

This guide covers the network drives that you can access when logged into a Salisbury University computer.

ABOUT THE NETWORK DRIVES

When you log into a University computer, you automatically have access to some or all of the following network drives, depending on where you are and whether you're a student, faculty or staff.

Name (Letter)	Path	Description
Lab Software Drive (G)	n/a	This drive contains files necessary for academic lab software to function.
Scanned Image Drive (J)	\\NAS\Printer	Departmental Canon all-in-one printers will save their scans to this drive. Faculty and staff only.
Courses (K)	\\NAS\Courses	Students and Faculty have access to the K drive to share files and documents. This drive is organized by school, e.g. Perdue, Fulton, etc. Faculty have access to save and edit files on the K drive, while students open or print.
Area/School (N)	\\NAS\Dept\schoolname	Faculty and Staff may have access to the N: drive to share documents and files within their area or school, e.g. Fulton.
Departmental (O)	\\NAS\Dept\deptname	Faculty and most Staff have access to the O: Drive to share documents and files within their department.
Personal (P)	\\NAS\Personal\username (faculty/staff) \\NAS\Studentp\username (student)	The P drive is personal network storage space. This is also where you would create a personal web page.
University (U)	\\NAS\University	This is a folder used by administration to store and share University level documents. For most users, this will appear empty. Faculty and staff only.

Other drives may be available depending upon your department's setup and your permissions, such as access to other departmental drives or specific drives. Some departmental employees may not have access to the default departmental drives by request of the department, and would need to request access if needed.

MAPPING NETWORK DRIVES

Your computer should automatically map your network drives for you upon log on. However, sometimes you may need to manually add the network drives, called "mapping" the drive.

USING A WINDOWS 7 & 8 PC

1. Click **Start>Computer**.
2. Select **Computer** in the left hand navigation pane, if it is not already selected.

3. Click **Map Network Drive** in the menu.
4. Select the appropriate drive letter from the drop down menu.
5. Enter the appropriate path from the table above in the **Folder** field.
6. Check **Reconnect at logon** if you want to reconnect the next time you log onto the computer.
7. Click **Finish**.

USING A WINDOWS 10 PC

1. Click **Start>File Explorer**.
2. Select **This PC** in the left hand navigation pane, if it is not already selected.
3. Right-click This PC and choose **Map Network Drive** in the menu.
4. Select the appropriate drive letter from the drop down menu.
5. Enter the appropriate path from the table above in the **Folder** field.
6. Check **Reconnect at logon** if you want to reconnect the next time you log onto the computer.
7. Click **Finish**.

USING A MAC

1. Open **Finder**.
2. Click **Go**.
3. Choose **Connect to Server**.
4. Enter the appropriate path:
 - a. For the K drive, enter **smb://nas/courses**
 - b. For the J drive, enter **smb://nas/printer**
 - c. For the O drive, enter **smb://nas/dept/deptname**, e.g. smb://nas/dept/fulton
 - d. For the P drive:
 - i. For students, enter **smb://nas/studentp**
 - ii. For faculty and staff, enter **smb://nas/personal**
 - e. For the U drive, enter **smb://nas/university**
5. Click **Connect**

REQUESTING ACCESS TO A NETWORK DRIVE

You will automatically get rights to your department's drives once your contract is entered into GullNet. Faculty and staff who work in two or more departments will only get access to their primary department's network drives. To get access to another department(s) O drive, that department supervisor or department chair would need to request access for you. They would do the following:

- Log into our online ticketing system at <http://support.salisbury.edu/user/>
- Click **Create a New Ticket**.
- Fill out the ticket, making sure to include the following:
 - The name and username of the person who needs drive access.
 - The name or path of the drive that is being requested (e.g., Chemistry's O: drive).
- Click **Save** in the upper left hand corner.

Once access is granted, your drive will be accessible, but will have a different drive letter than normal (as there cannot be two drives with the same letter).

MANAGING DRIVE SPACE

Network drives are not unlimited in space. As such, it's good to have some good practices in keeping your network drives clean.

- It's a good idea to regularly delete files that are no longer being used.
- For files that are not used on a regular basis, you may consider backing them up onto DVD or CD for storage, and then removing them from the network drive.
- Using Compressed files, or Zipped files, to compress and store files and folders that are being held for archival purposes is also a way to keep storage size at a minimum.
 - <http://windows.microsoft.com/en-US/windows7/Compress-and-uncompress-files-zip-files>

If your drive is completely out of space, and there is no way to further remove files, you may be able to request more space. Information Technology may be able to grant more space, if a need is shown and there is space available to grant.

- Log into our online ticketing system at <http://support.salisbury.edu/user/>
- Click **Create a New Ticket**.
- Fill out the ticket, making sure to include the following:
 - The drive you are requesting more space for, e.g., P drive
 - The reason you are requesting more space.
- Click **Save** in the upper left hand corner.

Note: Do not go by the amount of free space shown in the drive properties for any drive but the P: drive. The properties free space shows the total amount of free space available on the drive itself, not in your allocation of that drive. For example, the O: drive might show 477 GB free of 1.61 TB total, but that does not mean that YOUR O: drive has 477 GB free. Rather, it indicates that the drive that contains all of the university O: drives has that much free. Your O: drive is a percentage of that total, and could possibly be out of space while the drive indicates that space is available.

PERSONAL WEB PAGES

All faculty, staff and students have personal web space available on their P drive. To access this web space, create a file on your P: drive called htdocs. You can use this space to create a very simple website; no server side technology (such as ASP, ASP.Net, PHP, etc.) is available for these sites.

The URL for these pages will be:

- Students: <http://students.salisbury.edu/~username>
- Faculty: <http://faculty.salisbury.edu/~username>
- Staff: <http://staff.salisbury.edu/~username>

For more information, visit the Web Development Office page at <http://www.salisbury.edu/weboffice/>.