

## Q Drive

The Q drive is a network drive that allows you to store files and access them anywhere at NMC.

To access the Q Drive from an NMC Computer, log in, open the file explorer, scroll down on the left hand side until you see: "Home Directory (Q:)"

Click this to open up the Q drive. Any files saved to the Q drive can be accessed on the NMC network in this way and will not be deleted upon the computer shutting down. The Q: drive should only be used for legitimate reasons as it is for storage for NMC-related work and materials only.

Using the workspace on myNMC, you can access your Q Drive from home, or anywhere with a network connection.

Log on to your MyNMC account.

Below the menu option for "Other Services", click "WorkSpace File Manager"

For additional information about the workspace file manager, there is a video available here.

Clicking this link will open up a new page. On the left side are network drives you have access to, including the Q Drive.

After selecting the Q Drive, you can open all of your files in this section shown here, so you can use on your home computer.

To upload a file to Workspace, Click more options at the top, and then click upload.

From the dialog box, click choose the file, then navigate to the file you want to upload and click open. You will see your file here. Click upload to bring it in to your workspace.

To download or open a file from your Q Drive, simply click on a file to begin the download process.

Using the Q drive and Workspace is the first step to jumping into a positive workflow at NMC