




# Network Drives

## Managing Your H:\ and O:\ Drives

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 =Shortcut  =Advice  =Caution

### Definition

Network drives are extra areas, located on another computer called a server, where your computer can store data. Cables connect your computer to wires in your building and across campus and allow your computer to send and receive data to other computers. Because of this, your computer's storage areas not limited to its own hard-drive or to diskettes. To make using these extra storage areas easier to understand and work with, these additional computers are not listed by their computer names, but as other drives on your own computer.

#### Summary

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### Drive Letter

Drive Letter is an abbreviated name for a computer drive. The A-drive (A:\) is the floppy. The C-drive (C:\) is the hard drive, etc...

### Home Drive (H:\)

Every employee and student has a personal (H:\) drive that only they can access. This drive stores data on a computer in the Cook Library and is backed up nightly.

### Organizational Drive (O:\) Advantages

The (O:\) drive can be accessed by everyone in the same department and is the best method of sharing documents within a department. It is also backed up nightly.

You might find yourself thinking that it would just be easier to stick with your own hard-drive or floppy diskettes. After all, those make sense. But there are many advantages to using network drives that make them worth getting used to.

#### Backups

Have you ever lost important information because your computer stopped working correctly? Data saved on a network drive and stored for at least 24 hours can be retrieved even if your computer becomes unstable.

#### Accessibility

Being away from your office used to mean wishing you could get to your own computer to retrieve a file or piece of information. Network information is more portable than individual hard-drives. You can retrieve files from your (H:\) drive or (O:\) drive from any computer with internet access.

#### Sharing and Collaborating

If you need to share information with others, the (O:\) drive is the way to go. By saving files to the (O:\) drive anyone in your department can read or edit it. And everyone will have the most recent version when it is updated.

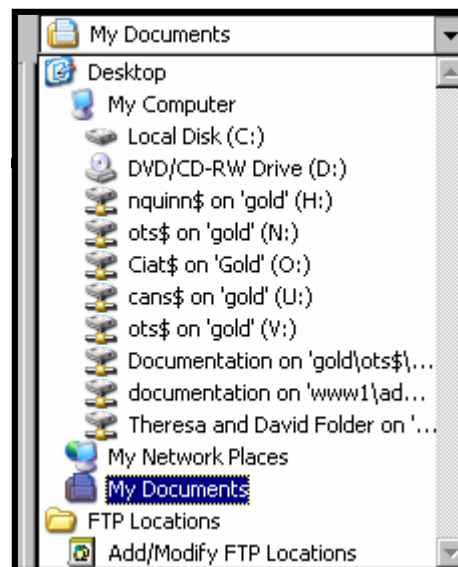
## Using My Computer to Access Drives

**Double-click** on "My Computer" to see a list of drives available to your computer. Within this folder, you can open, move, delete or rename files, create folders or shortcuts to frequently used information.

- H:\ Drive (faculty and staff) = username\$ on 'gold' (H:)
- H:\ Drive (student) = username\$ on 'tiger' (H:)
- O:\ Drive (departmental) = department\$ on 'gold' (O:)

## Saving And Opening Network Files

Whenever you have the opportunity to save information, you also have the choice of where that information will go. You can also choose the (H:\) or (O:\) drive the same way you choose to save information to your (C:\) and (A:\) Drive. When the SAVE box opens, just click on the down-arrow next to the "Save In" box. The same is true for opening files. After choosing the **OPEN** button from any program, click on the down-arrow next to "Look In" box.



## Using the Internet to Access Network Files

From the internet, you can view files stored on your (H:\) or (O:\) drive, or you can download files to edit them from the computer you are working on and then upload the changed file when you are finished. To access (H:\) or (O:\) drives from the web, please see the [OTS Quick Sheet Accessing Mail and Files from Anywhere](#) or see [Towson University's VPN](#). Both will show you ways to connect to your personal and work files stored on the TU file server.

## Checking Storage Capacity

While the default storage capacity for faculty/staff personal shares is fairly large at 500 MB (megabytes) of space, it's still important for faculty/staff to check usage on the share occasionally to avoid exceeding their storage capacity.

## Home Directory (H:) Drive Storage Capacity

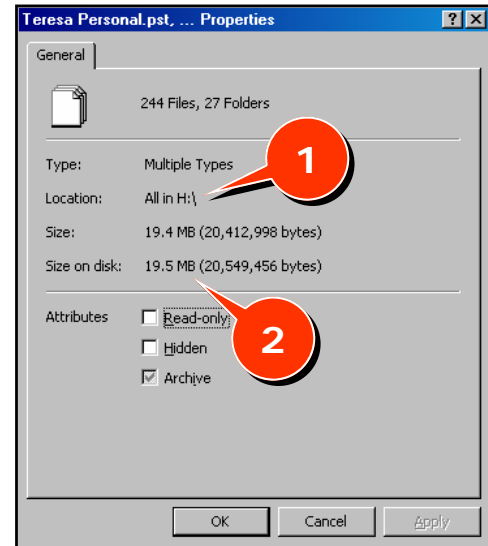
To see your current usage on your H: drive:

1. Double-click on **My Computer**
2. Double-click on the listing for your **H: drive**
3. Select all of the files and folders by going to the **Edit** menu and choose **Select All**
4. View the properties for the collection of files and folders by going to the **File** menu and choose **Properties**
5. Note that the **Location** is on the **H: drive** (Figure 1, 1)
6. The total usage is listed in the “Size on disk” field (Figure 1, 2)

Note:

- 1 kilobyte (K / Kb) = 1,024 bytes
- 1 megabyte (M / MB) = 1000 Kb
- 1 gigabyte (G / GB) = 1000 MB

Figure 1



Macintosh users can use a similar method by connecting to their personal network share, then selecting all the files and folders in the share, and viewing the properties for that selection.

## Ways to Free Storage Capacity

PC Users can use **Search** within Windows 2000 & XP to find large files. Once they are found, users can either delete or relocate the files.

### Windows 2000

1. From the Start Menu, click **Start**.
2. Click **Search** and then click **Files or Folders**. The Search Window will appear (**Fig 3**).
3. Choose the drive to be searched under **Look In**.
4. Click on **Search Options >>** (**Fig 3, 1**).
5. Click **Size**.
6. Click on the drop-down arrow and choose **at least** and then type the amount of kilobytes (Kb) for the minimum size file you wish to search. Note: 1 M = 1000 Kb
7. Click the **Search Now** command button. All files, within the chosen drive, fitting the criteria will appear.

## Windows XP

1. From the Start Menu, click **Start**.
2. Click **Search** and then click **Files or Folders**. The Search Window will appear (**Fig 4**).
3. Click on **What size is it?**
4. Click on **Large**, or click on **Specify size (in KB)**.
5. Click the **Search** command button. All files, within the chosen drive, fitting the criteria will appear.

Figure 3

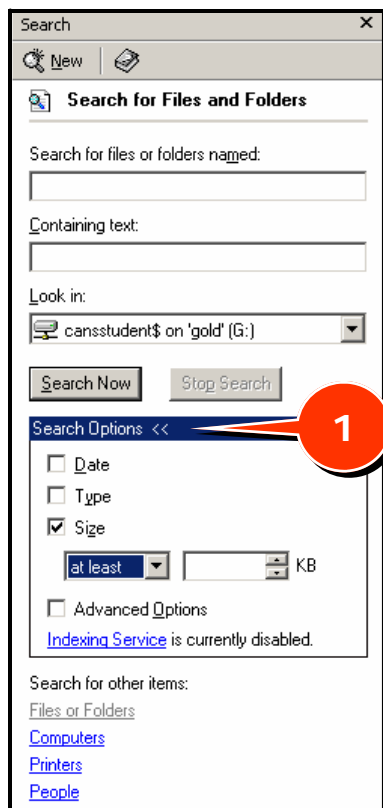
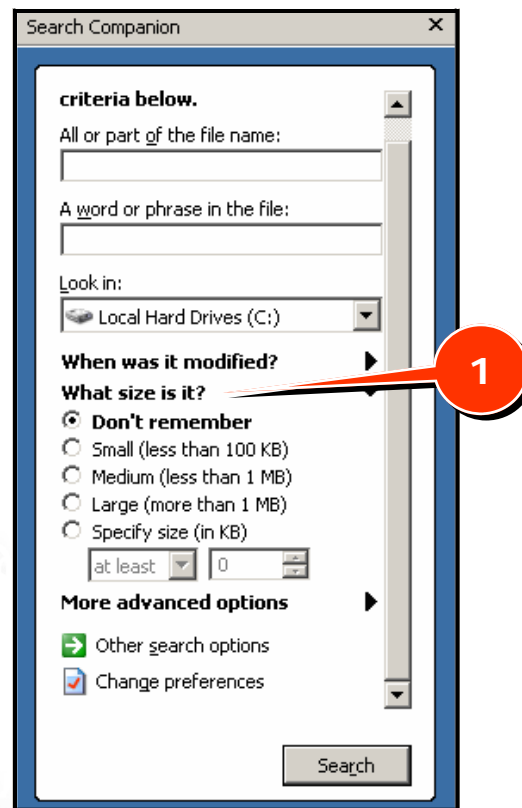


Figure 4



## Additional Resources

- [Windows Fundamentals](#) (Page 6)— Learn how to move data/document files by copying files to a new location and then deleting them from the old location.
- [Outlook 2003 Storage Capacity Management](#)—Learn how to manage your Outlook e-mail, set up & archive folders, and check your storage capacity.
- [Outlook 2003: Creating and Relocating Personal Folders to Free Up Storage Capacity](#)— Learn how to stay within your Outlook storage capacity by relocating your .pst file.
- [Outlook 2003 Search Folders](#)—Learn how to create customized search folders and how to use them to manage Outlook storage capacity.