thousands of small files slows down synchronization for you and your team and can even bring it to a halt.

# What is the Synology NAS?

**The Synology NAS (Network Attached Storage) is our central, secure storage cabinet.** It is a powerful file server located on our premises, designed to store large volumes of data quickly and reliably.

- **Its strengths:** Very large storage capacity, extremely fast file transfers on the local network, ideal for archives and media files.
- **Its purpose:** To serve as a central repository for data that does not require real-time collaboration or is too large for SharePoint.

**Files to store on the Synology NAS:**
- **High-resolution photos and videos**
- **Software installers and programs** (.exe, .msi, packages)
- **Log files and raw data exports**
- **Project archives** (.zip, .rar)
- **Virtual machine images and backups**

A folder is already specifically configured for the **"Servce" and "Sales"**, which regularly works with these types of large files.

# The Golden Rule: SharePoint vs. NAS

| File Type / Use Case | SharePoint | Synology NAS |
|---|:---:|:---:|
| Documents for active collaboration (Word, Excel...) | Yes | No |
| Archives of completed projects | No | Yes |
| Videos, HD photos, audio files | No | Yes |
| Programs, installers, VMs | No | Yes |
| Log files, large data exports | No | Yes |
| Daily work documents (PDF, TXT, CSV) | Yes | No |

# How-To: Map a Synology NAS Folder in Windows

To easily access files on the NAS, you can map it as a network drive in your File Explorer.

1. Open Windows **File Explorer**.
2. Click on **"This PC"** in the left-hand pane.
3. In the top ribbon, click on the **"Computer"** tab, then click **"Map network drive"**.
4. Choose an available drive letter (e.g., Z:).
5. In the **"Folder"** field, enter the \\192.168.2.250\shared_folder)
6. Check both boxes: **"Reconnect at sign-in"** and **"Connect using different credentials"**.
7. Click **"Finish"**.
8. A window will prompt you for a username and password. Enter identification information previously received on the access portal.

Your NAS folder is now accessible directly from "This PC".

For any questions, please do not hesitate to contact **Support Delphisoft**.