

» Create a folder on the network drive specifically intended for holding files en route to other users. I like to name this folder PITSTOP.



TIP

In many cases, it's easier to send files to other network users by email than by using a network folder. Just send a message to the other network user and attach the file you want to share. The advantage of sending a file by email is that you don't have to worry about details like where to leave the file on the server and who's responsible for deleting the file.

Back up your local hard drive

If enough drive space is available on the file server, you can use it to store backup copies of the files on your hard drive. Just copy the files that you want to back up to a shared network folder.

Obviously, if you copy *all* your data files to the network drive — and everybody else follows suit — it can fill up quickly. Check with the network manager before you start storing backup copies of your files on the server. The manager may have already set up a special network drive that's designed just for backups. And if you're lucky, your network manager may be able to set up an automatic backup schedule for your important data so that you don't have to remember to back it up manually.

I hope that your network administrator also routinely backs up the contents of the network server's disk to tape. (Yes, *tape* — see Chapter 22 for details.) That way, if something happens to the network server, the data can be recovered from the backup tapes.

Oh, the Network Places You'll Go

Windows enables you to access network resources, such as shared folders, by browsing the network. In Windows 7, choose Network from the Start menu. In Windows 10, open Windows Explorer (click File Explorer on the taskbar) and then click Network. Figure 3-2 shows the Windows 10 version of the network browser.

The network shown in Figure 3-2 consists of just two computers: the desktop client computer running Windows 10 (WIN10-01) and a server computer running Windows Server 2016 (WIN1601). In an actual network, you would obviously see more than just two computers.