



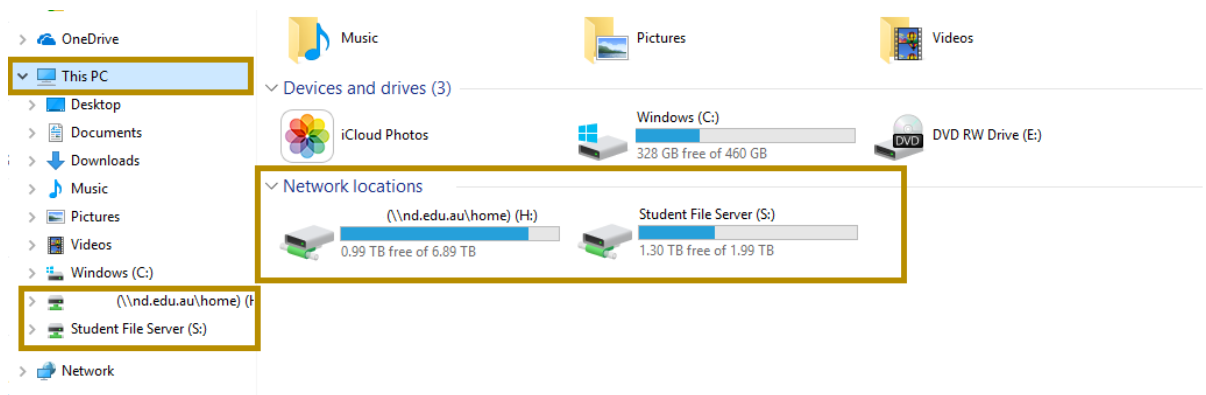
Student files and folders are stored on a central storage system known as shared drives. These shared drives are available on all computers on campus and remote access using the File Server on the MyNDPortal.

The shared drives available to students are known as:

- **H:\ Drive** – Home drive linked to an individual student account. *(Cannot be seen by other students)*
- **S:\ Drive** – Student drive to share files and folders with students.



All Shared Drives are found under Windows Explorer> This PC>Network Locations.



### H: Drive

"H: Drive "is designed for a temporary location for you to save files and documents before you upload them to OneDrive or an external storage device (USB). Space allocated for this drive is strictly limited to 250MB only. Once you fill up this space, you will not be able to add any more files and folders until you delete others.

**Files stored under Documents link back to your H:\ drive.**

Sharing files from this location is unavailable, it is recommended to share using the S:\ drive or One Drive.

### S Drive

The S:\ Drive houses all useful information, documents, and forms for student use. The drive is accessible from any student computer on campus. IT Services regulate file and folders access, approval is required for new folders and select permissions.

Please kindly contact your campus Service Desk if you require assistance.

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 8am – 5pm WAST  
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