

## The U drive

As many of you will now be aware there is additional drive mapped in My Computer when you log into any networked computer and when you connect using WinSCP from home – the U drive.

The U drive is an amalgamation of all N drives into a College based structure. As many people in the University now work in more than one department traditional N drives have become less meaningful and information that is required on a daily basis is often spread across several different N drives. This is cumbersome and inconvenient.

### **Advantages of the U drive**

- You will not need to map multiple network drives to access different departments, everyone will see the same U drive independent of their username.
- Some staff members have had problems over the past few years with files becoming read only or inaccessible to them when they have access to large numbers of files on the N drives. This will no longer happen when all departments have been moved to U.
- File can be [restored to previous versions](#), in the same way that they can be on your M drive
- Shortcuts can be created to any area of the U drive that you access regularly.
- Cross department data is easier to access.
- Quota management is easier, and is now separate to your M drive quota.
- All file permissions that were in place on the 'N' drive will also be on the U drive.

As you will appreciate in order to move the data from its current location to the new locations accessible from U there will be some changes that you need to be aware of.

### **Issues that may arise during the migration from N to U are:**

- Drive maps and shortcuts created based on the current N drive structure will no longer work. These will need to be recreated as shortcuts.
- Until all group drives have been moved to U you may notice a minor “stutter” when accessing folders in My Computer.
- During the migration we will need at least one evening when your group drive will be locked for editing, you will still have read only access to the files during this period.
- There may be a need with some group drives for the folder structure to be ‘flattened’ slightly. This will be done in consultation with the department.

## **Creating Shortcuts to Areas of the U drive**

If you would like to be able to access your most commonly accessed areas of U from a shortcut this can be created as below:

1. Navigate to the folder location on U
2. Highlight the folder
3. File -> Create shortcut
4. This shortcut will appear at the bottom of the screen you are currently working on, this can be dragged to your desktop

The U drive will also offer advantages to those involved in cross department projects , these projects will now be able to have dedicated areas accessible from the Major Projects folder of the U drive.

To Access the U drive when your Computer is connected to the network on My Computer and double click onto the U drive. You can navigate through the College structure to find the same data as would previously have been available from N only

## **To access the U drive from home**

You will need to use the same program to do this as you currently use to access your M drive – WinSCP. Detailed instructions on installing and configuring WinSCP are available from the IT Services web pages -

<http://www.bangor.ac.uk/itservices/knowledgebase/fag/filestore.php#FROMHOME>

The U drive along with all other network drives, and applications, are also accessible using [Desktop Anywhere](#) and loading the Bangor Staff Desktop.