

## Introduction:

This document discusses “drives” you may have access to on your eGCC workstation and provides tips for safeguarding your files.

### To view your drives:

1. Click the **Start Menu** button.
2. Select **My Computer**.
3. The My Computer window appears. Drives will be displayed in the right-hand pane.



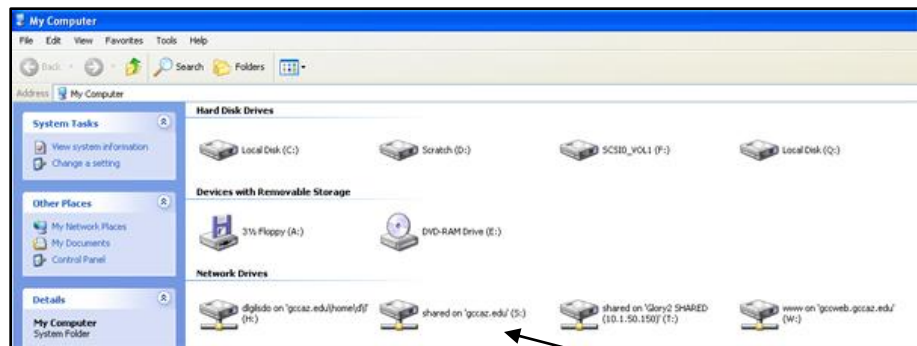
### eGCC Basic Drive Configuration:

**Hard Disk Drives:** (drives located on your computer)

**C:** Access is restricted.

**D:** Scratch – Accessible, but intended for temporary storage only.

**Q:** Softgrid Applications – No access.



### Devices with Removable Storage:

**A:** Floppy Drive – most eGCC computers do not have floppy drives.

**E:** DVD/CD- RW Drive – eGCC workstations have a DVD-RW or a CD-RW drive.

To open a drive and view its contents, double-click the desired drive.

### Network Drives: (drives located on the eGCC network)

**H:** Your Personal Space on eGCC

**S:** Your Shared Storage Space on eGCC

### Other Drives:

The “WWW” and/or the T: Drive may appear in your my Computer window.

**WWW on gcweb.gcazz.edu:** GCC’s Web Folder; available only to designated departmental web support personnel. If you feel you need access, please talk to your department’s secretary for more information.

**T:** This “temporary” drive provides access to the “old” Glory Shared drive. If you feel you need access, please contact the GCC Helpdesk for assistance.

### Tips for Safeguarding Your Files:

- Never save files to the C: Drive. This drive is not “backed up” and files stored here can be lost.
- Files can be saved to the D: Drive (Scratch Drive.)
  - Please Note: Files stored on a workstation’s D: Drive can be accessed by anyone logging into the workstation. They can be viewed, modified, or deleted by others. This is a great spot for music and photos – items not directly related to your work that make your workstation more comfortable.
- Save your files to the H: or S: drives. These eGCC network drives are backed up regularly, assuring your files are safe.
- It is always good practice to backup important files – “files you can’t afford to lose” – to a removable media. For more information about removable media, please visit [“Where else can I store stuff?”](#) on GCC’s Technology Helpdesk website.

### eGCC Workstation Maintenance:

eGCC workstation located in Open Labs for reimaged frequently. This process results in the removal of all data on the C: and D: drives. When working in an Open Lab, please save your files to the H: or S: drive or removable media.

Should a problem occur on an employee workstation and reimaging is necessary, technicians take every precaution to prevent data loss. To ensure that your files are backed up and recoverable, please save your files to one of eGCC’s network drives.