

**Topic** I Drive

**Article** I Drive Space Maintenance

## **I: Drive Space**

This is a friendly plea to help us conserve expensive disk space by moving as many files as possible from your I: (or S:) drive to a CD. Disk space on these network drives is actually fairly expensive because of the many technologies employed that ensure that your data is always available. This is why we regularly ask you to make a reasonable attempt to live within the allocated limit for I: drive space (**550M**) and ensure that files stored there are strictly for business purposes.

As a rule of thumb, we suggest that if you don't anticipate needing to access a file or group of files over the next year and half, they are good candidates to migrate to a CD. Other good candidates for migration are infrequently used files which tend to consume large amounts of space (such as Adobe .pdf files, pictures, graphics, and Power Point presentations). Most machines now have a CD burner, if you encounter problems, please contact ITS Helpdesk.

We fully recognize that some individuals have very legitimate reasons for needing more than the standard allotted I: drive space.

### **How to Determine Your Limit and the Space Remaining**

1. Open "My Computer" and Right Click on your I: drive (usually the first item under "Network Drives" beginning with your username and ending in (I:).
2. Select "Properties" and then click on the "NetWare Info" tab.
3. In the middle it will say "Space Restriction" followed by something like "358,400KB Maximum". The "Space Available" line which follows indicates how much space you have left.
4. Please contact the ITS Helpdesk if you need assistance.

If ever you feel you need more space to do your job, please contact ITS **Helpdesk** at **651-523-2220** or [itshelp@hamline.edu](mailto:itshelp@hamline.edu)