

Server Space at Geneseo

This page provides information on how to store and access files on the Geneseo server space.

Geneseo maintains a number of various servers, each performing specific functions. Over time, server names have changed and it can be confusing as to where individuals should store or backup their files. In addition there have been some problems with users filling up their allocated disk space. This article provides recommendations as to where faculty, staff, and students should be storing files on the Geneseo servers.

Types of Files	Server Name	Quota	How to Access
Individual Files	Files	750MB (Faculty/Staff upon request, Google Drive is preferred) (Students should use Google Drive)	\\files\username (Windows) smb://files.geneseo.edu/ <i>username</i> (Mac)
Departmental Files	Files		\\files\Departmental\departmentname (Windows) \\files\admin\departmentname (Windows) smb://files.geneseo.edu/Departmental/ <i>departmentname</i> (Mac)
Project Files	Files		\\files\Projects (Windows) smb://files.geneseo.edu/Projects (Mac)
Inbox & Outbox	Files		\\files\Inbox (Windows) \\files\Outbox (Windows) smb://files.geneseo.edu/Inbox (Mac) smb://files.geneseo.edu/Outbox (Mac)

Files

The primary file server for storage on campus is known as *Files*. It holds departmental and individual files. Snapshot backups are available for all areas of Files. Everything stored on files is also backed up to our central backup server.

- *Individual*
This is a private area for faculty and staff to copy important documents to/from their primary computer. Google Drive is preferred for this purpose.
- *Department*
Departmental server space is a shared space where members of the same department can store departmental documents. CIT recommends all important files are stored here, rather than on individual machines.
- *Projects*
Projects is a location for specialized access. For example, if you have a project where people from many departments and/or students need to access the same files, a Projects folder can be created and specific users can be granted access to it.
- *Inbox and Outbox*
In & Out boxes are network-accessible folders for faculty and students to share and transfer files. These boxes are set up for professors who have requested them. They are not created automatically. The Inbox is a 'drop box' where students have write-only access and can deposit assignments and projects. The outbox is a place for faculty to place files that can be read by the students but not modified or deleted. Outboxes are also available from the web with a Geneseo username and password at: <http://boxes.geneseo.edu> For more information about In and Out boxes, read this [Self Help](#) Document.

Accessing a Server with Windows

To access a server, follow these instructions:

1. Right click on the **Start** Button.
2. Select **Run...** from the Start Menu.
3. Type "\\servername\sharename" (as examples above)
4. Click **OK**.
5. If prompted for your username and password use **Geneseo\yourusername** as the username.

You can create a "shortcut" to one of these areas by:

1. Right clicking on the desktop and Select **New** followed by **Shortcut**.
2. In text box for **location of the item**, type \\servername\sharename
3. Click **Next**.
4. Name the shortcut and click **Finish**.

Accessing a Server in macOS

1. From the Finder, click the **Go** menu item at the top of your screen.
2. Choose **Connect to Server ...**
3. Type in *servername*
4. Click on the **Connect** button.
5. When prompted, type your Geneseo email username and password.
6. Select the share you want to connect to from the list that appears.

You can create a "shortcut" to one of these areas by:

1. Connecting to the area you would like the shortcut to connect to
2. Holding down the **command, option, mouse button** on the icon for the share you've connected to
3. Drag this icon to the desired location. If the shortcut is being created properly, a curved icon should replace the regular pointer.

Quotas

To view the amount of space you are currently using on both Main and Files, visit the myBalances tab in myGeneseo. my.geneseo.edu

Related Articles

- [Accessing Your Files Space From Off Campus or a Personal Computer](#)
- [Comparison of File Storage Services](#)
- [Inboxes and Outboxes](#)
- [Server Space at Geneseo](#)

More Help

For questions, contact the CIT HelpDesk by calling (585) 245-5588, or visiting our [online service desk](#).