

Accessing the File Server – For File Sharing and Backups

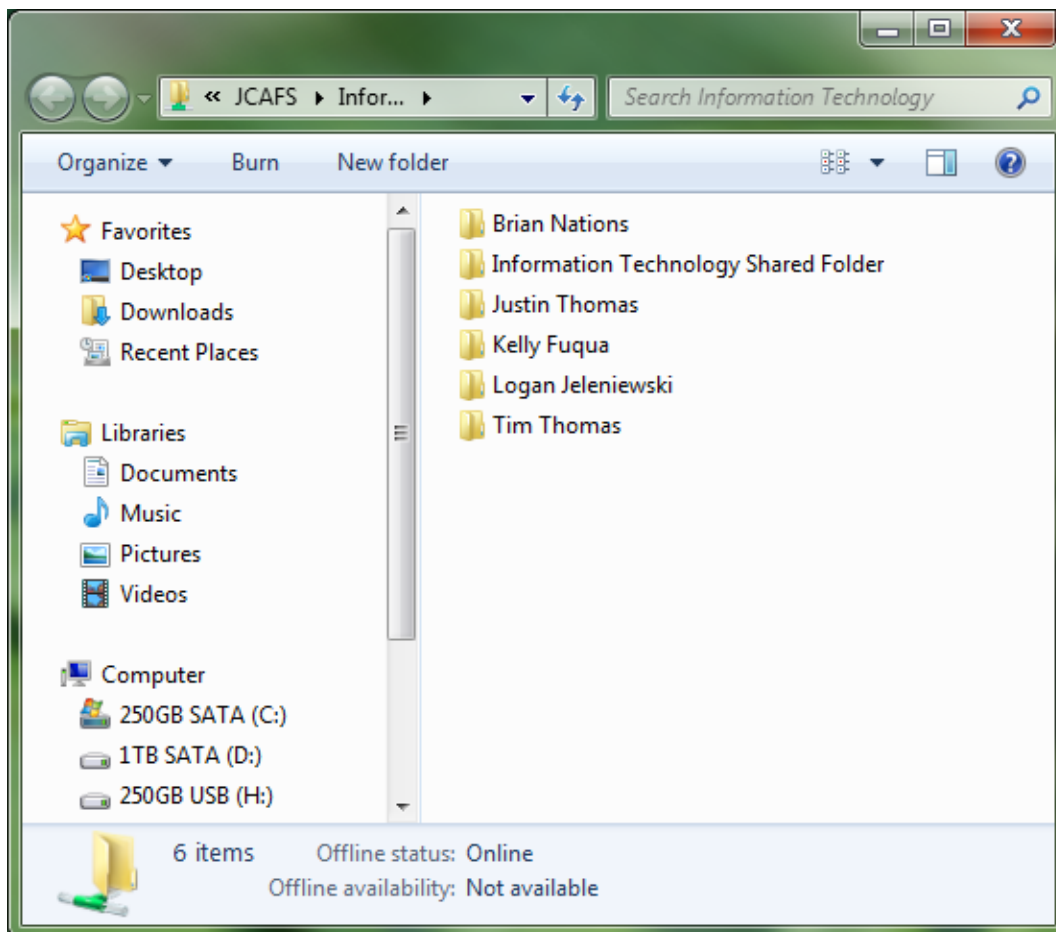
❖ **PLEASE NOTE: THESE INSTRUCTIONS ARE FOR ALL HEALTH DEPARTMENT USERS AND JUSTICE CENTER USERS EXCLUDING THE SHERIFF'S OFFICE.**

From the desktop icon:

On your desktop you should see an icon labeled Network Drive:

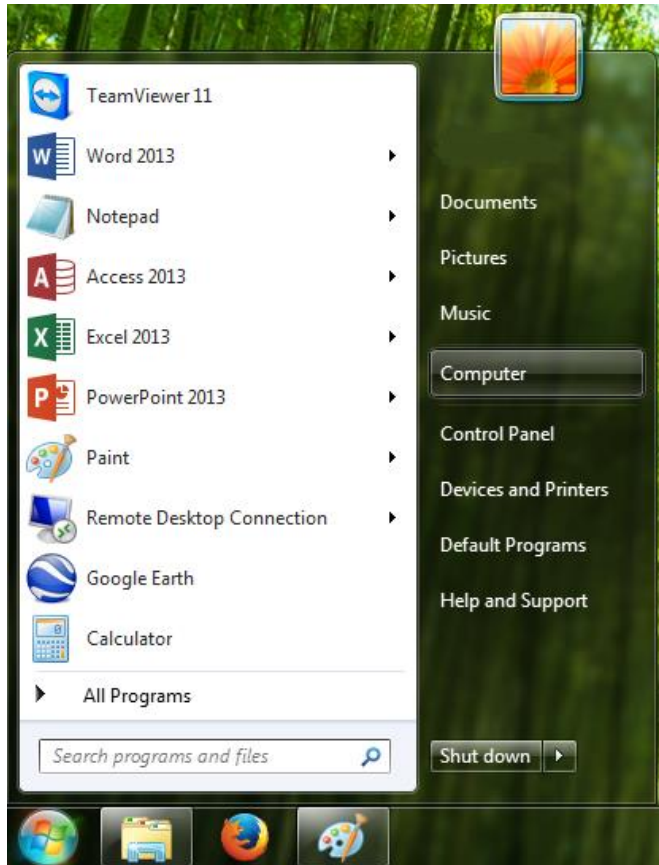


Double-click this icon to open a new window. From here you can double-click your name to access your personal shared folder, or double-click a shared folder from your department to access shared work files:

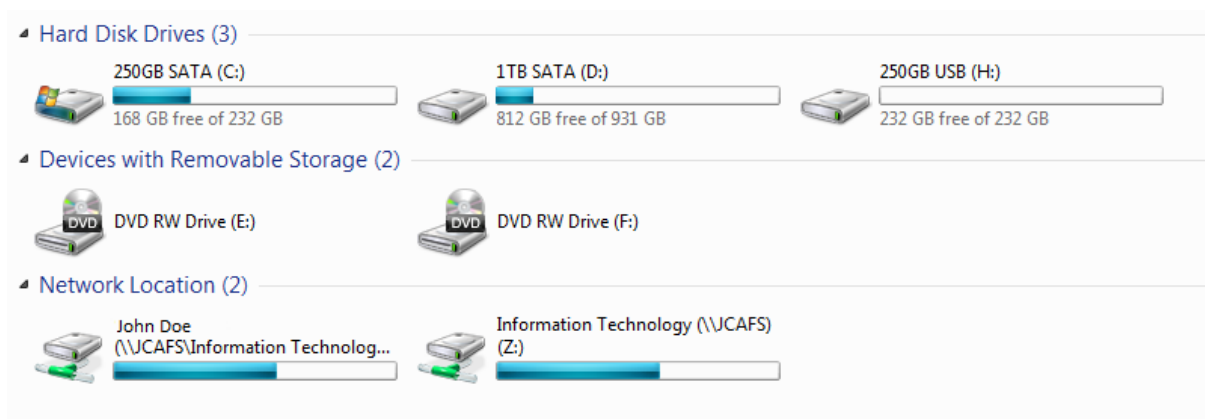


Another Option for Accessing the Folder:

Open the Start menu and click Computer:



In the next window you will see your name listed under Network Location. You will also see your department's shared folder if you have one:



From here you can double-click your name to access your personal shared folder, or double-click a shared folder from your department to access shared work files.

Using the Network Folder:

This folder works in the same way as a USB drive. You can right-click files or folders and click Copy, and then paste these files or folders into your network folder. You can also simply drag files or folders into your network folder.

Accessing Files from Other Computers:

Your files are available from any computer on the network. To access this feature on a computer you don't normally use, have the current user log off. Then log on as yourself with the same username and password you would use on your own computer. Now you can access your network files as shown above.

Advantages of Saving to the Network Folder:

Should your computer go down for any reason, files saved to the network will not be lost. You can also access your network files from any computer in your building which may be useful if you need to work at a different location. The network folder allows up to 2 gigabytes of storage and is backed up on a daily basis. You will be notified by the IT department if you reach your storage limit.