Managing Your Network Drives

An Overview

Introduction

Network drives are extra storage containers located on another computer called a server where you can store data. Network drives are easily accessible both on and off campus. You also have the ability to restore deleted or incorrectly modified files on a network drive. In this self-help document you will learn how to access your drives and restore previous versions of a document.

Understanding Your H: Drive

The most common network drive is the H: drive or Homeshare drive. This drive is accessible only to you and available anywhere you log-on a TU machine. The H: drive will be mapped automatically when you login to your TU machine. Data stored on this drive is backed up nightly.

Accessing From Windows 10

1. Click the **File Explorer** icon in the taskbar.

Figure 1

2. In the **File Explorer** window, click on **This PC** in the navigation pane. A list of available drive locations will appear. The local drive is called C: and your personal mapped network drive is called **H: (Homeshare)** and is located under the **Network locations** section of the window.
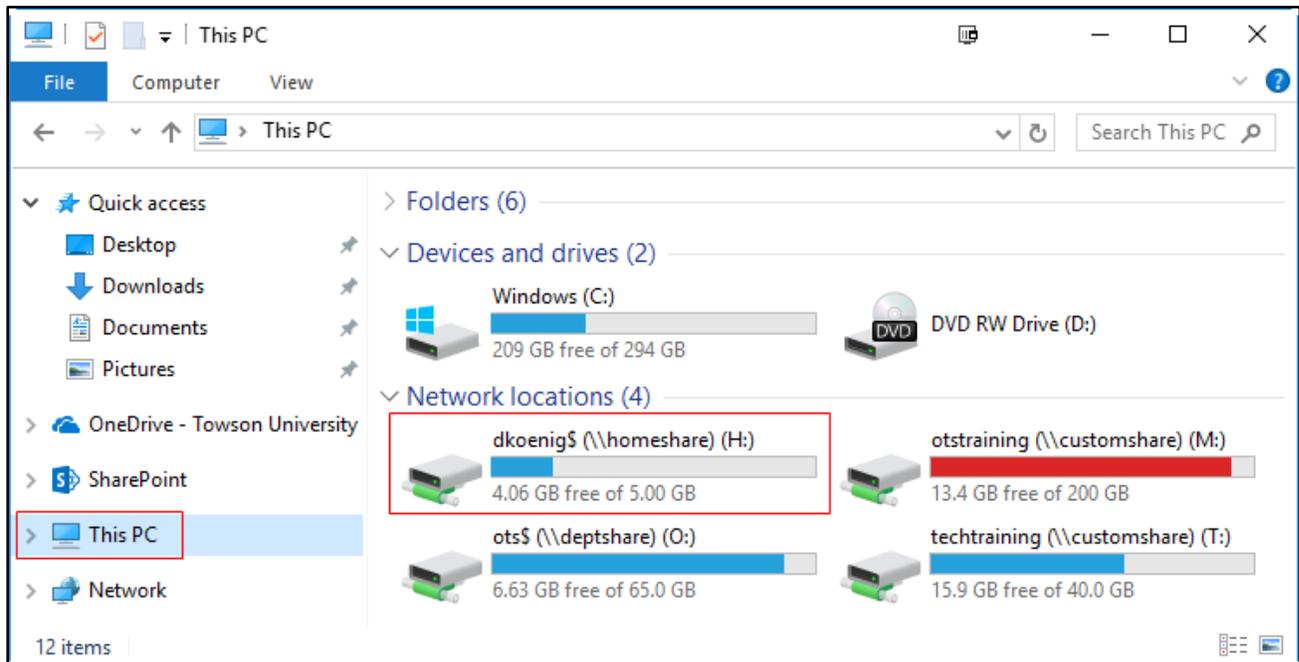

Figure 2

Accessing From Mac OSX

Network drives do not appear automatically on Macs and will need to be manually mapped to the Mac OSX using the Connect to Server option in Finder.

1. From the **Finder** menu, select the **Go** Command and choose **Connect to Server.**

Figure 3

2. In the **Server Address** box, type: **smb://homeshare/NetID$** (replace NetID with your actual NetID). For example, if your NetID is jsmith, you would enter: smb://homeshare/jsmith$. Be sure to include the $ after the NetID.
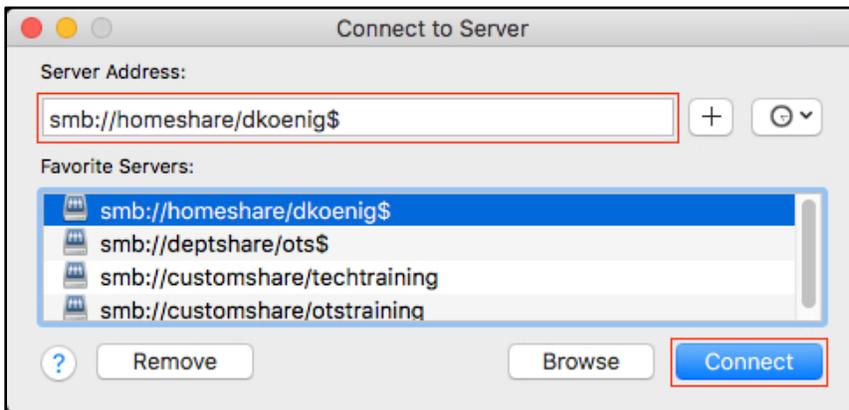

Figure 4

3. Click the **Connect** button.

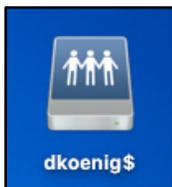4. The Drive will connect and will appear on your Desktop.

Figure 5

Accessing Other Network Drives

Depending on what your position is at Towson University, you may have access to other network drives. The most common is the O: drive for shared office documents. This is accessed the same way the H: drive is accessed and will be mapped automatically only when you log-in to a PC. Mac users must follow the steps on page 2 to connect to any network drives.

Note: If the O: drive does not automatically map to your computer when logging in to your PC, please contact the Help Center at x4-5151 or submit a service request through TechHelp. Additional network drives (for custom shared documents or websites) may also be available which will need to be mapped.

Windows 10

1. Click the **File Explorer** icon in the taskbar.

Figure 6

2. In the **File Explorer** window, click on **This PC** in the navigation pane, then click the **Computer** tab in the ribbon.
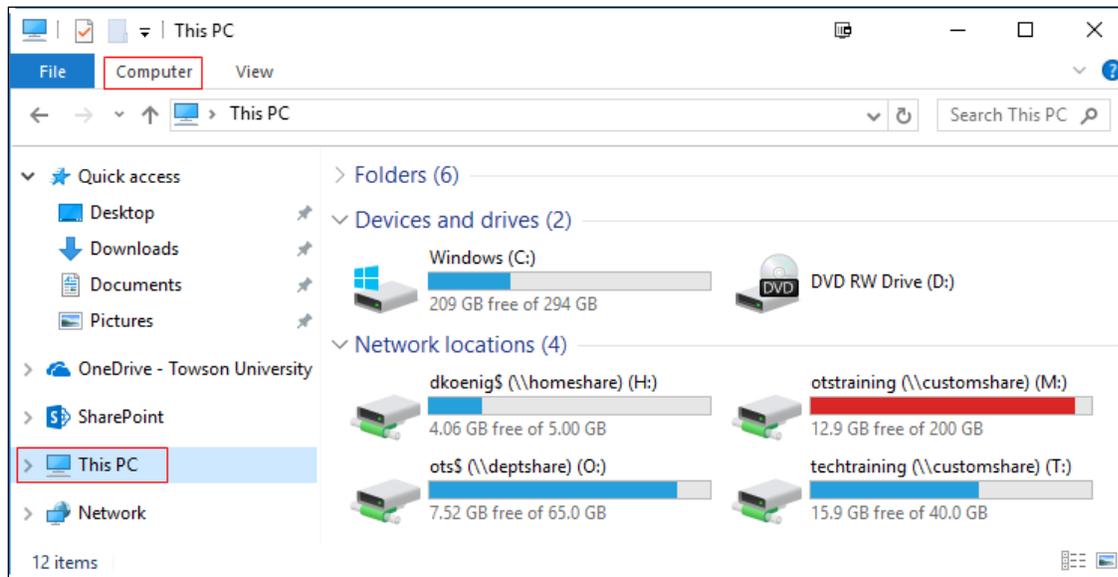

Figure 7

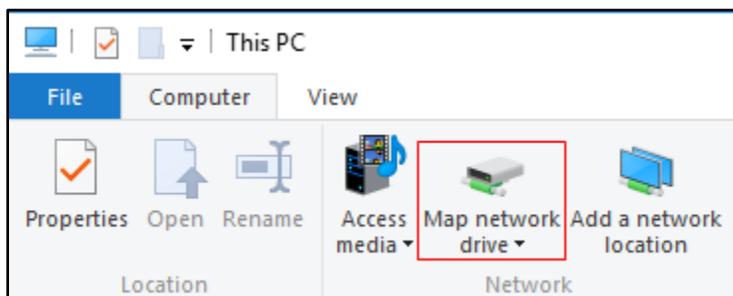3. Click on the **Map network drive** icon in the ribbon.

Figure 8

4. The **Map Network Drive** window will appear.

5. Choose a drive letter from the **Drive** drop down field.

6. In the **Folder** field, type in the Server and Shared Folder. (For example: \\customshare\otstraining$)
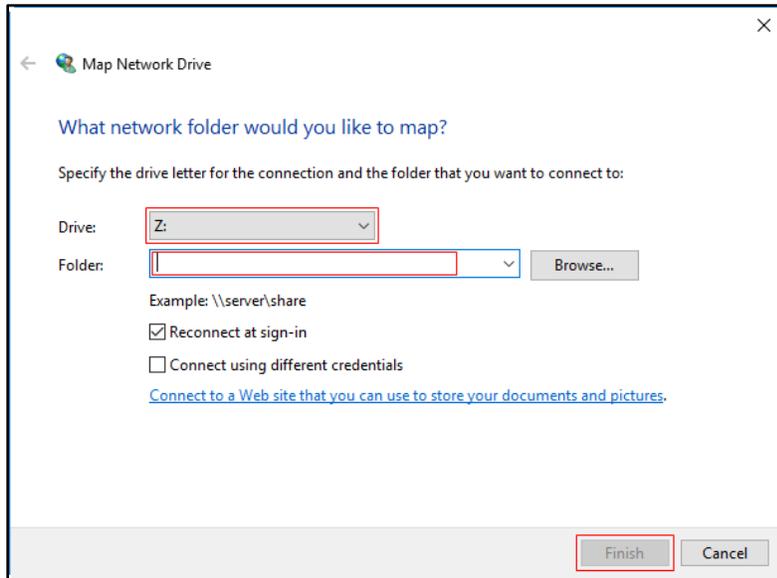
7. Click the **Finish** button.

Figure 9

8. The new drive will open and the drive contents will appear.

Mac OSX

Please follow the steps listed on Page 2 to connect to Network drives.

Understanding File Versions

With previous versions, you can access previous versions of files and folders that are shared on your network. Previous versions are read-only until they are restored. You cannot make changes to a previous version of the file as it exists on the server. Previous versions are periodically deleted and are not a replacement for a backup.

Note: Mac users must call the Help Center if they need assistance recovering a previous file version.

Viewing a Previous Version of a File

1. Locate the file that you want to view a previous version of (on the network).

2. Right-click the file and click **Properties** from the pop-up menu.

3. Click the **Previous Versions** tab. You will be presented with all previous versions of the file. If there are no previous versions listed, the file has not changed since the oldest copy was taken.

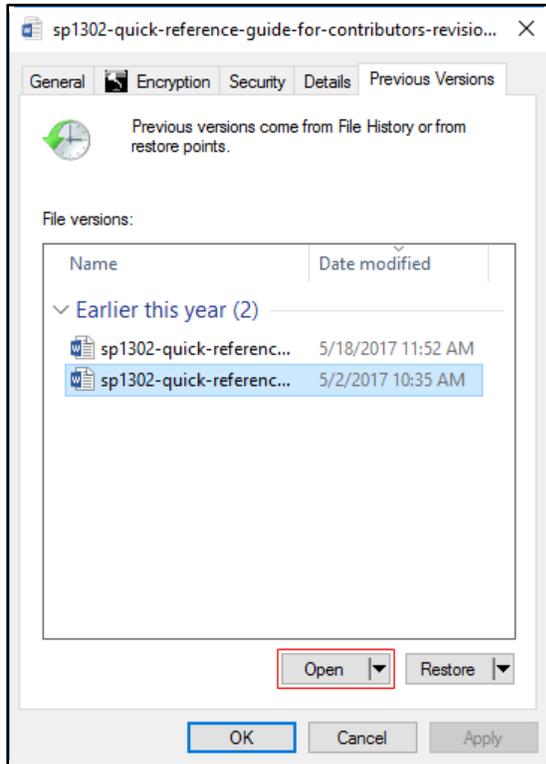4.   Select the previous version you would like to view and click the **Open** button.

Figure 10

Copying a Previous Version of a File to a New Location

1.   On the **Previous Versions** tab, right-click the version of the file that you want to copy and select **Copy** from the pop-up menu.
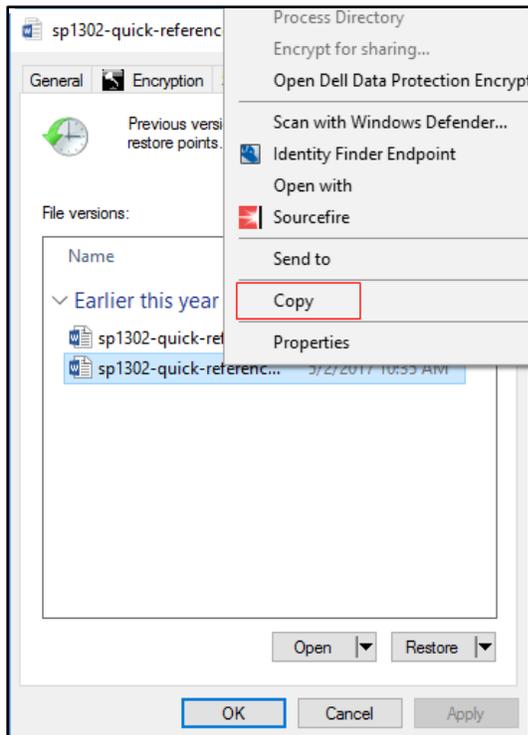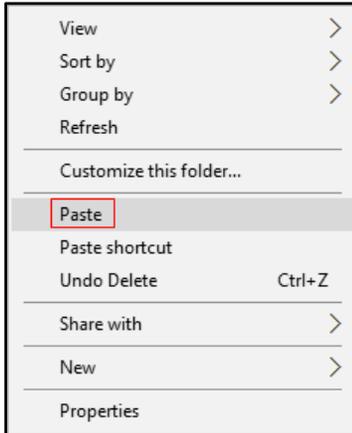

Figure 11

2. Click the **File Explorer** icon in the taskbar and navigate to the folder where you would like to paste the copied version of the file. Open the folder.

Figure 12

3. Right-click in the folder and select **Paste** from the pop-up menu.

Figure 13

Restoring a Previous Version of a File or Folder

Restoring a previous version will delete the current version. The Restore button is greyed out on most computers.

Note: If the ability to restore a folder is available and you choose to restore a previous version of a folder, the folder will be restored to its state at the date and time of the version you selected. You will lose any changes that you have made to files in the folder since that time. It is strongly recommended that you always choose Open or Copy instead of Restore.

Restoring a File

If you would like to restore a previous version of a file, copy the desired file version to a new location using the steps on page 6. This will prevent any accidental data loss by avoiding the Restore button.

Restoring a Folder

1. Locate the folder that you want to view a previous version of (on the network).

2. Right-click the folder and click **Properties** from the pop-up menu.

3. Click the **Previous Versions** tab.

4. On the **Previous Versions** tab, click the version of the folder that you want to restore.

5. Click the **Open** button to open the folder contents.
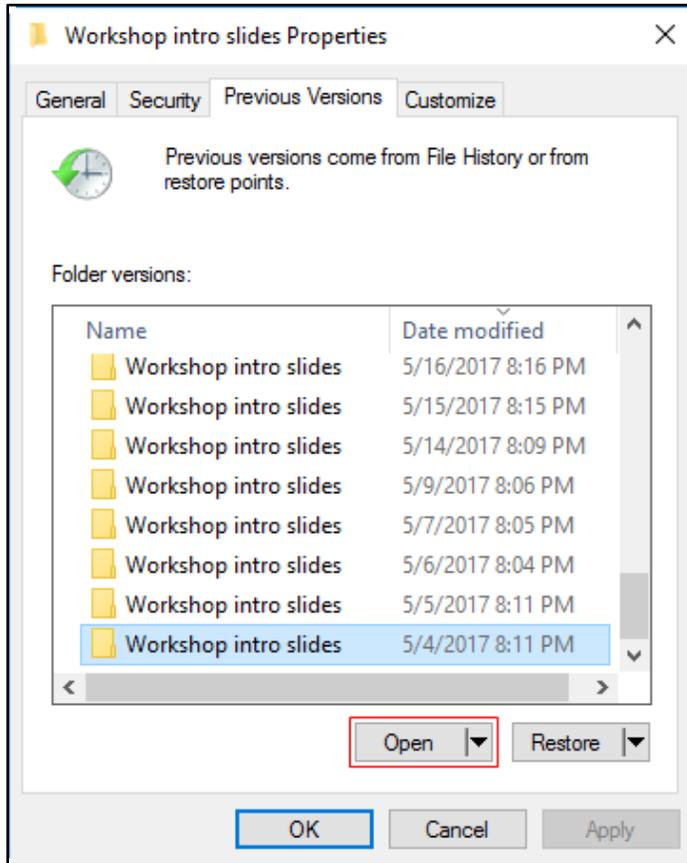
Figure 14

6. A copy of the folder will appear where you can access, cut, or copy any file.

7. Alternatively, you can copy a folder version by utilizing the steps on page 6.

Recovering a File that was Accidentally Deleted

1. Locate the folder that you want to view a previous version of (on the network).

2. Right-click the folder and click **Properties** from the pop-up menu.

3. Click the **Previous Versions** tab.

4. On the **Previous Versions** tab, select the most recent version of the folder that contains the file that you want to recover and click the **Open** button.
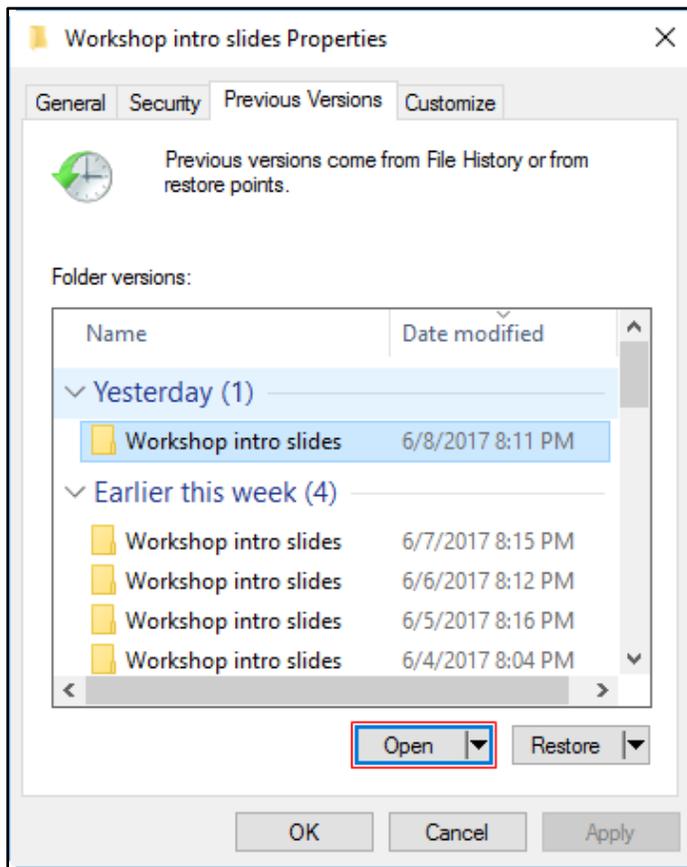

Figure 15

5. **Right-click** on the file that was accidentally deleted and click **Copy** in the pop-up menu.
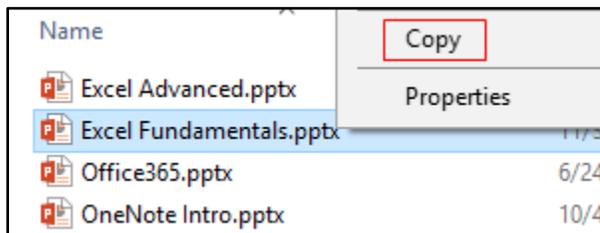

Figure 16

6. **Right-click** on the location where you want to place the file and click **Paste** in the pop-up menu.

Note: To recover a deleted folder, go to a previous version of the parent folder to view and select the folder to copy.