From drive U: to drive S:

This information is aimed at Faculty of Science staff using Windows 7 and drive U:, the UU personal storage facility.
See also: https://ict.science.uu.nl/index.php/From_drive_U:_to_drive_S:

Topics covered in this document:

- Where can I find how much space I have on drive U:?
- Where can I find how much space I am actually using on drive U:?
- How can I get access to drive S: from home?
- How can I connect to drive S: on my UU workstation?
- How can I move files from drive U: to drive S:?
- How can I create a shortcut to drive S:?

Where can I find how much space I have on drive U:?

- Open a Windows Explorer ('Computer' on the start menu).
- Find drive U: in the left hand explorer view..
- Right-click drive U: and in the pop-up menu select 'Properties' (*picture on the right*).

- In the dialogue box (*picture on the right*) you can see:
  - how much space you are using ('Used space');
  - how much free space is available ('Free space');
  - how much space you have available in all ('Capacity').

- Close the dialogue box by clicking 'Cancel'.

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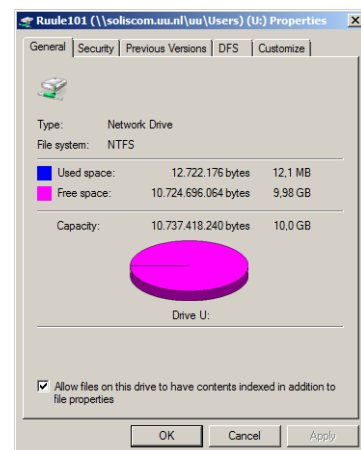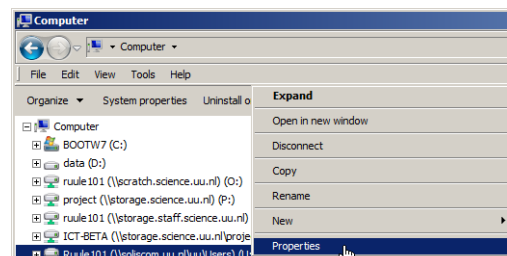
Where can I find how much space I am actually using on drive U:?
Follow the recipe in the previous paragraph:
'Where can I find how much space I have on drive U:?'.

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How can I get access to drive S: from home?

Before you can access drive S: from home, you will need to establish a VP connection. For more information on VPN, see https://ict.science.uu.nl/index.php/VPN.

- Open a Windows Explorer ('Computer' on the start menu).
- Select menu option 'Map network drive' (*picture on the right*).
- Enter the following settings:
  - For 'Drive' select a free drive letter (not necessarily S:).
  - For 'Folder' enter the network address of drive S:.
    The address depends on your actual status:
    Staff: \\storage.staff.science.uu.nl\<solisid>
    Guests: \\storage.externals.science.uu.nl\<solisid>
    Students: \\storage.students.science.uu.nl\<solisid>
    Replace <solisid> with your own Solis-id.
  - Make sure that 'Reconnect at logon' is **not** selected; otherwise your computer will try to connect to drive S: on startup every time, which will not be possible without a VPN connection, and will cause severe delays in the startup process.
    (*See picture on the right.*)
- Click 'Finish'. If asked for a user name and password, enter your Solis-id and password to login.
- After a while, the drive letter chosen will appear in the Windows Explorer, and you can access drive S:.
  This may take a while!
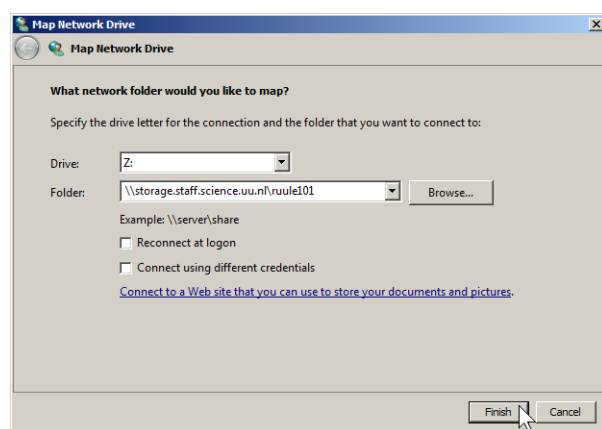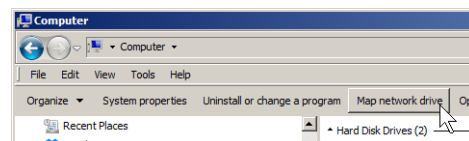
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How can I connect to drive S: on my UU workstation?

- Open a Windows Explorer ('Computer' on the start menu).
- Select menu option 'Map network drive' (*picture on the right*).
- Enter the following settings:
  - For 'Drive' select S:.
  - For 'Folder' enter the network address of drive S:.
    The address depends on your actual status:
    Staff: \\storage.staff.science.uu.nl\<solisid>
    Guests: \\storage.externals.science.uu.nl\<solisid>
    Students: \\storage.students.science.uu.nl\<solisid>
    Replace <solisid> with your own Solis-id.
  - Make sure that 'Reconnect at logon' is selected. (*See picture on the right.*)
- Click 'Finish'. If asked for a user name and password, enter your Solis-id and password to login.
- After a while, the drive letter chosen will appear in the Windows Explorer.
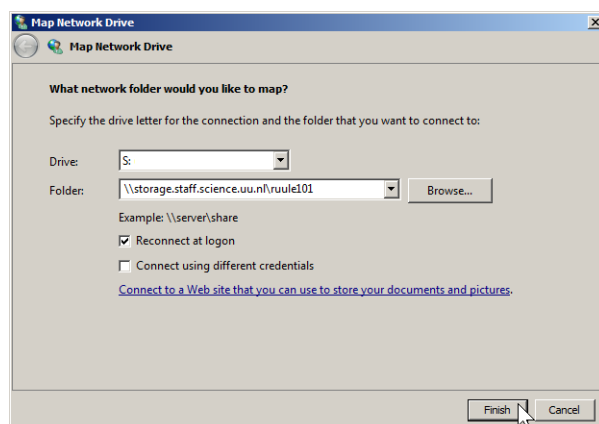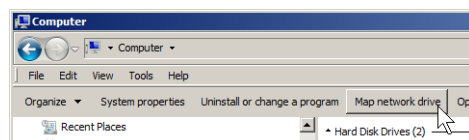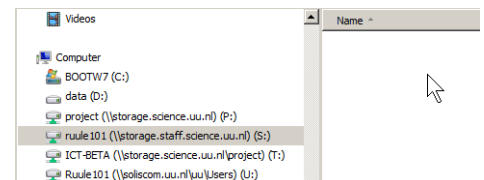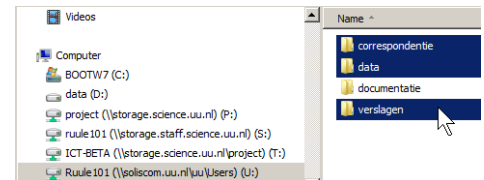
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How can I move files from drive U: to drive S:?

You may be used to moving files on your computer by dragging them with the mouse. However, dragging files from drive U: to drive S: will not be very effective, as files will be copied instead of moved, and will still reside on drive U: afterwards.

To move files easily from U: to S:, you could open two Windows Explorer views next to each other. In one Explorer open drive U: (and if necessary the folder from which you want to move files). In the other Explorer open drive S: (and if necessary the folder you want to move the files to).

If possible, move complete folders, instead of separate files.

- In the drive U: explorer view, select the folder of files you want to move. If you want to select multiple folders and/or files, press and hold the Ctrl key while selecting the items one by one. Selected files will have a dark background color (*picture on the right*).
- Use keys Ctrl-x
  or right-click and select 'Cut'.

- Switch to the drive S: explorer view and click in the folder you want to move the files to (*picture on the right*).
- Use keys Ctrl-v
  or right-click and select 'Paste'.

- Folders and/or files will be moved from U: to S:. Depending on the combined size of the items being moved, this may take a while.
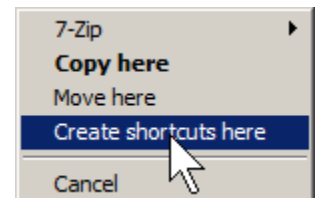
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How can I create a shortcut to drive S:?

If you are using a UU workstation, the 'My Documents' folder will is located on drive U: by default. It is not possible to change the destination folder of drive (i.e. the default is restored automatically). You can create a shortcut to drive S: on drive U:, so you can easily click from U: to S:.

- Open a Windows Explorer ('Computer' on the start menu) and on drive U: open the location where you want to create the shortcut (or open 'My Documents').
- Open a second Windows Explorer and arrange it in such a way that you can also see the first Explorer window.
- In the second Explorer, find drive S: and select the folder you want to make a shortcut to. (If necessary, first create a folder 'My Documents' on S:).
- Drag this folder from S: to U: in the first Explorer window *while holding the <u>right</u> mouse button*.
- Release the mouse button and from the pop-up menu select 'Create shortcuts here' (*picture on the right*).
- A shortcut is created on drive U:. Clicking it will open the selected folder on drive S:.

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