

# 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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