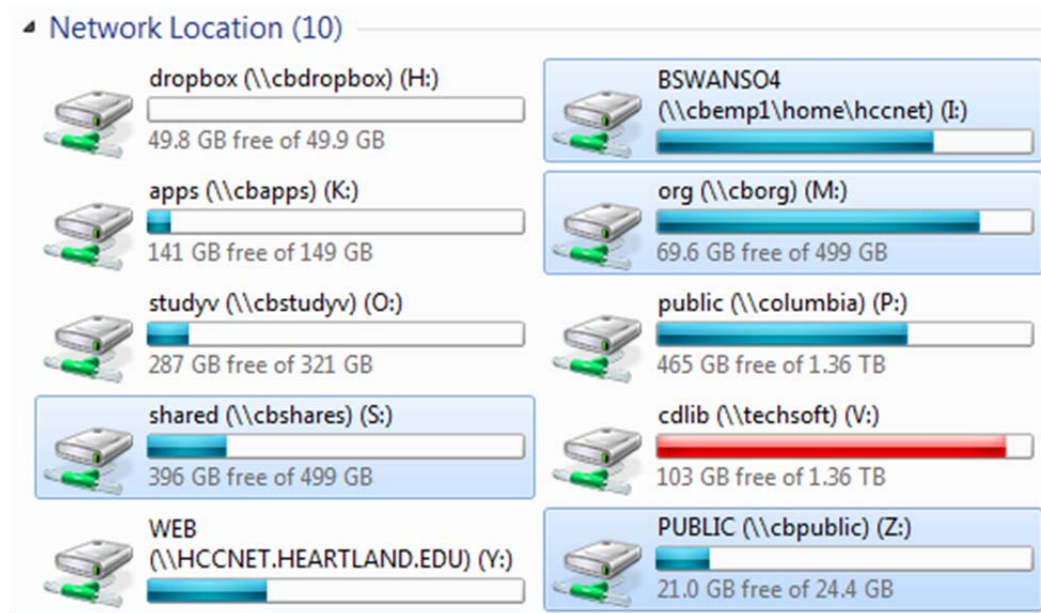# Heartland Network Drives

Heartland Community College – Information Technology
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While on campus you will have several network resources available to you. Pictured below is a list of several network drives, not all of which will be visible to you or will you need access to.

The most universally relevant network drives are highlighted above and described below.

- I: is your personal network storage space that only you can access.
- M: is a persistent shared network drive specific to members of your department.
- S: is another shared drive that is more ad hoc and transient in nature than the M: drive.
- Z: is a read-only public drive containing official College documents, campus directories, etc. The contents of this drive are maintained in an alphabetized index located at Z:\index.htm

It is unlikely that you will need to concern yourself with any of the other network drives, but in the event that you do you or your supervisor will need to explicitly request that access.

Pay no mind to the free space indications on the network drives. In Windows 7, free space on the entirety of the drive is shown, not just your portion of it. I.e., if your I: drive is empty but the display still indicates being, say, 75% full, this indicates that the total disk space reserved for all I: drives is 75% full.

Save your documents on a network drive! Network data is accessible from anywhere on campus and more importantly is backed up to protect against file corruption or even accidental deletion. If you save documents to your local drive (e.g. the My Documents folder or your desktop) you are prone to hardware failure or file corruption possibly resulting in the irrevocable loss of your documents!