HOW TO ACCESS YOUR DEPARTMENTAL DATA AREA (S:) – WINDOWS 7

This document describes how to access your Departmental Data Area (S drive) from the new Microsoft based storage system. It is aimed at all staff.

ACCESSING YOUR DEPARTMENTAL DATA AREA

You have access to your own Departmental Data Area when you log into any workstation across the University. Navigate to this area using My Computer or Windows Explorer.

ACCESSING MORE THAN ONE DEPARTMENTAL DATA AREA

If you access other Departmental Data Areas, i.e. other areas as well as your own departmental area, then you can access these areas using any one of the following 3 methods:

Method 1
- Double click on the Departmental Data Areas shortcut on your desktop:

Method 2
- Go to Start.
- Select All Programs.
- Click Applications.
- Choose CITS.
- Click Departmental Data Areas:
Method 3

- Navigate to your S drive using **Computer** or **Windows Explorer**.
- Click on the **Browse Departmental Data** icon:

Once you have accessed your Departmental Data Area using one of the methods described above you will be able to browse to the department that you need to access via the departmental folders:
For staff who access specific folders within another department, you will see a folder for non-departmental staff which contains the folders accessible to users in other departments:

If you do not have permission to access a Departmental Area you will see a message similar to the following:

If you get this message when accessing an area that you believe you should have access to then please contact the C&IT Support desk on Extension 3000 or by emailing cit.support@napier.ac.uk.