

Accessing your Network Folder

Acceptable Use Policy

An Acceptable Use Policy (AUP) must be signed before access is granted to Kirtland's Network.

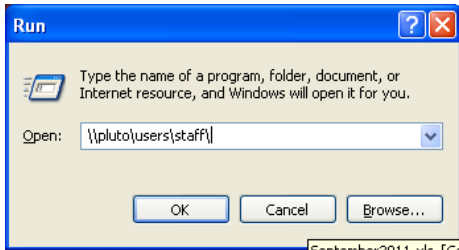
Your Network Folder

Where is my folder on the Kirtland network?

The easiest way to find your network folder is by locating the H:\ drive listed under My Computer or enter h: on the RUN line and press enter.



-OR-



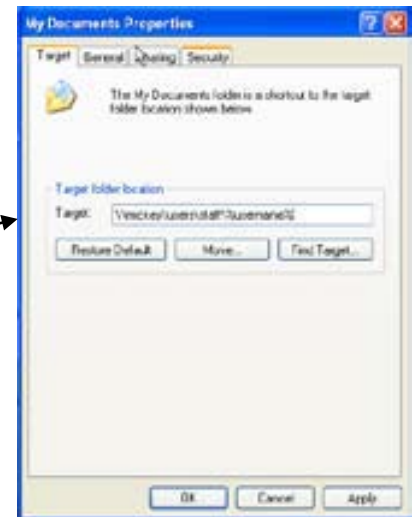
Click on "Start" – "Run" and type [\\PLUTO\users\staff](#), and press "enter". Staff folders will be displayed. Click on your username (You have access ONLY to your own folder). Data integrity can be preserved if you logout when you walk away from your computer.

How can I create a desktop shortcut to my network folder?

1. Right-click on your desktop
2. Choose **New**, then **Shortcut**
3. Type this: [\\PLUTO\users\staff\yourusername](#) and click **next** twice

How can I make sure that all of My Documents are being saved to my network folder?

On your desktop or Programs list, right-click on My Documents, and choose Properties. Look at the **Target folder location**. By default, it is directed to the C: drive. If that is the case, it is saving locally to your computer. To point the location to your network drive, highlight the line and hit delete. Then enter the following: [\\pluto\users\staff%username%](#) and press Apply.



Other info:

Why should I store my data on the network?

Because the data on the servers is backed up every night.

What kind of data should I store on the network?

The network is to be used for DATA ONLY – not mp3's or videos.

Is there a limit to the amount of data I can save to the network?

Staff Data Limit: 100 MB. Please be considerate of this shared server space. Do routine purges within your network folder.