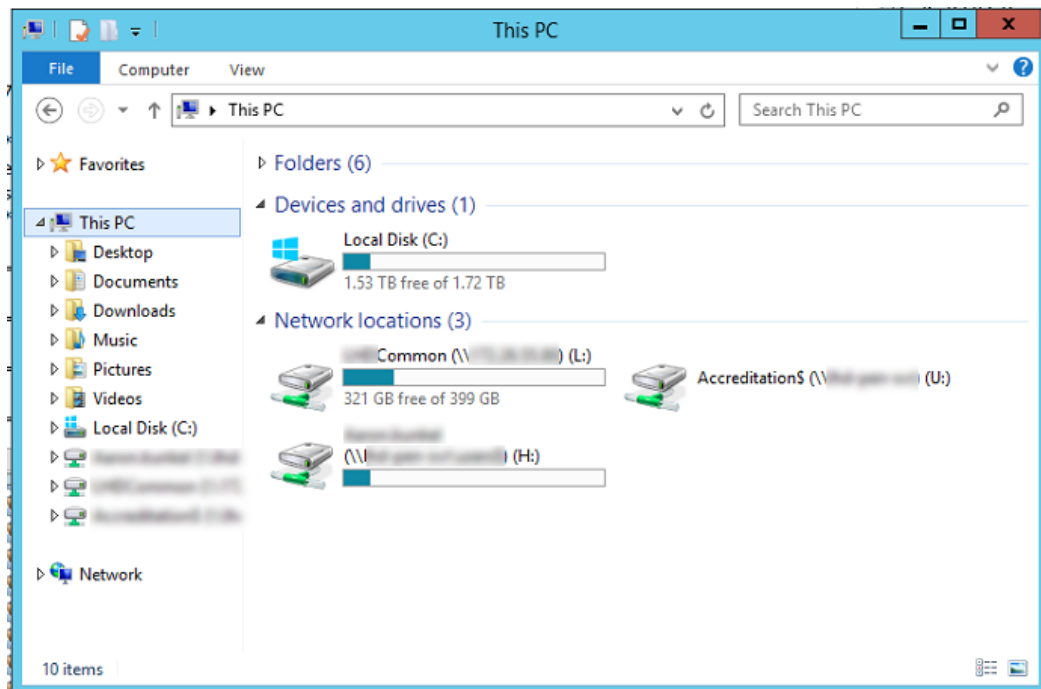


Utilizing Network Drives

Your organization may use network drives on workstations. These drives serve a number of purposes, including file organization, sharing, and backup.

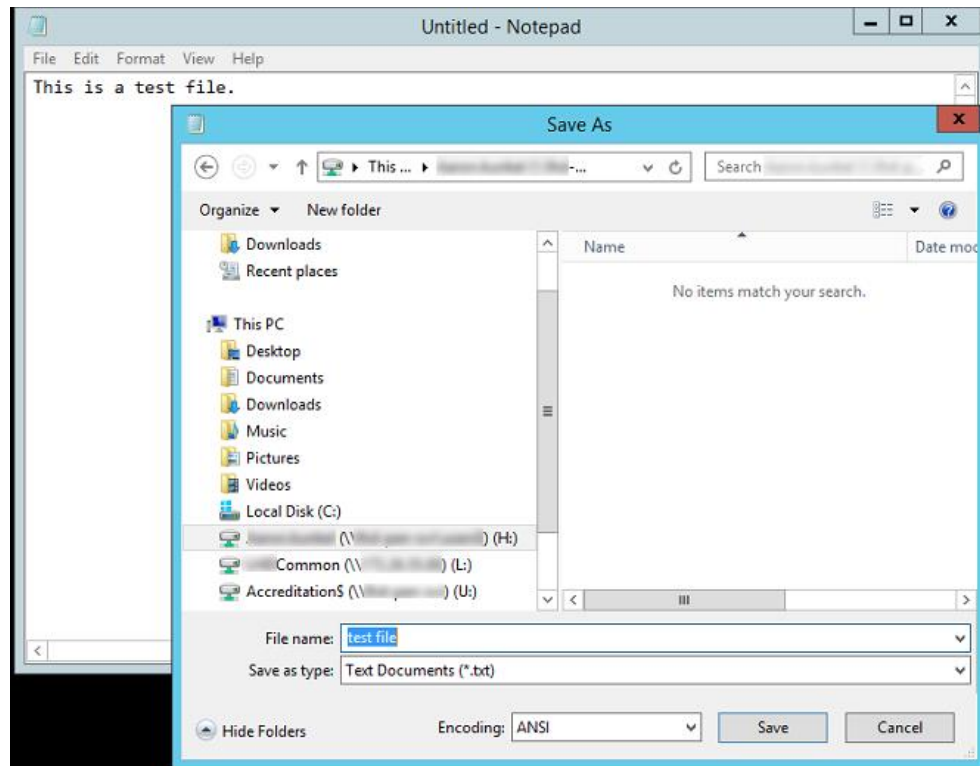
1. To view the network drives you have available for use, open “My Computer,” “Computer,” or “This PC,” depending on which version of Windows you are using. You will see a section titled “Network Locations.” The drives there are all network drives, indicated by their special icon. The drives and letters available will vary by organization and person. In the example below, network drives available are the Common drive with letter L, Accreditation with letter U, and a home directory, letter H. Username and server details are blurred for privacy.



2. A typical network drive setup will contain various security permissions. In the above example, the entire organization can access files in the L (common) drive, select people can access files in the U (accreditation) drive, and only the logged in user can access their own H drive. Therefore, the H drive is the ideal location for personal files, such as documents that nobody else needs to access.



- To save a file on a network drive, you can drag and drop the file into the drive (or subfolders as needed) or save directly there with the Save As dialog (note the drive is highlighted on the left side in below image).



- Additional considerations with network drives:
 - Any files saved in a network drive are backed up, as they reside on a server. Files saved on your C drive, other local drives, desktop, etc, are likely NOT backed up, and any files saved there could be lost forever in event of a computer failure.
 - Used space shown on network drives (see first image) represent the total free space on the server, and do not reflect your personal storage allocation.
 - If you are working in a remote office or over VPN, accessing files in a network drive may be slow, as the files have to be transferred over the internet.
 - Network administrators do have the ability to access files saved in user network drive. Do not store non-work related or other forbidden files on any business equipment.

Reach out to SmartPath Technologies if you experience any issues.

