My Network Drives

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The network drives are a digital storage space for your files. They exist on the Drew University servers and act just like the C: drive on your personal computer. You must be connected to the Drew University servers in order to have access to them.

The F: Drive

The F: drive is your personal network drive, a place on the Drew University servers where you can store files. We strongly recommend backing up your important files on the F: drive (or one of the departmental drives, as appropriate)! Even if your computer is destroyed, the files saved to the F: drive will remain available.

To reach the F: drive

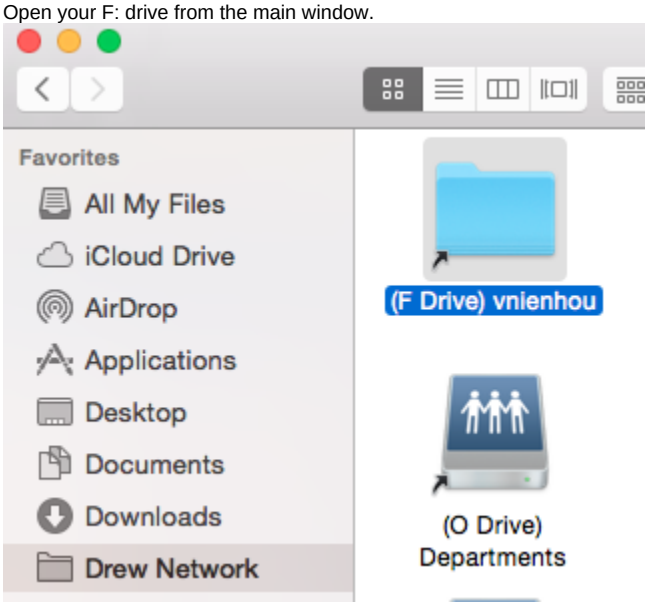
Computer Provided by Drew

Windows

1. Navigate to This PC or File Explorer (in Windows 10)
2. Select the F: drive in the Network Locations section or type F: into the address bar of File Explorer and hit Enter.

Mac

1. Open Finder
2. In the Favorites list on the left, click on the "Drew Network" folder
3. Open your F: drive from the main window.



Note: When using "Save As", click on the arrow next to the file name to expand the locations you can save to. Choose "Drew Network" from the Favorites list, and then navigate to the desired folder.

Computer Not Provided by Drew

- MyFiles (myfiles.drew.edu)
- Connecting a Windows computer to Drew Network Drives on campus
- Connecting a Mac computer to Drew Network Drives on campus

The U: Drive

The U: drive is the campus shared drive. People are only able to access the folders here that they have been granted permissions to see.

There are many types of permissions. You may have some or all of them for a given folder:

- Read - Permits viewing and listing of files and subfolders
- Write - Permits adding of files and subfolders
- Read & execute - Permits viewing and listing of files and subfolders as well as executing of files; inherited by files and folders
- List folder contents - Permits viewing and listing of files and subfolders as well as executing of files; inherited by folders only
- Modify - Permits reading and writing of files and subfolders; allows deletion of the folder
- Full Control - Permits reading, writing, changing, and deleting of files and subfolders

To grant other users permissions to your folders

Please note: This option is only available to users in Windows. Those on a Mac can access these options by logging into CloudPC and launching Windows Explorer.

1. Right click on the desired folder (not a file)
2. Select Properties
3. Click on the Security tab
4. Choose the **Edit...** button
5. Choose the **Add...** button
6. In the box marked "Enter the object names to select", type the name of user or group desired
    a. For example, on a Public folder, you could type "everyone"
    b. When looking for an individual user, you can type their username or attempt to search using the person's full name
7. Choose the **Check Names...** button
    a. If only one object is found, you will remain in that box and can choose the **OK** button
    b. If more than one object is found, another window will pop up with a list from which you should choose the desired user/group. Then click **OK** twice.
8. Check the boxes in the Permissions list at the bottom for the permission(s) desired
    a. The defaults - Read & execute, List folder contents, and Read - are probably appropriate in most cases
    b. If you wish to collaborate with others, add Modify and Write
9. Click **Apply**
10. Click **OK** to close the Permissions window, and click **OK** again to close the Properties window

The U: drive can be accessed the same way as the F: drive.

Please be careful when adjusting permissions on your account folders.

- Do not adjust the top level permissions - only permissions on subfolders within your U:/username folder.
- Carefully observe what rights you grant to which users.

The Employee Network Drives (G, O, and P)

The G: drive is the departmental drive and connects to one folder on either the O: drive or the P: drive, depending on the user.

The O: drive is the administrative department drive.

The P: drive is the academic department drive. Academic projects and files should be stored here.

Students do not generally have access to these drives.

These drives are accessed the same way as the F: drive, and user permissions are granted following the steps under "To grant other users permissions to your folders", above.

Course Drives (K, T, and R)

The K: drive is a way for faculty to distribute files to students.

The names of K: drive folders have been changed to include new Banner term codes at the beginning and CRNs at the end. For example: **201610-ANTH-103-A-10011**.

ANTH = department
103 = course number
A = section number
10011 = CRN
2016 = Fiscal year
40 = term code Summer
30 = term code Spring
20 = term code Jan
10 = term code Fall

The T: drive contains one folder for each semester you've been at Drew. Inside is what the K: drive showed you during that semester. This archive allows you to find course specific information from earlier in your time at Drew.

**Please note: Summer courses will access their current course folders via the T: drive, rather than through the K: drive. Students and faculty will find their folders in, for example, "T:\2018 Summer Terms".

The R: drive is the “old attic,” a legacy drive that contains an older system of network software and communication processes. You will generally not need to use this drive and students generally do not have access to it.

Previous course folders going back to Fall 2009 are available on the Drew Network T: Drive (COURSES (\\CAUSEWAY2_T)), and earlier semesters dating back to Fall 2002 can be found on the R: Drive (OLDATTIC (\\CAUSEWAY2_R)).

These drives can be accessed the same way as the F: drive.

Students registered for courses are automatically granted access to the appropriate course folders, which can be found within the relevant semester folder.

The M: Drive

The M: drive holds campus applications (programs). You should only access these files if University Technology directs you to do so.

It can be accessed the same way as the F: drive.

Local Drives

The C: Drive

On a PC, the C: drive is a representation of your computer’s hard drive and is where files and programs are saved by default. As long as you have your computer with you, the C: drive is available.

Related Pages

- Connecting a Mac computer to Drew Network Drives on campus
- Connecting a Windows computer to Drew Network Drives on campus
- Restore Files Deleted From Network Drives

- Working With Network Drive Files in CloudPC

Please Share!

You can direct others to http://tinyurl.com/MyNetworkDrives so they can also access this information!

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