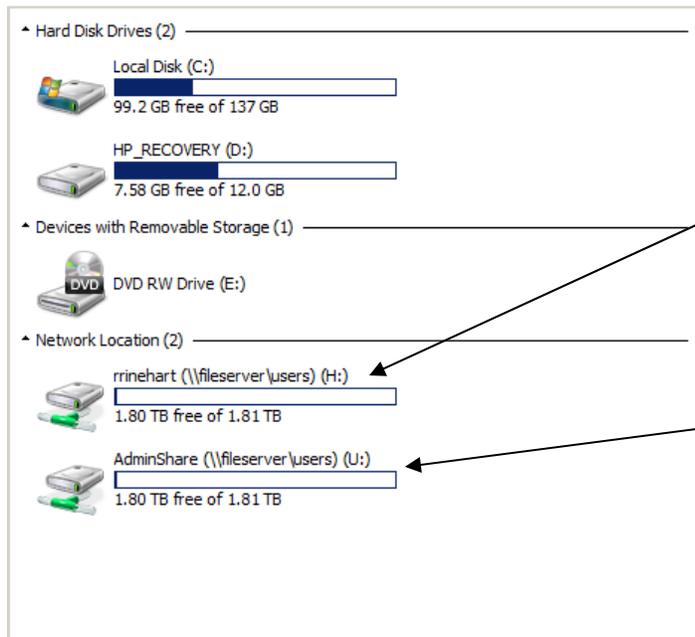# GWS Network Drives

All staff members now have access to two network drives: one to store personal files and one to share files with colleagues. When you log in, a process runs in the background that determines who you are and maps those drives to the computer as such (note: the following screen shot is found by double-clicking My Computer):

Your personal drive will be listed as *username (\\fileserver\users) (H:).* This is a folder on a centralized server that only you have access to.

You should also have a drive called ***MyBuildingShare (\\fileserver\users) (U:).*** This is a folder on that same server that every staff member in your building can access.

To save files to these drives, you can either drag files from your computer into one of these drives or go to File-Save As while the document is open and choose the network drive as the save location. You can also create folders if you want.

GMS and GHS students have a similar mapping but without a shared drive (personal drive only). They can save and access this folder on any computer where they log in.

The purposes for these drives are:
1. To give staff and students a place to safely save files to be accessed anywhere in the corporation
2. To give staff a place to share documents with colleagues
3. To create a network-accessible save area to be accessed at home via the internet (coming soon!!)

When you log out, another script will run to disconnect the drives so that the next person who logs in can have their drives mapped properly. This should take care of the script errors you may have been getting when logging in.

If you still receive any errors when you log in, please send the full text of the error to me via email.