Storage Options and Backing Up Your Data

Personal Responsibility

It is your responsibility to take ownership of your data somewhere outside of your computer in a secure location. There are many options for how to do this. Even when your computer is running normally, it is important to back your data up because you never know when something will go wrong with your computer. If you do not know how to back your data up, you can bring your device and an external hard drive down to the University Technology Helpdesk. We will not back up the files for you, but someone will help you through the process.

> The University Technology Helpdesk will NOT accept your computer for repair unless you have your data backed up somewhere externally.

University Technology has offered a workshop on organizing your files which some of you may find useful. The slideshow presentation, with links, can be viewed here.

Your F: Drive

Your F: Drive is a network drive that Drew has provided for you to use as storage space for academic documents and data. You start out with 100 MB. More space can be added by request, but students can only have a maximum of 200 MB of space; staff and faculty can have up to 1000 MB.

Drew PC Access

If you have a Drew PC, you only need to be logged in with the Windows Log on and your network drives will automatically appear.

- You simply have to open **Computer** or **This PC** and you will see your F: drive there.

Drew Mac Access

- If you have a Drew Mac, you must be logged in on campus as well to directly access the F: Drive.
- Open the Finder and go to your **Applications Folder**.
- Open **Self Service**.
- Click on the **Drew Network** link in the **Categories** menu on the left hand side of the screen to gain access to the drive.
- Click on the Connect button underneath Personal "F" Drive.
- You will be asked to enter your Drew uLogin credentials. Make sure that Registered User is selected, enter your password, and click Connect.
- A new window will appear connecting you to your F: drive and the files and folders it contains.

You may also access your other network drives using the instructions here.

Off Campus and Non-Drew Device Access

The F: Drive is accessible off campus and from non-Drew computers/devices as well. Using a web browser, go the https://myfiles.drew.edu/, log in with your Drew username and password, and you will see all of your network drives. Learn more at MyFiles.

Departmental Drives (Fac/Staff Only)

Faculty and Staff also have access to the O: drive, commonly referred to as the G: drive (this is your shortcut directly to your departmental folder), for their storage needs. It can be accessed like the F: drive. **Your G: drive will be shared with everyone in your department. DO NOT save personal or private data there.**

Google Drive

You can learn more about Google Drive and its storage options at the G Suite Learning Center for Drive.

Physical Drives

Flash Drives

Flash Drives are small, portable storage devices. These can hold anywhere from 1 GB - 50 GB nowadays (some even more). While they are getting less expensive as time and technology advances, the more storage it offers, the more expensive the device typically is. These are helpful for transporting important files around with you, but are not intended for long-term storage or backup.

External Hard Drives

External Hard Drives are exactly what they sound like. They are large storage devices, many having 1 TB or more for storage. These are the best options for backing up your computer's files since they typically have the most storage space. Some come with programs installed to help you back up your files, but most are just plug-in then drag and drop.

Backup and Restore or Time Machine

You can find instructions on creating backups for the following computer operating systems at the sites below.

- Windows 7 Back up and restore your PC
- Windows 10 Backup and Restore
- Back up your Mac with Time Machine

Mobile Devices

We would be remiss if we didn't remind you to also back up any files - we're looking at you, photographs! - saved to your phone. Both iPhones and Androids will offer to save your content to the cloud automatically. Consider looking over what set up you are using to make sure you continue to have access to everything important to you.