PC disks (disk drives)

General info

Important: Only network mapped drives are backed-up by institutional backup systems

- User profile is usually placed on drive C: which is the local drive of the computer.
- All users have mapped 'home' drive (usually as drive H:) which is intended to keep their individual 'live' work documents (drafts etc.).

Please note that Home drive has limited capacity *so keep only important documents there.*

- For regular agenda use appropriate network mapped drives (like Groups) whose are intended to keep official documents for the respective agendas and where the resources can be shared among workgroups.

Local drive and mapped drive

A local drive is a drive (internal or external) that is connected to your computer. Although these drives could be shared, by default, they're only accessible to the user of the computer.

A good example of a local drive path of the Windows directory is the C: drive (primary hard drive)

A mapped drive is a networked drive that is assigned a drive letter. For example, you may map a network drive to the H: drive in Windows. After the drive is mapped, when looking at available drives you'll see an H: drive that looks like all other drives on your computer. Accessing the H: drive would open the network path.

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