










Network Folders Explained

Folder	User Access Levels	Use	Quotas & Cleanup
 <p style="text-align: center;">a b c <i>(Alphabetic folders)</i></p>	<p>Everyone: Read only; all network users can see all alphabetic folders.</p>	<p>Navigational purposes only, so that users may locate their own personal folder or another user's drop folder.</p>	<p>N/A</p>
 <p style="text-align: center;">gribble <i>(Your Personal Folder)</i></p>	<p>You: Read only; you cannot save any files directly into this folder; files must be saved into either the private or public folders (see below).</p> <p>Others: Read only; network users can only see that the folder exists; they cannot open it and view its contents.</p>	<p>This is your personal storage folder on the NT file server. Save important documents here.</p> <p><i>(Please do not use this space to keep backups of your computer's hard drive.)</i></p>	<p>Quota: 2G (overall contents, including private and public folders)</p> <p>Cleanup: You should make it a habit to weekly go through your folder and remove unnecessary or outdated files. Starting good habits early will avoid long, painful cleanups down the road!</p>
 <p style="text-align: center;">private</p>	<p>You: You can read, write, delete and execute files in this folder.</p> <p>Others: None.</p>	<p>Storage repository for documents that are for your eyes only.</p>	<p>Quota: Included as part of overall quota for your personal folder.</p>
 <p style="text-align: center;">public</p>	<p>You: You can read, write, delete and execute files in this folder.</p>	<p>Storage repository for documents you wish to make</p>	<p>Quota: Included as part of overall quota for your personal folder.</p>

	Others: Read and execute access only.	available to any network user on the ADMIN server.	
 drop	You: You can read, write, delete and execute files in this folder. Others: Write access only; network users cannot even read (see) files placed in this folder; they can only write (or paste) files here.	This folder is primarily for other network users. They can put files into this folder that they want to give you, but that they don't want other network users to see.	Quota: Included as part of overall quota for your personal folder.
Folder	User Access Levels	Use	Quotas & Cleanup
 Departments	Everyone: Read only; all network users can see the "Departments" folder.	Navigational purposes only, so that users may locate their own departmental folder.	N/A
 Chemistry <i>(Your Department Folder)</i>	You: Read only; you cannot save any files directly into this folder; files must be saved into the shared folder (see below). Department Group: Read only; department members cannot save any files directly into this folder; files must be saved into the shared folder (see	This is the storage repository for your department's eyes only.	Quota: TBA (overall contents, including shared and stu folders)

	<p>below).</p> <p>Others: None.</p>		
 shared	<p>You: You can read, write, delete and execute files in this folder.</p> <p>Department Group: All department members can read, write, delete and execute files in this folder.</p> <p>Others: None.</p>	<p>Storage repository for documents you wish to make available and share amongst the members of your department group.</p>	<p>Quota: Included as part of overall quota for your departmental folder.</p>
 career-stu <i>(Student worker folder, if applicable)</i>	<p>You: You can read, write, delete and execute files in this folder.</p> <p>Department Group: All department members can read, write, delete and execute files in this folder.</p> <p>Student Workers: Departmental student workers can read, write, delete and execute files in this folder.</p> <p>Others: None.</p>	<p>Storage repository for documents you wish to make available and share with any student workers employed in your department.</p> <p><i>Note: If you do not employ any student workers, you will not see a "stu" folder in your department's folder.</i></p>	<p>Quota: Included as part of overall quota for your departmental folder.</p>