



Division of Technology and Advanced Solutions

Departmental Shares at The University of Toledo

WHAT IS THE Z DRIVE?

As part of your position, you may be required to save and access data that is shared by multiple people in your department. The Z drive is the location that these files and folders are normally located. It is a secure space maintained by IT to allow for the storage of data that can be shared by multiple people.

HOW DO I ACCESS THE Z DRIVE?

From an on-campus location, the Z drive can be found under the File Explorer as “Shared Drive Z:” In this location you will be able to see the folders you currently have access to.

The data is also available off-campus by going to the website <https://files.utoledo.edu> and entering your UTAD credentials. Another method that can be used to access the Z drive is to log into the UT Virtual Labs and access the folders as if you were using an on-campus machine.

If you are not seeing the folders you need, it means you do not yet have access to the folder. To obtain access you can put in a service request at <https://ithelp.utoledo.edu> with the folder location and the IT staff will work with your supervisor to ensure proper access is granted.

WHAT CAN I STORE ON THE Z DRIVE?

The Z Drive is specifically for data that is needed to be shared with other UT faculty, staff, or students. Each folder on the Z Drive has a specific quota. Normally this is one gigabyte to being with. If the amount of data exceeds this quota, you may receive an error placing additional data into the share. If this happens, you can put in a service request at <https://ithelp.utoledo.edu> to increase the quota.

If you have data that you would like a secure location to store it, but does not need to be shared, we recommend using the OneDrive solution available at <https://office365.utoledo.edu>. This is a cloud solution hosted by Microsoft that will store documents only accessible to you.

If you have data that you would like to share with someone that is not affiliated with UT, please work with your IT support to assist with creating a solution.



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HOW DO I REQUEST A NEW SHARE?

If you would like a new share created, you may place an IT request at <https://ithelp.utoledo.edu>. Please be sure to include the Z: Drive path (ex. Z:\Department\Share*Location of new share*), a name you would like for the share, who should have access, and who should be the manager of the share. Also, if you know approximately how much data you will need to store, please include that as well.