

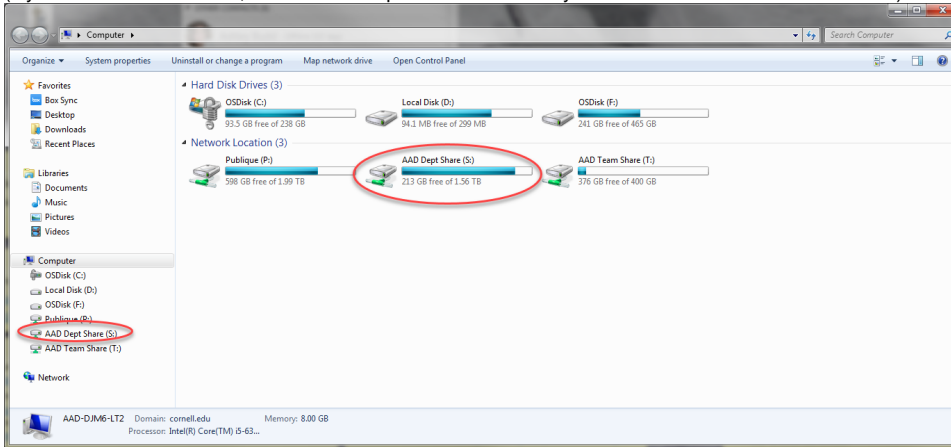
# S drive - access, archive, and copying to/from

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

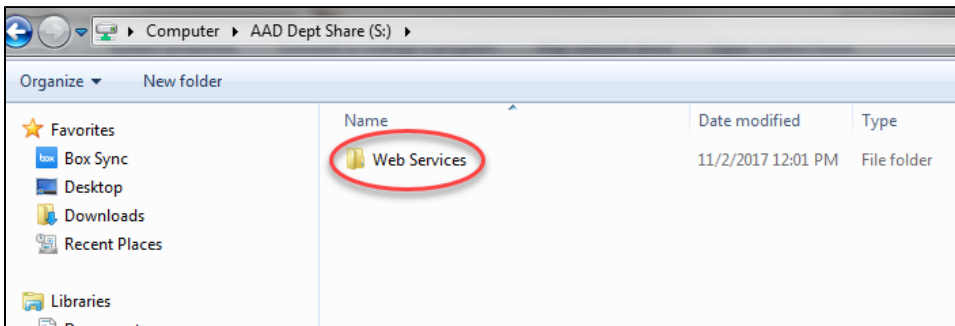
## S drive details:

### 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)



2. Open the Web Services folder



### Current archived files:

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

Name	Date modified	Type	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](http://alumni.cornell.edu) and [giving.alumni.cornell.edu](http://giving.alumni.cornell.edu)) with several supporting folders and alumni.org

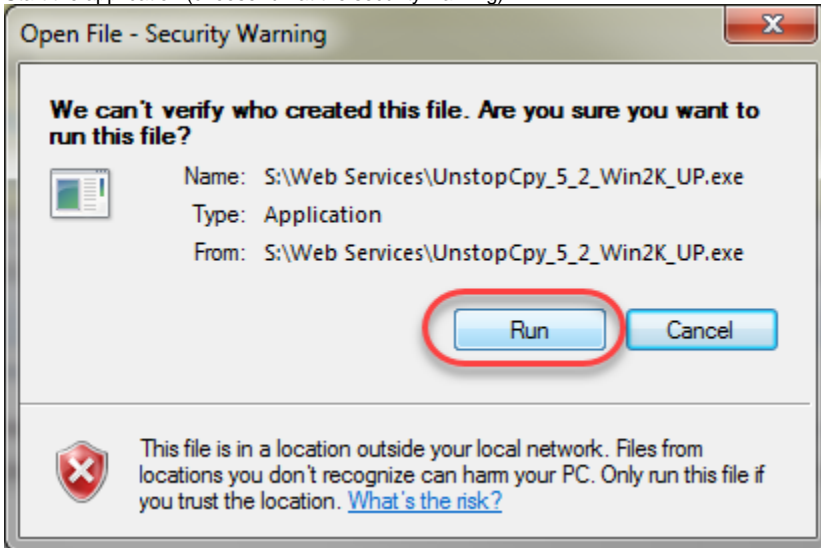
Name	Date modified	Type	Size
_cfc	11/2/2017 1:10 PM	File folder	
_includes	11/2/2017 1:13 PM	File folder	
alumni	11/2/2017 1:04 PM	File folder	
alumni.org	11/2/2017 1:04 PM	File folder	
giving	11/2/2017 1:10 PM	File folder	

**Copying large/numerous files using "UnstopCpy":**

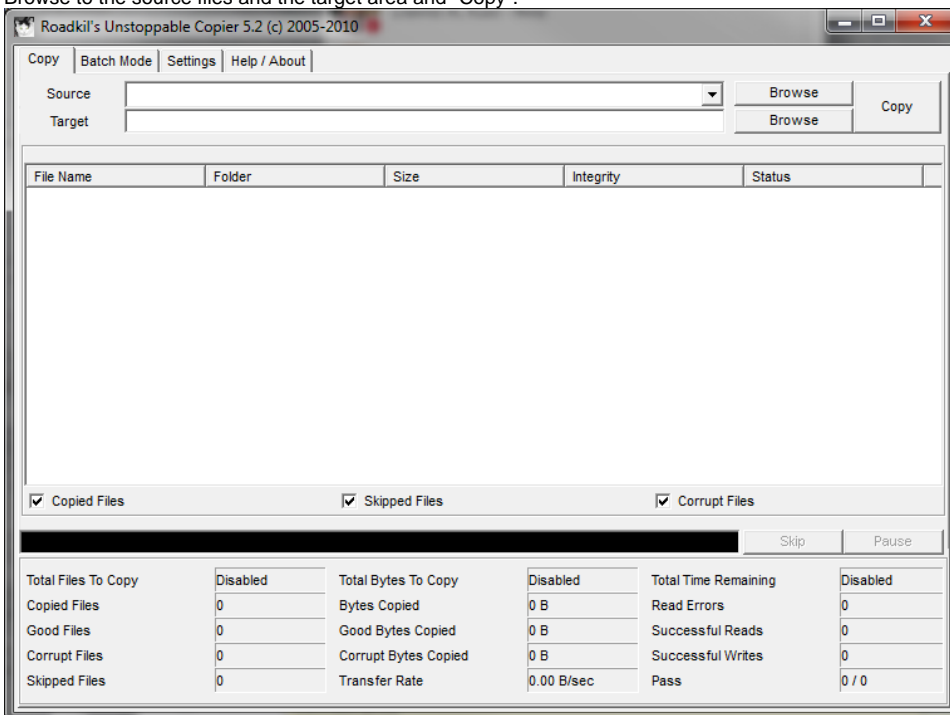
1. If you need to copy large amounts of files to or from the S drive you can use the "UnstopCpy\_5\_2\_Win2K\_UP" which is inside the "Web Services" folder.

Name	Date modified	Type	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. Start the application (choose run at the security warning).



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



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