**H: Drive & W: Drive Web Space**

The new server environment provides users with an automatically backed-up home (or H:) drive and web space (also known as the W: drive).

If you click on “My Computer” on your desktop, you can see a visual representation of these drives under “Network Drives.” Your H drive is also visible as a drive icon on your desktop as “Your name.”

**The H: drive is your secure personal server space,** where you may locate documents you want to be accessible from other network locations or remotely (see below). All documents in your “My Documents” folder will be backed-up on the H: drive when you login and periodically during the day. Your machine must be turned on and connected to the network for the back up to run.

**Your new W: drive is web space** serves your web pages to the general public. You may add web pages to the server via drag-and-drop methods on the desktop, or you may use FTP.

The naming scheme for your web space is: [http://web.wilkes.edu/userid/](http://web.wilkes.edu/userid/)

To create your personal website, an index.htm page and basic knowledge of website architecture and design is required. If you need assistance, contact the Help Desk.