

Maintaining Access to Network Resources

The law school has a PC local area network with several servers providing file services, print services, software applications, utilities, internet services and communications. The network operating system is Windows 2008/2012 and the PCs' run Windows 7.

Mapping Drives

It is important that law school users understand where resources are located and be able to map a drive.

Most law school applications are loaded on the hard drive of each PC. However, there are a few applications that need to have a drive mapped to a server. This means that the application will run from the server, not the hard drive of the PC. When you access Windows Tools to map a drive, the first available drive displays in the map drive box. Theoretically, you should be able to map an application to any drive. However, specific drives have been selected for use in mapping applications for ease of use and training.

User Directories

User directories **MUST** be mapped to drive M:.

Occasional Planned Changes in Server Resources

As the law school community grows and adapts to changes, so does the law school computer network. From time to time, resources locations must necessarily be changed in order to maximize their efficiency.

Emergency Access to Server Resources

Network services may be disrupted by a number of possible causes, including power outages, equipment failure, or excessive network data collisions. When this happens, you will be able to use some of the applications which are located on the hard drive of your PC (i.e., Microsoft Office). Applications which are dependent on network communications, such as Internet browsers or Email, may not be available even though they are installed on your C: drive. Printing services may not be available. In the case of printer disruption due to network failure, the IT Department will provide an alternative printer.

Your ability to access your directory files on your M: drive may be impaired. The only way to ensure file availability to critical files **at all times** is to back them up daily by copying them to at least two backup medium (preferably a USB key or CD).