

Tuesday TechTip:

Free Storage Space!

Gone are the days of hauling around your documents, presentations, class notes, your life, on the oh-so-forgettable external storage devices. Network storage space is available to all Columbia College Day and Evening campus students, all Home campus full-time and adjunct faculty, all Columbia College full-time staff. Student's free storage space is limited to 25 mb.


Example uses of Network Storage (my I:\) drive:

- Store Backups of important documents
- Access files at different computers (ie. Another office, classroom, computer lab, etc)

Examples of how *not* to use Network Storage (my I:\) drive:

- Do not store program installers that you have downloaded.
- Do not store personal media of large file types such as pictures, audio, or movie files.

How do I access my Network Storage (my I:\) drive?

Your network storage drive will be mapped under My Computer, look for a folder similar to  smccollum on 'ccnetfiles\home' (I:) (format will be <your eServices Username on 'ccnetfiles\home'>. This is your personal network storage area that other users are not able to access.

If you do not see your network home drive mapped under My Computer, try these steps:

1. Click the **Start** button.
2. Click **Run**.
3. In the *Run* dialog box, type: file://ccnetfiles/home/yourEservices username
4. Click **OK**.
5. If this does not open your home directory, please call the Solutions Center at 573.875.4357 (x4357 on campus).

Be Aware!

Your Network Storage (my I:\) drive is only available on a wired network computer on campus or when you are connected through the VPN.

Register or view January Technology Workshops at <http://training.ccis.edu>
For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>