



User's Guide: Faculty & Staff Network Storage (PC Version)

All faculty and staff receive 500 megabytes (MB) of network storage for personal use, as well as web space for hosting a website. In addition, many departments use network folders to store and share data. In order to access a network folder, you must first "map the network drive" on your computer. This guide explains how to map and save files to a network drive on a Windows XP computer.

Mapping a department network folder on a Windows XP computer

1. Right-click the **My Computer** icon on your Desktop.
2. Select **Map Network Drive** from the pop-up menu.
3. In the **Drive** box, from the drop-down list, select the first available letter starting from the end of the alphabet.
4. In the **Folder** box, type `\\bscappm1\sharename` (replacing *sharename* with the name of the department folder).
5. Make sure the **Reconnect at logon** box is checked, and click **Finish**.
6. The drive now appears in **My Computer** as *sharename* on 'bscappm1' (V:).



Note These steps apply to campus computers only. Network folders are not accessible from off-campus. Also, if you use multiple computers on campus, you must perform these steps once on each computer.

Use the Network Folder Chart below as a guide when mapping other network drives on a Windows XP computer.

Network Folder Chart		
Folder Type	Folder Path	Remember To Replace...
Department Folder	<code>\\bscappm1\sharename</code>	<i>sharename</i> with the name of department share
Personal Folder (Faculty)	<code>\\bscappm2\username\$</code>	<i>username</i> with your Buffalo State username
Personal Folder (Staff)	<code>\\bscappm3\username\$</code>	<i>username</i> with your Buffalo State username
Personal Web Folder	<code>\\facstaff-new\username\$</code>	<i>username</i> with your Buffalo State username

Note In most cases, it won't be necessary to map your personal folder. It should map automatically each time you login to a campus PC. In My Computer it should be displayed as *username\$* on 'bscappm2' (Z:) for faculty, and *username\$* on 'bscappm3' (Z:) for staff. If your personal folder doesn't show up when you login, follow the steps outlined above to map the folder manually.

Saving files to a network folder on a Windows XP computer

Using the *Save As* command is the easiest way to save a single file to a network folder. Follow these steps:

1. With the application open, select **Save As** from the **File** menu.
2. Select the network folder from the **Save in** drop-down list.
3. Create a name for the file in the **File name** box.
4. Click once on the **Save** button.



To copy multiple files or folders, you are better off opening My Computer and using the *Copy* and *Paste* commands from the *Edit* menu. Simply select the files and folders that you want to copy and then click *Edit > Copy*. Next, go to the network folder and click *Edit > Paste*. You can also use your mouse to drag-and-drop files to a network folder.

IMPORTANT! You should always save copies of your work on two separate disks. For example, you could save the original file in your My Documents folder, and keep a backup copy on a removable disk (e.g. floppy, USB drive, or CD). We strongly recommend saving a copy of your most important files to your personal network folder. In the event that you lose files due to accidental deletion, data corruption, or hardware failure, you can contact the Computing Help Desk to have your data restored from backup.

Revised: September 2008 (JPW)