

2, Links, Not Attachments

If you work in higher ed, you've probably seen it: five versions of the same syllabus or committee draft bouncing around email — each one labeled “final,” “final-final,” or “REALLY_final_this_time.”

It's digital chaos, and it costs everyone time.

One of the easiest ways to clear that chaos is to replace file attachments with links.

Why links make academic life easier

1. There's only one version to work on.

No more digging through email threads to figure out which copy has the real edits.

When you share a OneDrive or SharePoint link, everyone stays on the same page — literally.

2. You protect your storage space.

Attachments duplicate files over and over again.

Links don't take up any extra space, and they keep your inbox from turning into an archive of outdated drafts.

3. It works anywhere your faculty work.

Mac, PC, iPad, office, home, conference travel — links open consistently and securely.

No downloads. No hunting. Just click and keep working.

The guideline I share around campus:

If a file is living, shared, or collaborative... don't attach it. Link it.

It keeps your courses cleaner, your committees saner, and your digital life a whole lot smoother.

How does your department handle file sharing? I'd love to hear what's working (or not) in your workflow.

And if you'd like help getting started with link-based sharing in OneDrive or Teams, I'm always glad to walk through it.

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