Getting familiar with your Manhattanville College User Network Drive

Your Manhattanville Network Drive can be found in “My Computer”. This drive is unique to every user and is not shared with anyone. The User Drive (referred to as “P-Drive”) provides access to a network storage area for backing up critical data files from your office computer.

The illustration above is an example of where you can find your User Network Drive.

Note: The files that you would like to retain are those that reside locally on your computer. There is no need to backup information stored on a “Network Share” (ie: “Development on ‘mville-10’” or “LibraryShare on ‘Mville-12’”) into the P-drive.
How to backup your data onto your own User Network Drive

There are different methods to backup data. The instruction below is a guide to perform a simple backup of the most common areas where your information is generally stored. You may change any of the folder names or nomenclature as you see fit.

1- Double-click on your personal drive P:\
2- At the top of the window, click on “File” → “New” → “Folder”.
   A new folder should appear in the P:\.

3- Rename the folder to “Backup-CurrentDate”.
   a- Click on the folder to select it.
   b- Click on “File” → “Rename”
   c- Type a new name for the folder.
4- Double-click on the newly renamed folder. Repeat steps 2 and 3 to create three new folders called “Documents”, “Desktop”, and “Favorites”. You can create more folders if you have files stored in other places.

5- Let’s now browse your computer to backup your information.
   a- Double-click on “My Computer”
   b- Double-click on “C:\”
   c- Double-click on “Documents and Settings”. Here you should see your account. It should have the same name you use when you log onto the computer. When you find it, double-click on it. The address bar should now read: “C:\Documents and Settings\dominguezd”, where “dominguezd” is your account name.

Caution: Deleting or modifying files in this area could result in loss of college data or render your account unusable.
Three important folders now appear. These are “Desktop”, “Favorites” and “My Documents”. Let’s focus our attention to the first folder, namely “Desktop”.

a- Double-click on “Desktop”.

b- Click on “Edit” → “Select All”.

This task will highlight all the files and folders in your “Desktop” folder.

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After all the items are selected:

a- Click on “Edit” → “Copy”.

b- Double-click on the “Desktop” folder that was created in step 4. This “Desktop” folder should be empty.

c- Click on “Edit” → “Paste”.

You should see a dialog box appear stating that it is copying the information.

**Note:** The time it takes to complete this task will vary on how much data is being transferred into the new folder.

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Repeat steps 6 and 7 with the remaining folders (“Favorites” and “My Documents”). Remember that you are copying the contents of each folder, not the folder itself.

Congratulations! Once you complete Step 8, the process of creating a backup of your critical data will be accomplished.

**Remember:** You are responsible to backup critical data onto a device. The P:\ drive is a convenient resource available for you to achieve this goal. Anything that is not related to your work (Personal pictures, music, financial documents, etc.) should not be stored on your office computer or on the P:\ drive.