

Note for Portfolio Viewers: The “M:” drive was the personal network drive used at this company.

How-To: Use your M: Drive

(Best Practices)

Overview

This article goes over how to use your M: drive to help improve your experience at [Company] and make your data more resistant to computer system problems.

What is the M: Drive?

The M: drive is the personal network drive that you are set up with at [Company] as part of setting up your accounts. You should have access to it from the moment you start here. All users, both VDI, laptop users on VPN, and in-office desktops have one of these drives.

This drive should be reachable in the file explorer, listed as M:. If it's not, please go through the steps in this [\[link was here\]How To: Map a Network Drive\[/link\]](#) article.

For laptop users who aren't in the office, please note that you will need to be on the VPN to access your M: drive.

Why should I use the M: Drive?

You should use the M: drive because that way your files won't be affected by your VDI profile being wiped, or your physical computer breaking, or needing to switch between machines. In most cases, the [IT Support Desk] *cannot recover* files from broken systems. This prevents that from ever being an issue

Best Practices

- Save all files to your M: drive that you'll need to use again. This includes everything from your temporary notes to PDFs you need to refer to again to the media files you're using for a large project. Basically, if it's not something you're downloading temporarily, for example as part of processing a claim, that you'd be comfortable with deleting and never being able to access again as soon as you're done with it, it should be on the M: drive.
 - For files that automatically save themselves other places, like the Downloads folder, at the end of every day copy them over onto your M: drive.
 - For VDI users: Regularly use our VDI backup and restore tool to back up your bookmarks to the M: drive. You can learn more about this in our [\[link was here\]How To: VDI Backup & Restore Utility\[/link\]](#) article.
 - Regularly go through your M: drive and sort your documents into appropriate folders (and make folders as needed) to keep everything neat and easy to find
 - Regularly review your My Documents and Desktop folders and move files you want to keep from there to your M: drive