

## USEFUL INFORMATION:

**Your Network Account:** Every faculty member, employee and student (enrolled in credit classes) at GCC has an eGCC account. Depending on your role on campus, this account grants access to the data, software, and other resources you need to fulfill your role. Faculty and employees have access to shared department files, while students and faculty access shared course folders and files.

Software, internet browsers, email, a standard suite of tools, and a wide range of other resources are also accessible to everyone with an eGCC account.

**File Sharing:** eGCC accounts have 150MB of personal server space (H: Drive) allocated to their eGCC account. About 100MB is available for storage.

It is always good practice to conserve your allocated eGCC server resources.

To help you monitor your resources, a message will appear when you are nearing or exceeding your quota on either your H: drive or S: drive. This document contains tips and techniques for managing your allotted server space.

For assistance please contact the Helpdesk:  
 Email: Helpdesk@gccmail.maricopa.edu  
 Telephone: 623.845.3555 x2 or 3

Additional information about your eGCC account, please visit the Helpdesk website and click on the eGCC Account Information menu item.  
<http://web.gccaz.edu/hd>

## CONSERVING YOUR SPACE ON EGCC:

**Suggestions for managing your space:**

**Save your files to any form of removable medium:** Limit files saved to your H: Drive to those files necessary to complete current classes. Back up other files not currently being used to removable storage medium. Pictures and mp3s are both large files types that should be saved on removable storage media for future usage. See Removable Storage Media for detailed information.

**Utilize your S: drive (if applicable):** If your instructor has placed copies of course documents in a shared folder for the semester, there is no need to copy them to your personal space. You can access them from the course folder easily enough, even from off-site if you have an ISP (Internet Service Provider). Many instructors provide space on the S: drive for your course homework. Homework should be saved to the S: not the H: drive. S: drive space is determined by your instructor. *Managing your space on the S: drive is equally as important as managing your personal space (H: drive).*

**Check your desktop!** Make sure that you have placed shortcuts to files and applications there, not the files or applications themselves. Check specifically for files downloaded from the Internet, especially programs and graphics. Navigate to the Desktop folder (from My Computer or using Windows Explorer) and sort files by size by clicking on the label bar at the top of the window. Delete larger files first, after you made sure you no longer need the file.

**Check to see that you have actually emptied your Trash:**

1. Double-click the Recycle Bin icon located on your desktop.
2. Either, select the Empty the Recycle Bin link or select and delete individual files. You can also restore files accidentally sent to the recycle bin by selecting the Restore Files link.

**Check to see if you have fully deleted unwanted email messages.**

1. Deleting email on Campus – Outlook Express
  - a. Select the email to be deleted
  - b. Select the Delete button, then the Purge button.
2. Deleting email off Campus - Communicate Pro
  - a. Place a check in the box next to the email you want to delete.
  - b. Click the Deleted Set button. Click the Purge Deleted button.

**TIP:** While working on campus, files can be temporarily saved to the **D: Drive**. **Don't forget to "move" these files at the end of your session by saving the files to your H: or S: drive or removable media.** EGCC computers located in open labs are frequently reimaged. This process will result in the removal of all data stored on the D: Drive.

## STORAGE MEDIA:

To safeguard your documents and manage your sever space, we suggest that you also store your data on any removable medium: USB Flash Drive, 3.5" floppy disk, CD-R, DVD-R. All of these are acceptable, yet we recommend you use a USB flash drive for your data storage needs. Here is a comparison of these mediums.

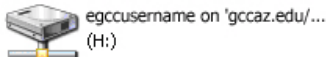
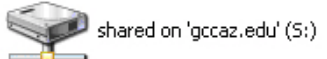
**USB Flash Drive:** Storage Size: 32MB-1GB (that's a minimum of 30 floppies) Physical Life: Virtually indestructible under normal, reasonable usage. This media is both convenient and affordable.  
*Note:* Some USB Flash Drives come preloaded with encryption software. This software cannot be installed on our eGCC system.

**CD-R/CD-RW or DVD-R/DVD-RW:** Storage Size: CD- 650MB or 700MB DVD - approx. 4.7 GB. Rewriteable: Yes, only if the CD or DVD and drives have RW capability. Physical Life: Broken if sat on. Can be warped when exposed to high temperatures.

**Email Accounts:** Storage Size: Dependent upon the service provider. Non-eGCC email accounts, are ideal for temporarily storing and transferring data. Examples: Hotmail, Yahoo, gmail (Google).

**3.5" Floppy Disk:** **Note:** Floppy drives are not available on most eGCC computers. For your convenience, please use one of the storage media options listed above.

## ACCESSING YOUR DRIVES ON CAMPUS:

- H: Drive**
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1. Double-click the My Computer icon located on your computer's desktop.
  2. Double-click the icon labeled with "your eGCC username" (H) icon.
- S: DRIVE**
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1. Double-click the My Computer icon located on your computer's desktop.
  2. Double-click the shared on "gccaz.edu (S:) icon.

## CD BURNING INSTRUCTIONS:

Please select the link below to access instructions:

Windows: [http://www.gc.maricopa.edu/hd/savingdata/docs/burncdwindow\\_s.pdf](http://www.gc.maricopa.edu/hd/savingdata/docs/burncdwindow_s.pdf)

MAC : <http://www.gc.maricopa.edu/hd/savingdata/docs/burncdmacs.pdf>

**CONNECTING TO YOUR H: AND S: DRIVES FROM OFF CAMPUS:**

**H: (Your Personal Space on EGCC)**

**WINDOWS:**

1. Open "My Computer."
2. Under "Other Places", select "My Network Places".
3. Under "Network Tasks", select "add a network place".
4. The Add a Network Place Wizard opens, click Next.
5. Double-click "Choose Another Network Location".
6. Enter the Address to your H: Drive. Click NEXT. (e.g. <https://files.gccaz.edu/home/>"first letter of your username"/"second letter of your username:"username" )
7. When prompted for a username and password, use your eGCC username and password. Click OK.
8. When asked to name the short-cut to your folder, you can choose to use the default name. Click NEXT.
9. You may check "Open this network place when I click Finish". This is optional.
10. Click Finish.

After the shortcut has been established, navigate to "**My Network Places**", double-click the H: Drive shortcut and enter your eGCC username and password to access your personal files on eGCC.

**MAC:**

1. From the Finder, select "Connect to Server" from the Go menu.
2. On the screen you should see "Connect to Server" enter the server address in this box: (e.g. <https://files.gccaz.edu/home/>"first letter of your username"/"second letter of your username:"username" )
3. In the resulting box titled "WebDAV File System Authorization", enter your eGCC username and password then select "OK."
4. A window will be opened displaying the files in your home directory.

**S: (Courses on EGCC)**

**WINDOWS:**

1. Open "My Computer."
2. Under "Other Places", select "My Network Places".
3. Under "Network Tasks", select "add a network place".
4. The Add a Network Place Wizard opens, click Next.
5. Double-click "Choose Another Network Location".
6. Enter the Address to your S: Drive, which is <https://files.gccaz.edu/shared> . Click NEXT. When prompted for a username and password, use your eGCC username and password. Click OK.
7. When asked to name the short-cut to your folder, you can choose to use the default name. Click NEXT.
8. You may check "Open this network place when I click Finish". This is optional.
9. Click Finish.

After the shortcut has been established, navigate to "**My Network Places**", double-click the S: Drive shortcut and enter your eGCC username and password to access your personal files on eGCC.

**MAC:**

1. From the Finder, select "Connect to Server" from the Go menu.
2. On the screen you should see Connect to Server enter the server address in the box: <https://files.gccaz.edu/shared> then select Connect.
3. In the resulting box titled "File System Authorization" enter your eGCC username and password then select OK.
4. A window will be opened displaying the file directories available to you in the shared space.

Self-running tutorials are available at: <http://www.gc.maricopa.edu/ic/gcchelp/tutorials/megcc/index.html>

**WORKING H: AND S: DRIVES FROM OFF CAMPUS:**

**To obtain a file from either your H: Drive or S: Drive:**

1. Double-click the My Computer icon on your desktop.
2. Click-once on Network spaces.
3. Double-click either H: Drive or S: Drive.
4. Right-click the desired file.
5. Select copy from the pop-up menu.
6. Navigate to the desired destination folder (i.e., My Document on your home computer.)
7. Open the folder, right-click and select paste from the pop-up menu.

**To move a file to either your H: Drive or S: Drive:**

Right-click the file to be moved and select copy from the pop-up menu. (This creates a copy of the file for later use and also retains the original file on your computer.)

1. Double-click the My Computer icon on your desktop.
2. Click once on Network spaces.
3. Double-click either H: Drive or S: Drive.
4. If necessary open the desired destination folder, right-click and select paste from the pop-up menu.

**To delete a file:**

1. Right-click the file to be deleted.
2. Select delete from the pop-up menu.

**OVER - NEAR QUOTA?**

**Warning: if you are near or over quota, you will still be able to login, but may not be able to save your data.**

**Need Help!**

The Helpdesk would be pleased to assist you in reallocating your files.

**Reallocated all your files and still need room?** Please contact the Helpdesk and we can add 10MB of personal server space to your existing quota.

**Helpdesk Contacts:**

**Location:** HT1

**Telephone:** 623.845.3555 x2 or x3

**Email Addresses:**

[student-helpdesk@student.gc.maricopa.edu](mailto:student-helpdesk@student.gc.maricopa.edu)  
[helpdesk@gcmail.maricopa.edu](mailto:helpdesk@gcmail.maricopa.edu)