

Core brief

Daily update

(29 January 2024, 10.45am)

Topics in this Core Brief:

- Sharing files within M365
- ScotRail peak time fare removal

Remember, for all your latest news stories, visit our new Staffnet Hub:
[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)

Sharing files within M365

Instances have been raised where files have been overshared within M365. It should be normal and common practice for staff to regularly check what they have shared and to take steps to remove access from users where not appropriate.

Following the recent Core Briefs on M365 security and sharing options please see below useful links from the M365 Skills Hub.

M365 KnowHow: [Share files and folders in Microsoft 365](#)

Discover different ways for sharing files and folders.

M365 KnowHow: [Select the right sharing settings](#)

Have a look at options you have when sharing a file.

M365 KnowHow: [Stop sharing files and folders](#)

Take steps to remove access from users where not appropriate.

M365 KnowHow: [Report on file and folder sharing](#)

Learn how to run the Shared with external users report in SharePoint.

M365 KnowHow: [Understand the Shared with external users report](#)

Find out what files and folders are being shared with external users.

ScotRail peak time fare removal

The promotion by ScotRail to remove peak time fares has now been extended to 28 June 2024. This will mean far cheaper ticket options for those who need to travel at peak times. More information is available from [ScotRail](#).

More information on active and sustainable travel is available from the [Travel Plan Office](#).

Getting the right care this winter is as easy as ABC

A
Ask yourself
Do I need to go out?
For information on treating minor illnesses and injuries from home, go to **NHS inform** or download the **NHS 24 App**.

B
Be aware
There is help on your doorstep.
Your local **GP, pharmacy** or **optician** offer a range of services.

C
Call 111
If it's urgent, or you're unsure, call **NHS 24** on **111**.
They'll get you the care you need.

Unless it's an emergency think ABC before visiting A&E.
For more information: www.nhsggc.scot/rcrp

NHS
Greater Glasgow and Clyde

Staff are reminded to make sure their [personal contact details are up to date on eESS](#).

It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on [website](#)