

Understanding where your files are stored

Your COCC computer allows you access to several areas for file storage.

Your local computer disk (C: drive)

- This is your computer box at your desk
- Depending on your computer, you may have about 200 Gigabytes of storage
- Files stored on your computer are not managed or backed-up by ITS.

Your Documents folder (My Documents on some computers)

- This folder resides on our COCC network file storage server. This is shared storage which is secured, managed, and backed-up by ITS.

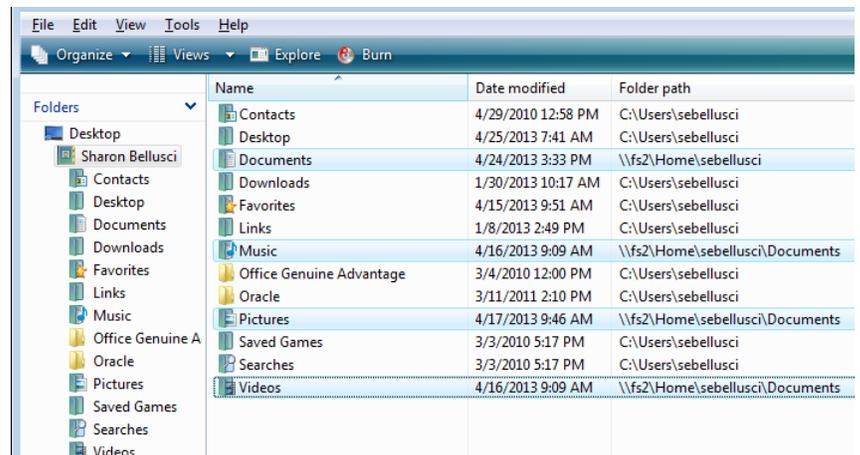
Your Department folder

- This folder also resides on our COCC network file storage server. This is shared storage which is secured, managed, and backed-up by ITS.

How to tell where your files and folders reside

1. Start by clicking on your **named folder**, in the upper left-hand corner of your desktop.
2. You will see a list of folders, including:
 - Desktop
 - Your named folder
 - Documents
 - Music, Pictures, Videos
 - Various other folders
3. Now click on **View**, and select **Details**.

This will show details including folder path which tells you where the folder resides.



Notice the **Documents**, **Music**, **Pictures**, and **Videos** folders (highlighted).

- These may display as My Documents, My Music, My Pictures, and My Videos.
- The folder path starts with \\fs2\Home\[name]...
- These folders reside on fs2, which is our **network file storage server**.

Notice the **Contact**, **Desktop**, **Download**, **Favorites** folders.

- The folder path for these starts with C:\Users\[name].
- These folders reside on your **computer at your desk**.

Quick reference for file/folder locations

Your Computer C:

- Desktop
- Contacts
- Downloads
- Favorites
- Links
- Other local software and files

You manage this storage space

Stores about 200 Gigabytes depending on your computer

Network Storage

- Documents **
 - Videos **
 - Pictures **
 - Music **
- Department folders
 - ABE
 - Adm_Records
 - Allied_Health
 - etc
- Group folders

** These may display as My Documents, My Videos, My Pictures and My Music on some computers.

ITS manages this storage space

Shared space for all staff & faculty