

# Where to store your files

---

When you put hard work into a paper or project, you want to be able to store it safely and trust that you can access it when you need it. You also frequently need to be able to carry files from one computer to another, such as when you write a paper on your personal computer, and you want to print it out in a computer lab.

## USB Flash Drives

The most convenient removable storage devices are USB flash drives. They're so small that you can put them on your keychain or in your pocket or purse, and are very easy to use – just plug one into a computer's USB port and you can copy files to and from it.

There are many brands of flash drives available, and they come in a variety of ever-increasing capacities. Flash drives can be purchased at office supply and electronics stores, as well as most large retailers (Shopko, Target, Walmart, etc.). Because these drives are small, you have to be careful not to lose them, and to be safe, be sure to click on the "Safely Remove Hardware" icon (in the lower right corner, by the clock) before unplugging it. And even though flash drives are fairly reliable, you shouldn't rely on them to store your only copy of something.

## M drive/network storage

The M drive is your personal storage space on the College network, which you can access from any computer on the Internet. The M drive quota for students is 100MB.

### Why use your M drive?

- **Reliability:** Network drives are more reliable than any type of removable storage (disks, etc.). They almost never fail, and if they were to fail, the Help Desk would be able to restore them from backups. Because the IT department backs up the College's network drives regularly, lost or damaged files from network drives can usually be restored from previous days if necessary. Because of this, your M drive is a good place to store your only or primary copy of something.
- **Security:** Network drives are more secure than hard drives or any type of removable storage (disks, etc.). Access to all network drives is controlled by network access privileges, set by the IT department or the Help Desk. No one else can access your M drive\*, making it a secure place to store your personal files (unless you walk away from a computer on which you are logged in).

\*Professional staff members in the IT and Technology Support Services departments are able to access your M drive for the purpose of assisting you with problems. They never access your personal files without your knowledge.

### Accessing your M drive

When logged in to the College network on campus, access your M drive by selecting the drive that starts with your login ID, e.g., duckdf ... (M:). On a Mac, use mdrive.snc.edu, listed in the Finder under SHARED.

When not logged in to the College network (in a Res. Hall room or off campus), you can access your M drive by using the web-based interface to network drives, at <http://www.snc.edu/netstorage>. For instructions, see the handouts *Accessing Network Files via the Web*, or for more information about network drives in general, see the handout *Network Drives*, both available at <http://www.snc.edu/techsupport>.

## CDs/DVDs

You may also choose to store your files on CDs, if you have a CD burner, or DVDs, if you have a DVD burner. CDs have a large capacity (650-700MB), are relatively inexpensive, and are quite durable, but they are not as convenient to use as USB flash drives. There are two variants of CDs & DVDs: CD-R and DVD-R disks can only be burned once and cannot be written over; CD-RW and DVD-RW disks are reusable CDs that can be burned, and then later erased and burned again.

## Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or [helpdesk@snc.edu](mailto:helpdesk@snc.edu). The Help Desk is for St. Norbert College students and employees only.