



Quick Start Guide

Saving your files - G Drive

What is the G Drive?

Every member of the university is allocated a Home Folder, a secure place to save University work. This file store allocation is referred to as your G Drive or Home Folder and be accessed when you log into any classroom or open access machine. All files need to be saved to the G drive labelled with your BNU username so they are backed up and can be restored if accidentally deleted.

All students are allocated a default quota of 750MB with an additional 5TB (terabyte) available in your BNU OneDrive online cloud storage.

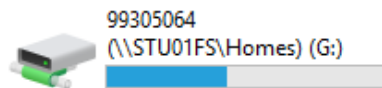
Any work saved to the local drive (C drive) will be deleted when you log out

How to access your G Drive

Windows PC

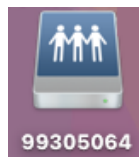
When you log onto a University PC including PCs in offices, teaching labs and in open access areas, your Home Folder is automatically connected as the G Drive.

On Windows PC's your Home Folder is also referred to as Documents as well as the G Drive and will be labelled with your student ID (example below). You can find this folder under 'This PC:'.



Desktop iMacs

When you log into a university Desktop iMac or MacBook, your Home Folder automatically appears as an icon on the Dock (example below)





How to access your G Drive off campus

Your Home folder can be accessed from the Internet. This can be used to access your files from your own computer whether you are on campus or working elsewhere.

1. To access your G Drive off campus, simply visit: <https://mydocs.bucks.ac.uk>
2. Enter your **BNU username (<yourstudentID>@bucks.ac.uk** e.g., **123446@bucks.ac.uk**) and **password**.