Department Shared Files

Southern maintains a set of shared file folders that are stored centrally and accessible to all employees. These shared folders are referred to by many as the "S Drive." It is so named because on all employee computers, a drive named S: is setup that points to the shared folders. While logged on with your Southern account to a Southern computer, the S: drive should be automatically available within Windows Explorer. On Windows 7, to start Windows Explorer, press the Explorer icon on the task bar as shown in the image to the right or right-click on the Start button and select Open Windows Explorer.

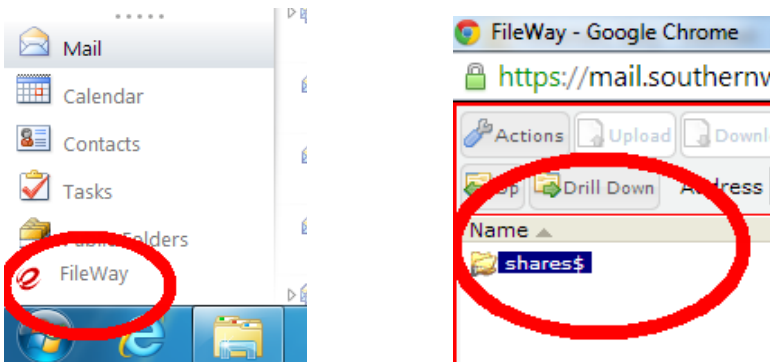In Windows Explorer, you will see the S: drive under Computer as shown below:
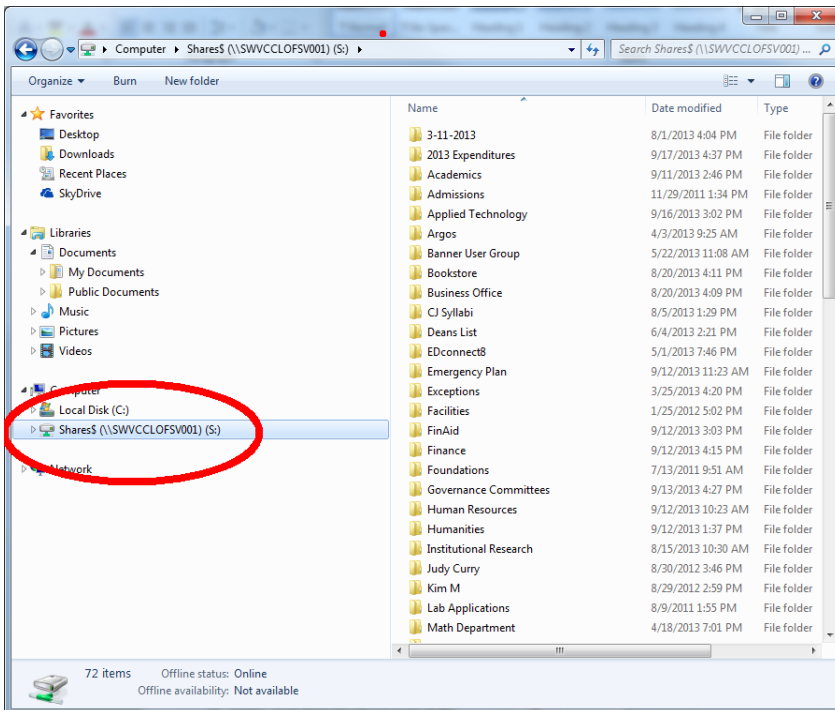
If there is not an S: drive on your computer, please submit a ticket to have this fixed (www.southernwv.edu/helpdesk). You can also reach the shared folders by typing \\swvcclofsv001\Shares$ in the search box after you press the Start button as shown here:
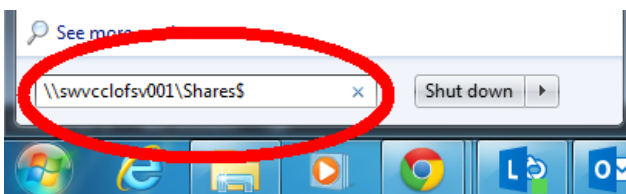
The folders in the shared drive are setup for specific purposes and you will have access only to those folders for which you have been given permission. Generally, permissions are granted because of membership in a department, committee or some other group. There is an "owner" for each group identified and that person manages the membership of the group.

REACHING THE SHARED FOLDERS FROM OFF-CAMPUS

If you are away from the campus network, you cannot reach the shared folders within Windows Explorer. You can, however, access the shared folders by logging in to your employee email at https://mail.southernwv.edu. After logging in to Outlook Web App, click on the FileWay icon at the bottom left of the screen as shown here:

It can take quite a few seconds to bring up FileWay, so be patient. If you keep clicking on it, you will extend the time it takes to open it. You will see the shares$ folder in FileWay as shown above. This is the same folder you see in Windows Explorer. You're just accessing it through a web browser. NOTE: It is slower than accessing it within Windows Explorer.

You can double-click on shares$ or press the Drill Down button to see the lower level folders. If you double-click on a file or press Download after selecting a file to download it to your computer. Use the Upload button to put files in a folder.