

How to Guide

Netstorage

Staff and students can now access their F:, G: and T: drives from anywhere; anytime.

With NetStorage you can:

- Delete, Rename, Copy and Move files/folders.
- Upload and Download files
- Create New Folders

Note:

- Files and folders are not in alphabetical order
- Files and folders do not always fit into one window; hence, you will need to use the scroll bar at the bottom of the right window pane

Logging in

- Go to the following web site: <http://netstorage.swinburne.edu.my>
- Use your **Novell username** and **password** to login.

Deleting files/folders

- **Select the file/folder** you want to delete on the right window frame
- Select the **File | Delete**
- A pop-up window will appear asking if you are sure you want to delete the file/folder
- Select **OK**

Renaming files/folders

- **Select the file/folder** you want to rename on the right window frame
- Select the **File | Rename**
- Type the **new name** for the file/folder

Moving files/folders

- **Select the file/folder** you want to move on the right window frame
- Select the **Edit | Move**
- Select the **destination folder/drive** in the left window frame
- Select **Edit | Paste**

Uploading files

- Select **destination folder** from left window frame
- Select the **File | Browse**
- Select the **file to be uploaded**
- Select **Open**
- Select **Upload**

Downloading files

- Select the file you want to **download** from the right window frame
- Select the **File | Download**
- Select **Save**
- Choose the **destination folder**
- Select **Save**

Creating a new folder

- Select the **destination folder/drive** from the left window frame
- Select **File**
- Type in the name of the new folder
- Select **OK**

Logging out

- Select the picture with the arrow pointing out the door



Local and network drives

Drive H:

- This is a secure location that only you have access to (also referred to as your home directory) and is backed up nightly.

Drive G: (Staff Only) Sharing Data with Colleagues

- Drive G: is a shared drive which allows files to be shared with other users who have been granted access to this Drive and the folders therein.
- To gain access to your Department's Drive G: please complete an [Application for Network Folder Access](#).

Network Drive Limits

- Staff's default home directory limit is 200Mb.
- IT & Multimedia Students' home directory limit is 100Mb.
- Other students' home directory limit is 20Mb.

Before you start housekeeping

- Make sure you have a backup of any files you wish to delete.
- Be careful not to delete any data that may be shared/owned by someone else.

* NOTE that storage of [unauthorised material](#) is not permitted

- Delete or move any:
 - files that are unused for more than 1 year
 - files that are duplicated somewhere else
 - audio, midi, movie or video files
 - games
 - . tmp files
 - Temporary Internet Files
 - application files on the network drives (eg Adobe Acrobat Reader)

For further assistance please contact ITS Service Desk on (082) 416 353 ext 5000