

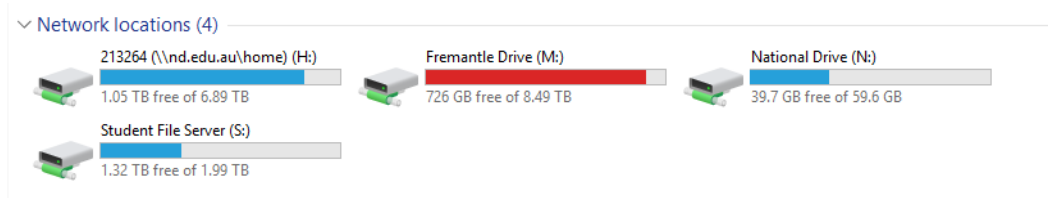
Shared Drives

Staff and student files and folders are stored on a central storage system known as shared drives. These shared drives are available on all computers on campus and remote access using the File Server.

Shared drives available to staff are:

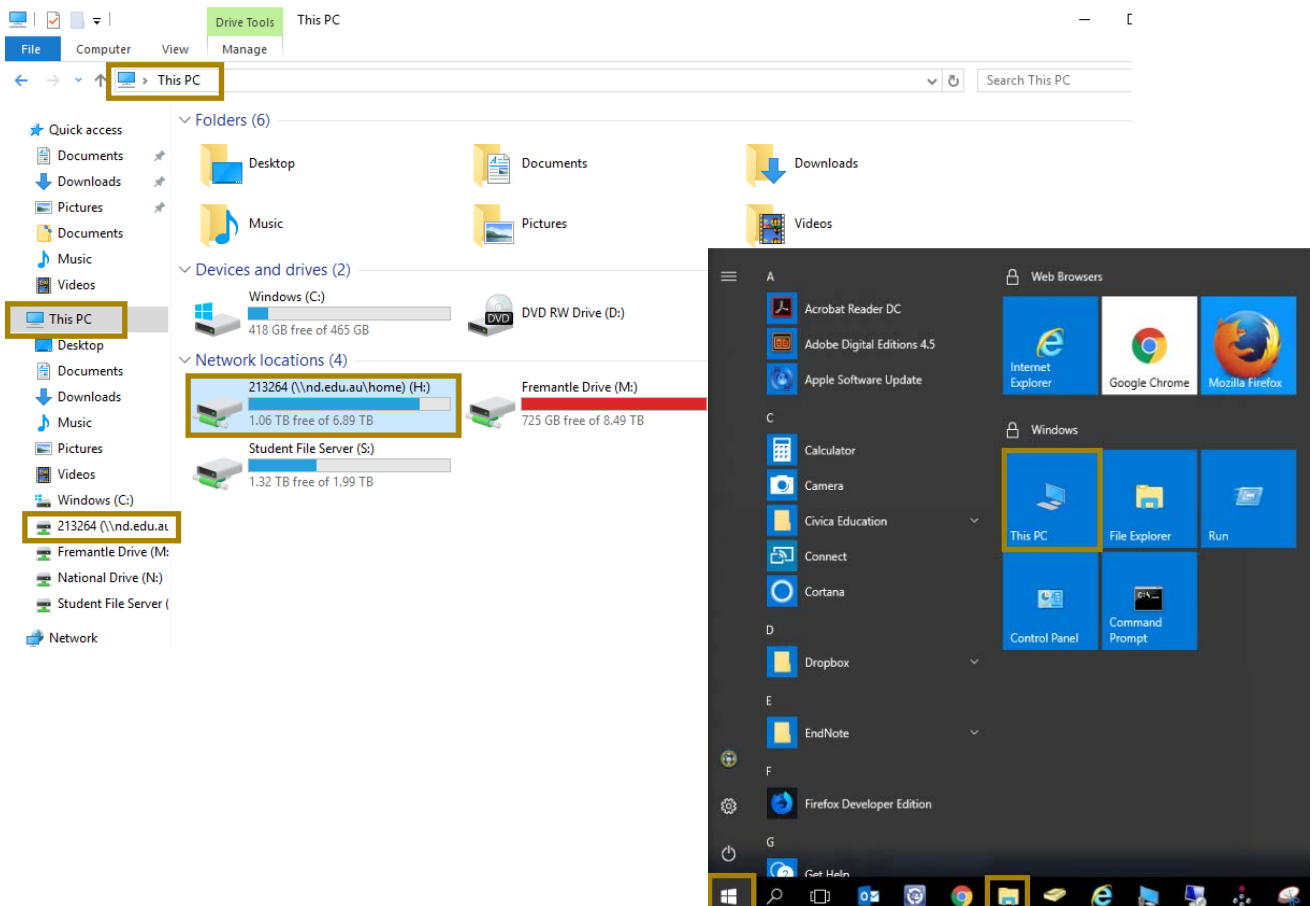
- **H:\ Drive** – Home drive linked to an individual staff account. *(Cannot be seen by other staff)*
- **M:\ Drive** – Campus specific data share
- **N:\ Drive** – National access to data
- **S:\ Drive** – Student drive to share files and folders with students.

Note: Students only have S:\ drive mapped to their account. They do not have access to Staff drives M:\ and N:\.



All Shared Drives are found under the following locations:

1. Start Menu>This PC
2. Windows Explorer> This PC>Network Locations.
3. Taskbar Pin (Found on ALL campus desktops)



Staff are encouraged to save their data to a shared drive rather than their computer or laptop. When data is saved on your campus computer, it is not accessible on or off campus. It is classed as a “Local Copy” and is not recoverable if deleted or corrupt.

Data stored on any mapped drive is backed up twice a day for recovery and security purposes. If required any deleted or corrupt files can be recovered from a backup by IT.

Note: Notre Dame University does not take responsibility for any data lost when saved as a local copy.

Please kindly contact your campus Service Desk if you require assistance.

Fremantle

08 9433 0999
8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444
8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632
8am – 4:30pm WAST

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