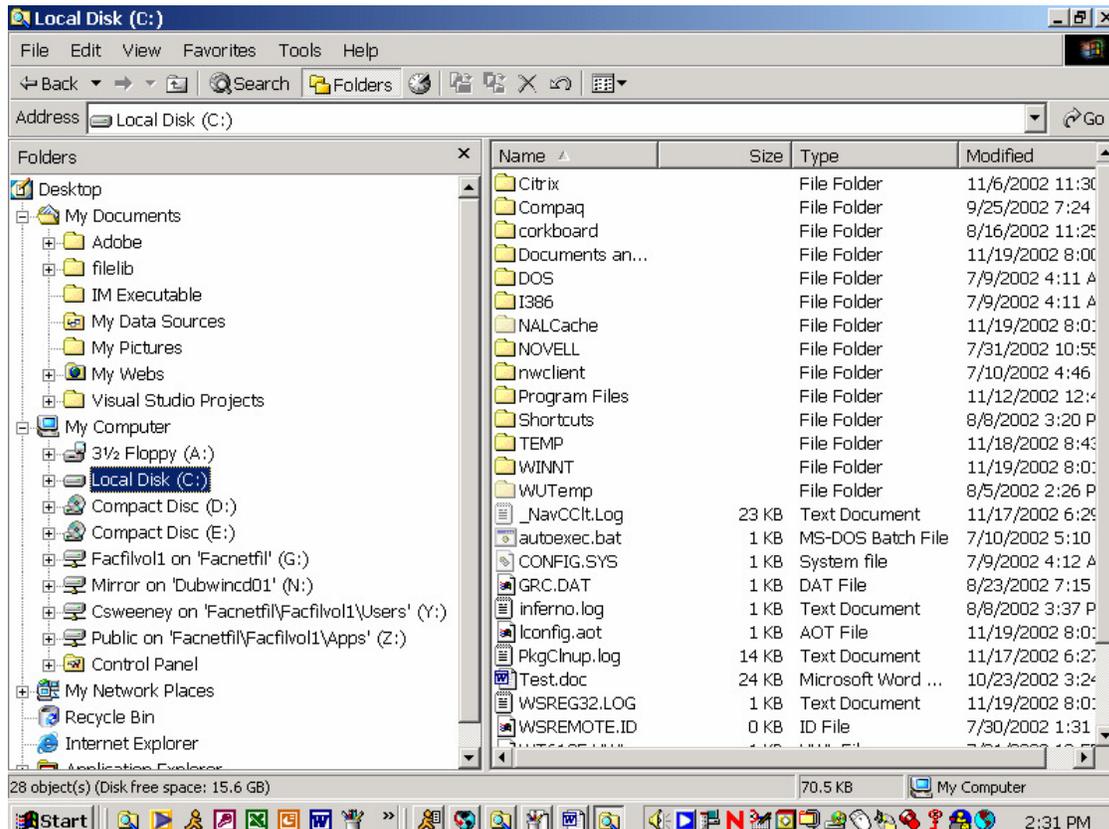


NETWORK-DIRECTORIES

WHERE DO I SAVE MY DOCUMENTS ON THE NETWORK?

View of Windows Explorer showing directories (Go to **START > PROGRAMS > ACCESSORIES > WINDOWS EXPLORER** or **right** Click on **START > EXPLORE**):



(A:) 3 1/2 Floppy (uses diskettes)

(C:) Local Disk (C:) When you save to the hard drive, the file is only resident on this computer. No back up is made unless YOU do it.

(D:) Compact Disc (D:) CD player (reads CDs/compact discs)

(E:) Compact Disc (E:) CD Writable (writes to CDs/ compact discs), if available

(F:) Network directory – Disregard

(G:) Shared directory – If you have documents, spreadsheets, or databases, etc. that you want to share with others in your department, the Network Administrator can create a shared folder in this directory that specified users can access. All files saved to this directory will be backed up every night.

(N:) Network directory – Disregard

(T:) Shared directory for CGIM students only.

(Y:) Should begin with your username. This is your directory on the network. No one else has access to it. All files saved to this directory will be backed up every night.

(Z:) Network directory – Disregard