

## **What should I use the P & S drives for?**

The 'P' drive (P stands for 'Personal' and 'Private') is available for staff to save work which they don't need to share with anyone else but need to keep safe.

The 'S' drive (S stands for 'Shared') is a repository for files which staff members need to share with other staff members, hence they are saved on a drive which is accessible to a number of staff members. Each area of the S drive has a 'Share Administrator' who is responsible for managing the 'permissions' for that area of the S drive.

You can access both the P & S drives from your computer at your desk, any computer attached to the network (both hard-wired and wireless) on any CSU campus, and also through 'Thin Client' from outside the university via the internet.