





File Storage Options

The Information Technology Department (IT) provides a variety of means to store electronic files. Below is a guide to the storage methods and the types of files they are intended for.

Location	Usage	Examples	Access / Security	Backup
Personal Network Share (R: Drive)*  3 Gb	<ul style="list-style-type: none"> Individual network storage space 	<ul style="list-style-type: none"> “My_Documents” Personal documents Pictures Web Pages 	<ul style="list-style-type: none"> ADMIN username & password (Remotely via VPN) UNIX username & password (Remotely via SCP) 	<ul style="list-style-type: none"> Automated backup performed daily by IT
Business Network Share on Admin  Quota is department-based	<ul style="list-style-type: none"> Used to store all business related files Defined by departments, workgroups, committee work, etc. 	<ul style="list-style-type: none"> Departmental files Forms Templates Meeting Minutes Policies Manuals 	<ul style="list-style-type: none"> Requires ADMIN username & password Permissions granted by dept. head, supervisors, committee heads and workgroup leaders (full access or read-only) 	<ul style="list-style-type: none"> Automated backup performed daily by IT
Removable Storage 	<ul style="list-style-type: none"> Archive e-mail Archive files Physical file transfer 	<ul style="list-style-type: none"> USB Flash Drive DVD CD External Hard Drive 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Available to users to backup files at their own discretion
Desktop Computer Hard Drive (C: Drive)* 	<ul style="list-style-type: none"> Scratch space used for temporary storage Least dependable means of data storage 	<ul style="list-style-type: none"> Saving e-mail attachments and internet downloads Temporary storage while burning to DVD/CD Creating new documents E-mail archives and Outlook Personal Folders 	<ul style="list-style-type: none"> Windows – local administrators have access to all files stored on hard drive 	<ul style="list-style-type: none"> Data stored on your computer’s hard drive is not backed up automatically Users are advised to manually backup information from the C drive to other media

Information Technology Glossary of Terms

Administrator Privileges	IT generally gives local Administrator privileges to the primary user of each personal computer (PC). These privileges are required for activities such as installing hardware, software or printers on a PC running Windows.
Automated Backup	An automatic process managed by IT and performed at the server level which creates copies of files (backups) to be stored in a safe location and referenced in case of data file corruption, equipment failure or other catastrophe. Automated Backups are performed on IT-managed servers on a regular basis and many backup files are stored off-site as an added precaution.
Backup	The process of copying files to an alternative location for the purpose of preserving a copy in case of data file corruption, hard drive failure or other catastrophe.
Business Network Share	This is a network storage space defined for storing business-related files that may need to be accessed by multiple users. Any ADMIN domain user can request a Business Share be defined for use by a department, workgroup or committee by initiating a request through the Helpdesk. Only the owner of the Business Share can define access to the share. To facilitate access to a Business Share, users should become familiar with referring to the folder name (as opposed to just the drive letter generally used to access the folder.) <i>Example:</i> <code>\\admin.wpi.edu\fc\IT</code>
Hard Drive	Component of a personal computer that provides local file storage for system files, application files and data files. This storage medium is quite volatile and is not recommended for permanent file storage. Due to the potential for data loss, it is recommended that users use this storage space only for temporary work on data files.
Personal Network Share	Filer is the name given to the Network Storage Appliance used to supply WPI computer users with a large central file storage location in which they can store their personal documents, web pages, pictures, etc. This is a Unix device and access to this storage area can be gained directly through a Unix login (to ccc.wpi.edu) or to a user who is logged into the ADMIN domain by mapping a network drive to <code>\\filer.wpi.edu\HOME</code> .
Removable Storage	Mobile storage media such as USB Flash drives, DVDs, CDs, or external hard drives that allow for the easy storage of backup files and also allow files to easily be moved from one computer to another.

Mapping a Network Drive On Campus

1. Right-click the My Computer icon.
 2. Click "Map Network Drive..."
 3. Click the down arrow next to the Drive text box.
 4. Select a free drive letter such as "H:"
 5. In the path field, type the path you wish to map.
(*Example:* `\\admin.wpi.edu\fc\IT`)
 6. The "Reconnect at logon" box should be checked ONLY if you wish to have this folder mapped EVERY time you log into this machine. This folder will only be mapped when you login with your respective login and password, and not for anyone else.
 7. Click Finish.
- Common path examples: www.wpi.edu/+helpdesk/Network/Mapping/paths.html

Mapping a Network Drive Off Campus

Complete instructions are online at: www.wpi.edu/+helpdesk/Network/Mapping/