

2. FAQ Storage Devices:

Q **Where can I save my college documents to?**

A Documents can be saved in various locations including **USB Keys, Network Drives and Cloud Storage.**

USB/Memory Key

Q **What is my USB key for?**

A At registration each student is issued with a 4 GB USB key for college use. USB keys are easily lost or broken so please do not use them as your primary storage and remember to back them up regularly

Q **What if I lose my USB key?**

A If you lose your USB key on campus, check the **“Lost USB/Memory Keys”** link on the Computing Services Course on Blackboard.

Q **What if my USB key is not working?**

A If your USB stops working try plugging it into a different USB port on the same computer or a USB port on another computer.

NOTE: Computing Services are not responsible for replacing lost or stolen USB keys

Network Drive

Q **What is my network drive?**

A Your student account gives you access to 3 different network drives, **G, H** and **M** while on campus only.

- **G:** Student storage area which only you can see and save to (Student read/write access)
- **H:** Common storage area that your lecturer may use for uploading notes which your class group can view. (Student read only access – Lecturer read/write access)
- **M:** Student assessment storage area (Student read/write access – Lecturer read only access)

NOTE: You are not permitted to save any documents to the C: Drive of any PC, documents which are saved to the C: Drive will be wiped upon logout

Cloud Storage

Q **What is my cloud Storage?**

A Documents saved in the cloud can be accessed at any time from any place so long as you have Internet access. Your student credentials gives you access to 1TB (1000GB) of One Drive cloud based storage. For further information on accessing your cloud storage. (**See Guide: 10. What is Microsoft Office 365 – One Drive Cloud Storage**)

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