S drive - access, archive, and copying to/from

The S drive is shared space for the Web Services and UX Team (currently Thomas Deneuville tcd55, Deb Muncey and Lin Xue). Any changes to the team is made by emailing AAD help with the change.

S drive details:

Access:

- 1. View your computer drive space and open the "AAD Dept Share" (if you do not see the drive, contact aad help to have them add you to the "AAD Web Services" share) - 💌 🕨 Co Organize
 System properties Uninstall or change a program Map ne **Open Control Pane** 0 ★ Favorites
 Box Sync
 Desktop
 Downloads
 Recent Places Hard Disk Drives (3) OSDisk (C:) 93.5 GB free of 238 (Local Disk (D:) OSDisk (F:) 94.1 MB free of 299 MB 9 241 GB free of 46 twork Location (3) AAD Team Share (T:) Publique (P:) AAD Dept Share (S:) 🔚 Libraries Y Docume Docume Picture: Videos Computer

 Solution
 Computer

 So 🤌 Publique (P AAD Dept Share (S 👊 Network
- 2. Open the Web Services folder

AAD-DJM6-LT2 Domain: cornell.edu Processor: Intel(R) Core(TM) i5-63..

Memory: 8.00 GB

| ⊖ ◯ マ 🖙 ► Computer ► AAD Dept Share (S:) ► | | | | | | | |
|--|--------------|--------------------|-------------|--|--|--|--|
| Organize 🔻 New folder | | | | | | | |
| ☆ Favorites | Name | Date modified | Туре | | | | |
| 🔤 Box Sync | Web Services | 11/2/2017 12:01 PM | File folder | | | | |
| 🧫 Desktop | | | | | | | |
| 🗼 Downloads | | | | | | | |
| 🕮 Recent Places | | | | | | | |
| | | | | | | | |
| Decuments | | | | | | | |

Current archived files:

1. The old production website: alumni.cornell.edu and giving.alumni.cornell.edu (replaced August 2017) are inside the htdocs folder.

| Name | Date modified | Туре | Size |
|------------------------|--------------------|-------------|--------|
| htdocs | 11/2/2017 1:10 PM | File folder | |
| UnstopCpy_5_2_Win2K_UP | 11/2/2017 11:55 AM | Application | 130 KB |
| | | | |

2. htdocs folder contains (alumni.cornell.edu and giving.alumni.cornell.edu) with several supporting folders and alumni.orig

| Name | Date modified | Туре | Size |
|---------------|-------------------|-------------|------|
| 퉬 _cfc | 11/2/2017 1:10 PM | File folder | |
| 🌗 _includes | 11/2/2017 1:13 PM | File folder | |
| 퉬 alumni | 11/2/2017 1:04 PM | File folder | |
| 퉬 alumni.orig | 11/2/2017 1:04 PM | File folder | |
| \mu giving | 11/2/2017 1:10 PM | File folder | |
| | | | |

1. If you need to copy large amounts of files to or from the S drive you can use the "UnstopCpy_5_2_Win2K_UP" which is inside the "Web Services" folder.

| Name | Date modified | Туре | Size |
|--------|---|------|--------|
| htdocs | 11/2/2017 1:10 PM 11/2/2017 11:55 AM | | 130 KB |

2. Start the application (choose run at the security warning).

| Open File | Open File - Security Warning | | | | | | | |
|--|---|--|--|--|--|--|--|--|
| We can't verify who created this file. Are you sure you want to run this file? | | | | | | | | |
| | Name: S:\Web Services\UnstopCpy_5_2_Win2K_UP.exe Type: Application | | | | | | | |
| | From: S:\Web Services\UnstopCpy_5_2_Win2K_UP.exe | | | | | | | |
| | Run Cancel | | | | | | | |
| 8 | This file is in a location outside your local network. Files from locations you don't recognize can harm your PC. Only run this file if you trust the location. <u>What's the risk?</u> | | | | | | | |

3. Browse to the source files and the target area and "Copy".

| Roadkil's Unstoppable Copier 5.2 (c) 2005-2010 | | | | | | | - | | | |
|--|-------------|----------|------------|--------------------------|------------|--------|-----------------------------|---------|--------|-------|
| Copy Batch Mode Settings Help / About | | | | | | | | | | |
| Source | | | | | | | • | Browse | | C |
| Target | | | | | | | Browse | Copy | | |
| | | | | | | | | , | | |
| File Name | Folder Size | | | Integrity | | Status | Status | | | |
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| Copied Files | | | Skipp | ed Files | | | Corrupt I | Files | | |
| | | | | | | | | | 1 | |
| | | | | | _ | | | Skip | | Pause |
| Total Files To Co | · · | Disabled | Total Byte | | Disable | ed | Total Time Re | maining | Disabl | ed |
| Copied Files Good Files | | 0 | Bytes Cop | | 0 B | | Read Errors Successful F |) d- | 0 | |
| Good Files Corrupt Files | | 0 | Good Byte | es Copied ytes Copied | 0 B 0 B | | Successful F | | 0 | |
| Skipped Files | | 0 | Transfer I | | 0.00 B | /sec | Pass | | 0/0 | |
| | | | | | | | | | 1 | |

4. This will copy all the files indicated without further prompting.