

Network Drives and Home Directory

- [Network Drives - Answers to Frequently Asked Questions](#)
- [Webdisk Service Quick Instructions](#)

Saving and data protection

Please read carefully the [instructions on saving files](#). The instructions contain information about user permissions and data protection. in different storage locations.

Metropolia network drives

The following network drives are available at Metropolia:

Name	Purpose	Who
P:	space for a project	project members R/W
S:	Temporary space	everyone R/W
T:	study support	staff R/W, students R
U:	common documents	staff R/W
W:	network applications	everyone R
Z:	home drive	private R/W
\\share-courses	More storage space for some courses	
\\share-archive	Archive drive for media files etc.	

(R=read, RW=read/write permission)

Common network drives

P: drive (scratch), students, staff

- for project members, full user permission

S: drive (scratch), students, staff

- Open to everyone, anybody can create files for temporary storage e.g. when traveling between locations/classrooms.
- All files are open to anyone for reading.
- Content is also available using the shell.metropolia.fi server via the /scratch directory.
- **Files are deleted automatically** after 30 days after the file was saved.
- **No backups are made** as the "file dump" idea suggests.

T: drive, study supporting

- For sharing large materials which cannot be shared using OMA. E.g. large video files, tutorials and so on.
- Students read permission, staff write permission.

U: drive, staff internal drive

- Cluster / function specific folder hierarchy.
- The pub folder in the function root open to everyone.
- The priv folder in the function root open to only specific members of the function. The directory owner decides [by making a service request](#) who gets what permissions to a given directory.
- New priv-folder can be made by [service request](#).
 - Subject: New folder to U: drive - (folder name) PRIV-side

- Folder path e.g. U:\Sote\Priv\
- Folder name e.g. Agreements
- Folder owner: (This person need to confirm when new access rights are requested)
- Access right to: who have rights to access and edit this file

- **AS A RULE** the portal workspaces should be used for sharing files with others.

W: drive, for applications that boot from the network

- Only read permissions for users.
- Used for installing applications that can be run directly from a network drive.

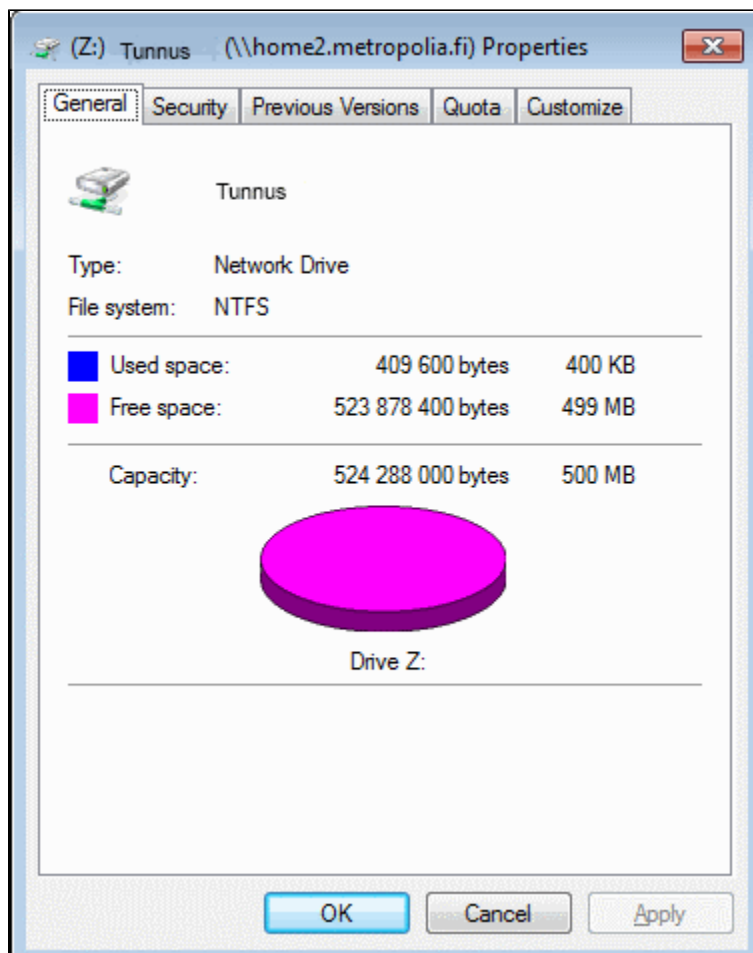
Z: drive, a private home drive

- Quota limits as follows:
 - students 10 GB
 - staff 10 GB
- The quota can be raised if good reasons are given. Please, make a service request at <http://hd.metropolia.fi>.

The home drive

Each user's private home drive can be seen on workstations as the Z: drive, and on Linux servers as the home directory. It can also be remotely accessed via the portal as well as using the ssh/sftp application via the shell.metropolia.fi server.

You can check the size and the used space on a workstation in the home drive **Properties** view. In the example below the quota is 500 MB and the space used is 400 KB:



On the shell server you can check your quota and used space by giving the command **quota**. In the example below the quota is 512000 (approximately 500 MB) and the space used is 403508 (approximately 400 MB):

```
[jukkatv@shell ~]$ quota
Disk quotas for user jukkatv (uid 10134):
    Filesystem blocks  quota  limit  grace  files  quota  limit  grace
home2.metropolia.fi:/users4
                403508  512000  563200          4402      0      0
```

Question: The Z drive does not show up after I have logged in with my user ID. What should I do?

Answer: Go to amme.metropolia.fi and change your password. If the Z drive still does not show up after logging in, make a service request at hd.metropolia.fi.

Question: How do I access the network drives from home?

Answer:

Option 1) Sign in [OMA](#) and click on the **Network drives** link at the bottom of General Desktop. (This is Webdisk service, and its quick guide is [here](#).)

Option 2; Open a connection to **shell.metropolia.fi** using one of the **free programs listed below**. Log in with your Metropolia username.

[WinSCP](#) (Windows)

[CyberDuck](#) (Windows, Mac OS X)

[FileZilla](#) (Windows, Mac OS X, Linux)

[Verkkolevyt ja kotihakemisto](#)