

I can't access a File/Folder on the S drive

The S drive is a storage device at the University where you can save your files.

Saving your files to the S drive means that:

- You can access your files from any computer on the CSU Network
- You can access your files from anywhere via the internet
- Your files are safe, CSU backs up the files on the S drive on a regular basis
- If you lose a file, or save over it, your file can be restored from the backups

If you don't have access to the S drive or to a file or folder on the S drive that you need to use then you should contact your department/division/school's 'Share Administrator'.

These staff members have the rights to give access to the various areas of the S drive to the staff members in their area.

If you don't know who to contact ask the School or Department Secretary or Admin Assistant for assistance, they will know who the 'SA' (Share Administrator) for your area is.