

## Netstor

PLU's centralized storage system for University-related electronic files.

PLU storage on Netstor is for University business only! The default quota is set at 5GB for personal folders. You will receive a warning that you are nearing the quota.

**You'll need to connect, or "map" to the Netstor drive in order to retrieve or save files to folders for which you have permissions.**

1. Right click on either the *My Network Places* or the *My Computer* icon and select *Map Network Drive....*
2. In the drop-down box, choose an available drive between H-Z.
3. In the '*Folder*' box, enter one of the following, substituting your username (first 6 letters of your last name followed by your first and middle initial) for <username> or your department's four-letter code for <departmentname> (ex. \\netstor\groups\cats):
  - a. To connect to your personal folder: \\netstor\home<username>
  - b. To connect to the department folder: \\netstor\groups<departmentname>
  - c. To connect to a folder for which someone has given you permissions:  
\\netstor\groups<departmentname>\<foldername>
4. Make sure that the '*Reconnect at Logon*' box is checked and click **Finish** to connect.

**Next, set up a shortcut on your desktop**

1. Double click on the *My Computer* icon and a new network drive should be displayed.
2. Right click on the newly created drive and select *Create Shortcut*.
3. A dialogue box will pop up and say "*Windows cannot create a shortcut here. Do you want the shortcut to be placed on the desktop instead?*" Click on the **Yes** button to accept.
4. You should now see a new icon on the desktop that will take you to your Netstor account. Repeat these steps to connect to and create an icon for your department folder.

**If you're using another computer temporarily, follow these instructions to connect to your Netstor folder:**

Connecting to a departmental folder:

Click on **Start**, choose **Run**, and then enter the following:

\\netstor\groups<departmentname>      example: \\netstor\groups\cats

4-letter department code

Connecting to a personal folder:

Click on **Start**, choose **Run**, and then enter the following:

\\netstor\home<username>      example: \\netstor\home\worleyme

epass  
username

You are the only one with access to your personal folder; however, everyone in the department can see the department folder. Anything that needs to be shared should be placed in the department folder, with specific permissions set on individual folders as needed.

All of the information on Netstor is backed up hourly between 7am-7pm. If you need to recover any files that have been damaged or accidentally deleted, please contact the help desk to see if these items can be recovered. Space on this drive is reserved for files related to University instruction or business, so please store files that are only relevant to your work at PLU. If you have any problems or questions about your account, please contact the Information & Technology Services Help Desk at x7525.