



Save Important Files and Data on Network Drives

Save important files to your network H drive or department shares. Advantages of storing files on the network:

- ♦ Files are backed up regularly
- ♦ Files are securely available to you when logged on to any PC on campus.
- ♦ Files can be accessed off campus through App Depot:
<http://it.sinclair.edu/services/faculty-and-staff-services/network-services1/app-depot-powered-by-citrix-remote-access-employees/>

Network drives have a 1.5 GB limit and should contain only active and current college business files on network drives. Personal files such as photos and music should not be stored on network drives.

If you save files on your PC , they should be backed up regularly to DVDs, USB drives, or an external hard drive.

For information about classroom and lab file storage guidelines, click [here](#).

For questions, contact the IT Help Desk at
937-512-HELP (4357) or helpdesk@sinclair.edu