

How to View/Save Files to your S: and Departmental V: Drive

Article Number: 284 | Rating: Unrated | Last Updated: Apr 7, 2015 at 11:28 AM

ISSUE

How to View/Save Files to your S: and Departmental V: Drive

ENVIRONMENT

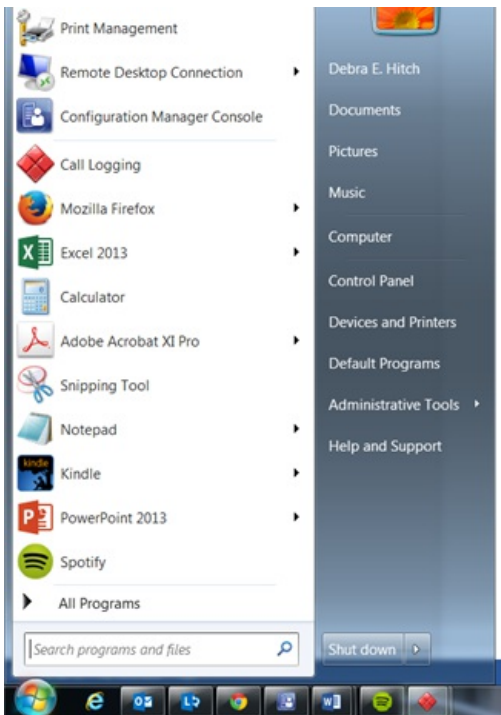
CSCC Network

Windows

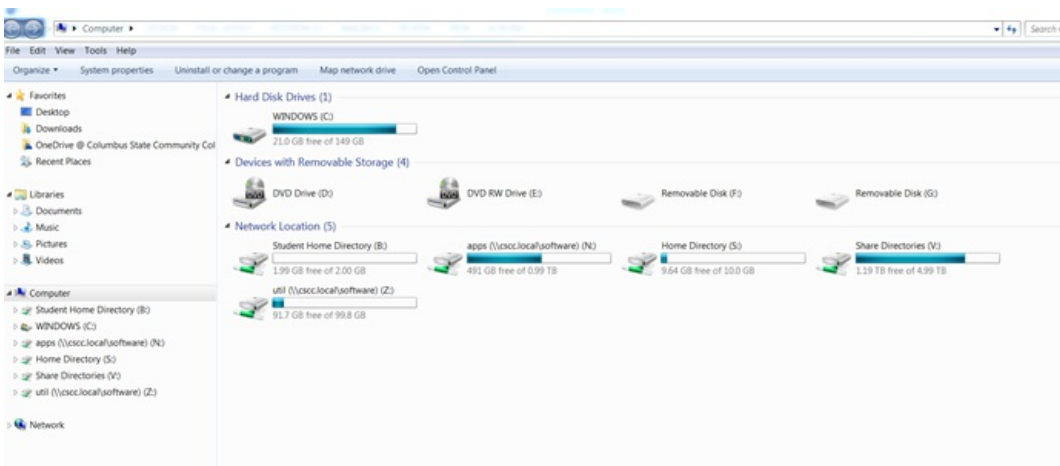
RESOLUTION

Columbus State employees have 10GB of home drive (S:) space that can be used to store files (PDF's, pictures, videos, documents, etc.) and folders.

Click on **Start | Computer**



You can select either your personal Home Directory (S:) or Departmental Share Directories (V:) to save your files or folders. If a file or folder is only for you to see, choose your Home Directory. If a file or folder is for your entire department to see, choose Share Directories.



CAUSE

N/A

METADATA

Author: Debra Hitch

Create Date: 11:30 4/7/2015

Modified Date: 11:30 4/7/2015

Posted by: [Debra Hitch](#) - Feb 26, 2015 at 1:49 PM. This article has been viewed 7340 times.

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