

Helpful Hints and FAQs

Q. Why should I use the shared drives?

A. Your shared drive space provides a secured user folder where you can save important, EMU documents. Your storage space on these drives is password protected, secure and backed up on a regular basis. In the event that your computer breaks down, you will still be able to retrieve the files you have on the shared drives by logging on to another EMU computer with access to the shared drives using your login ID and password.

Q. How can I tell if I have access to the drives?

A. PC

Open "My Computer" on your computer. If EMU network drives appear in the list, then you are connected to the EMU shared drives.

MAC

A globe icon will appear on your desktop.

Q. If I don't already have shared drive space, who can set it up?

A. Your local system administrator can work with ICT personnel to setup your computer to access the shared drives. He or she will also determine departmental and interdepartmental file sharing requirements and will configure the system to meet those needs.

Q. How much storage space will I have on the shared drives?

A. You will have a 50 MB disk space on the U: drive and 100 MB on the W: drive.

Q. How can I see my director's or supervisor's files on the shared drives?

A. The only way that you can see your director's or supervisor's files is for both of you to have access to the same shared file space and to have the files stored there.

Q. Will I be able to connect to the shared drives from home?

A. No. The drives are limited to on-campus access only.

Q. How can I copy files from the shared drives to my personal hard drive?

A. There are several ways to do this. Two of them are listed below:

PC

1. Copy them using Windows Explorer
2. Copy them by opening the drive from the "My Computer" icon and dragging the files to your "My Documents" or desired folder

MAC

1. Copy them by opening the mounted share drive on your desktop and dragging the files to the desktop or other desired location
2. Copy them by opening the mounted share drive on your desktop and control-clicking the files. Then select "Copy" from the popup submenu



Information and Communications Technology
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Using Your EMU Shared Drive Space

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Shared Drive Space

The shared drive space on the EMU network can provide a convenient place for your department to share files so multiple people have access to them. When you are logged onto the network, the shared drives are like another hard drive attached to it. Up to 100 MB of shared drive space can be allocated for computer file storage and sharing files within your work group or between all faculty and staff within your department. Use them as you would the “My Documents” folder. Up to 100 MB of shared drive space can be allocated to be shared between all faculty and staff within your work group.

Shared drive space can also be created for sharing files between individuals in different departments. These requirements will be determined by the local computer support for your area who will work with personnel from ICT to create the folders and assign the appropriate network access rights. When complete, you will be able to use the shared drives to save and share files.

By default, everyone will have access to the “U:” drive. This space is for an individual’s work-related files which do not need to be shared. You can store files there when only you need access to them. The “W:” drive, however, is used to store files for access within departments and divisions. The folders you have access to on the W: drive are based upon network access rights assigned to your login.



Accessing the Drives

Windows

Windows users access the shared drives by logging into the EMU_NT DOMAIN when their computer first starts up. The login name and password are the same as your my.emich user name and password.

If the login information you have entered is correct, you will automatically be connected to the shared drives and will be able to access them through your “My Computer” icon or by using Windows Explorer. You can save and access files directly on the drives.

Mac

Mac users access the shared drives by selecting “Connect to Server” from the “Go” menu in the Finder. The instructions for connecting to the drives differ slightly by versions of Mac OS X. Go to the ICT Help Desk website for instructions on how to set this up. The site is available at ict.emich.edu/helpdesk.

Passwords for Shared Drives

All user names are synched to my.emich.

Sharing Your Password

You should never share your password to the shared drives. It is the key to your individual and departmental shared file space. Everyone who needs access to this space will be given a login ID and password from ICT so that they can get to it. They will not need to use yours.

Getting Help

If you need help getting into or using your shared drive space, have questions or need further assistance, call the ICT Help Desk at 487.2120.

Backing Up Data

The shared drives and their files are backed up every night. Snapshots of the drives are also taken multiple times each day. If you need to have a file restored in the current day, you can find it in the “BK” directory located at the top level of your shared file space. It will be current as of the date and time listed on the individual file.

Antivirus Software

Computer viruses can quickly move from computer to computer in a variety of ways, including transfer of infected files across a network. It is extremely important to have antivirus software running and updated on a regular basis, especially if you will be sharing files within a department.

This type of software helps protect computers from e-mail borne and others kinds of viruses shared by passing infected files over a network. Without it, your computer is predisposed to corruption from computer viruses. Virus protection software and virus updates should be run on a regular basis — at least weekly.

ICT has licensed anti-virus software for use on University-owned, student, faculty and staff owned computers. Please contact the Help Desk at 487.2120 to have this software installed on computers owned by EMU. To install the software on a personally-owned computer, visit ict.emich.edu/antivirus. You will be prompted to log in using your my.emich login name and password.
