

Network Drives

The College operates a computer network that allows computers connected to it to access shared file storage areas and printing. The advantages of using the network, and the ways it can be used most effectively, are outlined in this handout.

What are network drives?

The network has drives for file storage that work much like those on your computer. On your computer you have a hard drive labeled C:, a DVD/CD drive (usually labeled D: or E:), and possibly others depending upon the computer and devices connected to it. On the SNC network there are drives labeled G: through Z:, but the only network drives with which you need to be familiar are G:, J:, and M:.

Why use network drives?

- **Security:** Network drives are more secure than any other type of disk or drive because access to them is controlled by network access privileges granted by the Tech Support and IT departments.
- **Backups:** Network drives are backed up regularly, so lost or damaged files from network drives can almost always be restored from backups.
- **Reliability:** Network drives are generally more reliable than disks or hard drives. There is redundancy built into their systems so that they rarely fail for more than a few minutes, and even if they were to fail, their data can be restored from backups.

M: (Users) drive

The M: drive (Users on Mac) is your personal storage space on the network, for storing your personal files or work-related files that are not relevant to the rest of your department (e.g., committee work). You can access your M: drive from any computer on the campus network, as long as you are logged in to the network on that computer. No one else on campus can access your M: drive*, making it a secure place to store your personal and private files (unless you walk away from a computer on which you are logged in). The M: drive has a quota (space limit) of 200MB for employees or 100MB for students.

*Professional staff members in the IT and Technology Support Services departments are able to access your M: drive for the purposes of assisting you with problems. However, they never access your personal files without your knowledge.

Accessing your M: drive

To access your M: drive in Windows, select the drive that starts with your login ID, e.g., duckdf (\\...) (M:). To access your M: drive on a Macintosh, select the Users drive on the desktop or the shared location mdrive.snc.edu.

G: (Classes) drive

The G: drive is the course storage area, for use by instructors to distribute course files to students and to accept assignment submissions from students. G drive folders are named by the instructor's 6-character network login ID, and are created upon request. By default, all folders on the G: drive are read-only, meaning that everyone on campus can view and copy the files, but cannot delete or modify them. If you do not have a folder on the G: drive, you can request one via the Service Request form, <http://www.snc.edu/service>. There are no storage space limits on the G: drive, but all users are expected to be responsible in their use of this shared resource.

Accessing the G: drive

To access the G: drive in Windows, select the drive labeled g-classes (\\...) (G:). To access the G: drive on a Macintosh, select the g-classes drive on the desktop or the shared location macdrives.snc.edu ▶ g-classes.

For detailed information about using the G: drive for storing course files, see the handout **G: Drive: Instructors**, available at

[http://www.snc.edu/techsupport/handouts/File_Management + Network_Resources/G_Drive= Instructors.pdf](http://www.snc.edu/techsupport/handouts/File_Management+%20Network_Resources/G_Drive=Instructors.pdf).

For G: drive instructions for students, see the handout **G: Drive: Students**, available at

[http://www.snc.edu/techsupport/handouts/File_Management + Network_Resources/G_Drive= Students.pdf](http://www.snc.edu/techsupport/handouts/File_Management+%20Network_Resources/G_Drive=Students.pdf).

J: (Departments) drive

The J: drive (j-departments on Mac) is the College's departmental storage area. Most departments on campus have a folder on the J: drive, where they store files pertaining to the work of the department. Only members of the department may access the department's folder**, with the exception of the Dropbox and Public folders, which are accessible to anyone with a valid SNC account (details below). Students employed by a department may be given access to that department's area on the J: drive if requested by the student's employee supervisor. If your department does not have a folder on the J: drive, you can request one via the Service Request form, <http://www.snc.edu/service>. There are no storage space limits on the J: drive, but all users are expected to be responsible in their use of this shared resource.

**Professional staff members in the IT and Technology Support Services departments are able to access all departmental J: drive folders for the purposes of assisting staff with problems. However, they never access your departmental files without your knowledge.

Accessing the J: drive

To access the J: drive in Windows, select the drive labeled j-departments (\\...) (J:). To access the J: drive on a Macintosh, select the j-departments drive on the desktop or the shared location `macdrives.snc.edu ▶ j-departments`.

Using the Public and Dropbox folders

The Public and Dropbox folders, inside of each departmental J: drive folder, allow departments to share information with staff and faculty members in other departments.

The **Public** folder is intended for distributing files to those outside of the department. Files in the Public folder may be viewed and copied, but not deleted or modified, by anyone with a valid SNC account (faculty, staff, students, alumni, etc.).

The **Dropbox** folder is intended for receiving files from those outside of the department. Anyone with a valid SNC account (faculty, staff, students, alumni, etc.) is able to put files into any department's Dropbox, but may not open, copy, modify, delete, or overwrite the files in those Dropboxes. Files in the Dropbox can be opened, copied, moved, or deleted only by members of that department who have full access to the department's folder (although all users can see a list of the files in every Dropbox). *Note:* On a Macintosh computer, you cannot place files in Dropbox folder unless you first create your own folder inside of that Dropbox.

Moving/copying files on the network drives

Be aware that if you *move* a file to a folder that has different permissions than the folder it was originally in, it will **not** inherit the destination folder's permissions. It will keep the permissions it had from the folder it was originally in.

If you want to move a file and have inherit the destination folder's permissions, you must *copy* it rather than move it. To do so, drag the file with the right mouse button and choose "Copy here," or use copy & paste.

Note that this only applies to things that are moved within the same drive, e.g., from one folder on the J drive to another. If something is moved from one drive to another, e.g., from the M drive to the J drive, it will automatically be copied rather than moved, so this will not be an issue.

If you accidentally move a file and the permissions are not the way you want them, just move the file back to its original folder, then copy it into the destination folder.

Accessing network drives from off campus

To access network drives (G, J, & M) from off campus, go to <http://www.snc.edu/netstorage> and log in with your 6-character network login ID & password. For instructions, see http://www.snc.edu/techsupport/handouts/File_Management+_Network_Resources/Accessing_Network_Files_via_the_Web.pdf.

Questions and assistance

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu.