



File Management & University Network Resources

Tips, Tools, and Best
Practices



File Management

- Local – Your Computer
- Network – Using Remote Resources
- Tools - Manage and Use your Data



File Management on your Local PC

- Windows XP
- My Documents
- Folder Organization and Saving
- Media – Floppy, Zip, CD, DVD, **USB Key**, Hard Drive, Fire Wire





The “Network”

- The “gods” (University Servers)
 - Artemis (Personal File Storage)
 - Neptune (Student Services)
 - Achilles (Remote Desktop)
 - <http://www.faculty.fairfield.edu/remotearchive/>
- VPN (Virtual Private Network)



Artemis (Personal File Storage)

- What can you do on Artemis?
- How can you get space on Artemis?
- Connecting to Artemis and it's Limitations.



Achilles (Remote Desktop)

- What is Achilles used for?
- How can I get access and what must be setup on my PC?
- Issues with Remote Desktop.
- Remote Desktop from your own PC!



Neptune

- Neptune is Student Services own server with each department having its own folder to share.
- It is for department use only, not for personal storage!!

VPN – Virtual Private Network

- How a VPN works
- How the VPN applies to Fairfield University



Tools

- For moving data:
 - Winzip
 - FTP or WEBFTP
 - OWA (Outlook Web Access)
www.fairfield.edu/mail
 - The “gods”
 - Help Files
 - Office 2003 – Coming to a PC near you this summer!
- For viewing Data:
 - Acrobat Reader
 - Software specific applications (plug-ins)
 - Macromedia, Flash, Java, Office Viewers





References

- Documentation
- CNS Training Website
 - <http://www.fairfield.edu/x2431.html>





Contact Information

- CNS HelpDesk
 - X4069
 - cns@mail.fairfield.edu (When in Doubt!)
- cnstraining@mail.fairfield.edu



Session Survey

We need your feedback!!

Please fill out the session
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