

3b - File management on Windows 10

How do I access my files?

To access your files on a work area computer, click the Windows Start button, then double-click on File Explorer, click on This PC to open the window below. Double-click the appropriate drive letter - Network H: drive, or USB (Devices with Removable Storage) drive.

Where can I store my files and how much space do i have?

Files must be stored on the **network H: drive** on the work area computers where you have been given 1 GB of disk space. If you exceed this quota limit then you will experience problems with your account and saving files. If you have a valid reason, you can request more disk space via our online Help Desk <https://warwick.service-now.com/ess> > Order a Service > Email, Storage & Account Management > Request more space on your H: drive

What are the benefits of the H: drive?

Files on the H: drive are stored on a server that is backed up every night. It may also be possible to retrieve a version from earlier in the day, see

Restore previous versions of saved files

It is always advisable to work on files stored on the H: drive and to save a backup copy onto a USB drive as required – it is unwise to work directly from a USB drive.

You can also access your network H: drive from off-campus or from the residence network via the **myfiles** link <https://myfiles.warwick.ac.uk> (see also **Leaflets 10a**).

NOTE: Never save work to the C: and D: drives as they are specific to that PC. Any work saved to these drives will be permanently deleted when you logout of the computer.

Do not save work to the desktop of the work area computers or directly into Documents. Save to your H: drive.

Saving attachments before working on them

Do not work directly on email attachments as changes are lost when the document is closed. Save the attachment first on your H: drive then open from there.

In webmail, click the down arrow on the attachment and click Download. The message below will show at the foot of the page, click the down arrow by Save and select Save as then browse to your H: drive to save the file.

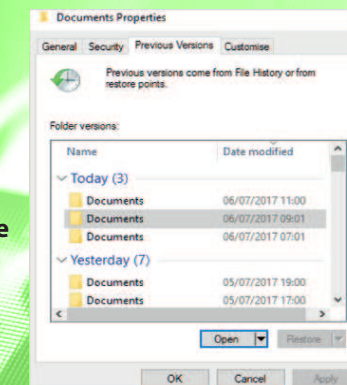


Restore previous versions of saved files (H: drive only)

If you wish to return to a previously saved version of a file, or if you have lost a file, you may be able to recover it using the Previous versions facility. Previous versions takes a snap shot of your H: drive files at times during the day.

Open File Explorer then double click your H: drive to show the files. If you know the folder where you believe the file was stored, right click the folder, or you can search generally by right clicking the H: drive, then select **Restore previous versions**.

Select the time of the version then click **Open** to view the files. You can then search for the file, open it to see if is the version you need. From the opened document select **Save as**, then save to your H: drive again perhaps with a new name.



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