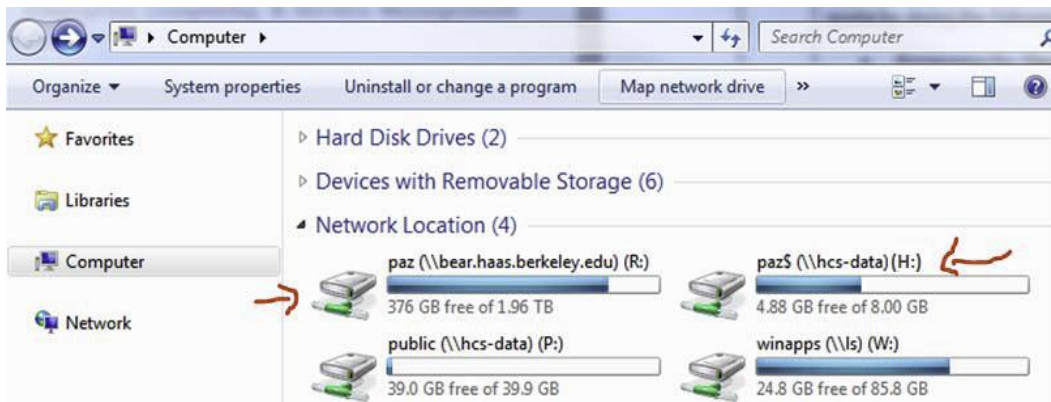


## How do I Manage my Disk and Profile Quotas?

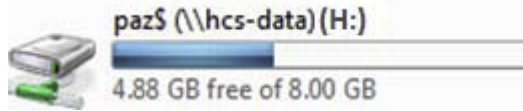
HTS controls the amount of disk space that each customer can use on its Windows servers. This is necessary to ensure efficiency and performance of the servers.

Step	Procedure
1	<p><b><i>What are my Disk quotas?</i></b> Most customers have the following types of storage:</p> <ul style="list-style-type: none"> <li>▪ <b>Windows files</b> (your "H: drive") – the space available on the Windows data servers for the storage of personal files (Word docs, articles, .pdfs, etc..). Students have 4GB of space for their H drive. Faculty and Staff have 8GB of space.</li> <li>▪ <b>Profile space</b> (your Windows desktop) – the space available on the profile server for the storage of your desktop shortcuts, browser favorites, temporary internet files, cookies, program settings, etc.</li> <li>▪ <b>UNIX files</b> (your Bear "R: drive") – the space available on "haas.berkeley.edu" for research and storage</li> <li>▪ <b>Web files</b> (your "I: drive") – the space available on the Windows Web servers for the storage of your personal web site</li> </ul>

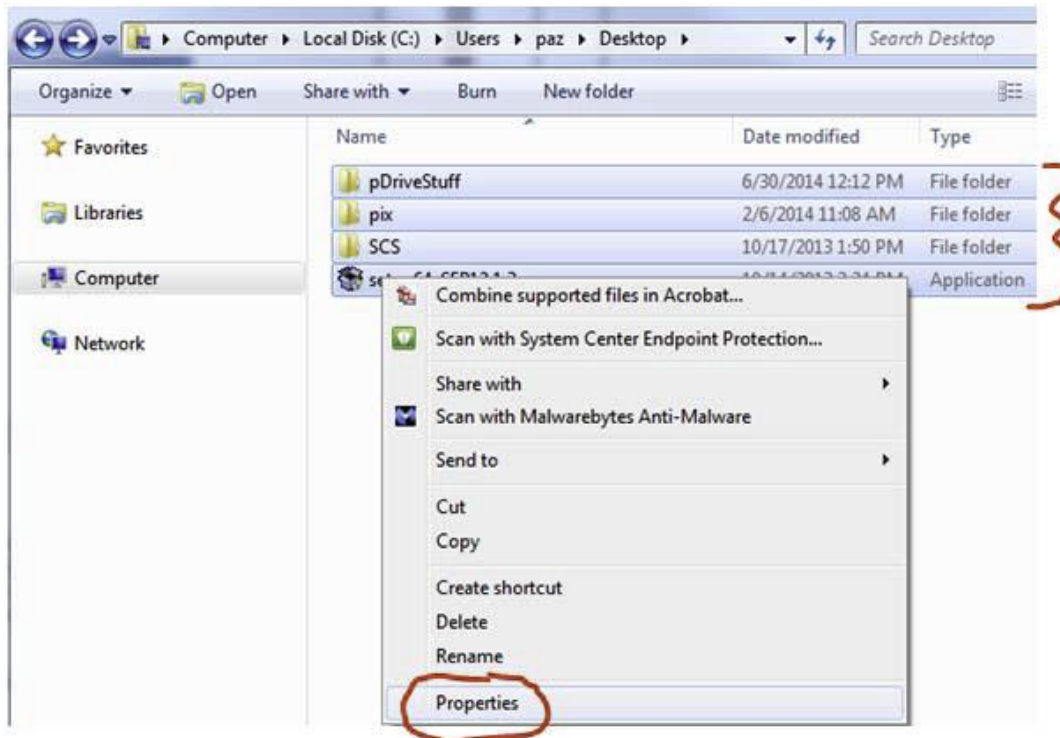


Step	Procedure

<b>2</b>	<p><b>How do I check my Disk Quotas?</b></p> <p>To check how much space of your allotted quota you are using, simply log into your account at the Haas Computer Center (S300) or through the Terminal Server, and <b>open My Computer</b>. Under <b>Network Locations</b> you should see your <b>H, R, or I</b> drive mapped. With Windows 7 or 8/8.1 you should be able to see how much space you are using on the drive. On the sample below for the H drive, you can see that 4.88 GB are being used of the 8GB allotted.</p>
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Step	Procedure
<b>3</b>	<p>If you'd like to know the exact amount of data that you are storing on the server for one or your drives, you can do the following:</p> <ol style="list-style-type: none"> <li>1. <b>Highlight all the items</b> on the drive or directory (Double-click on the drive to open it, and then type "<b>Control+A</b>" to select all the files).</li> <li>2. <b>Right click on one</b> of the highlighted items and select "<b>Properties</b>" to get information on how much disk space those items are taking.</li> </ol>

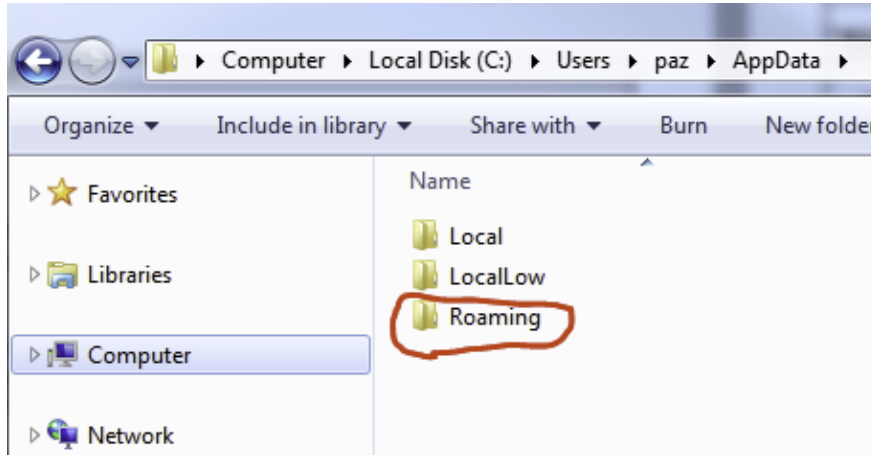


Step	Procedure

**4** *How do I Check my Profile Size?*

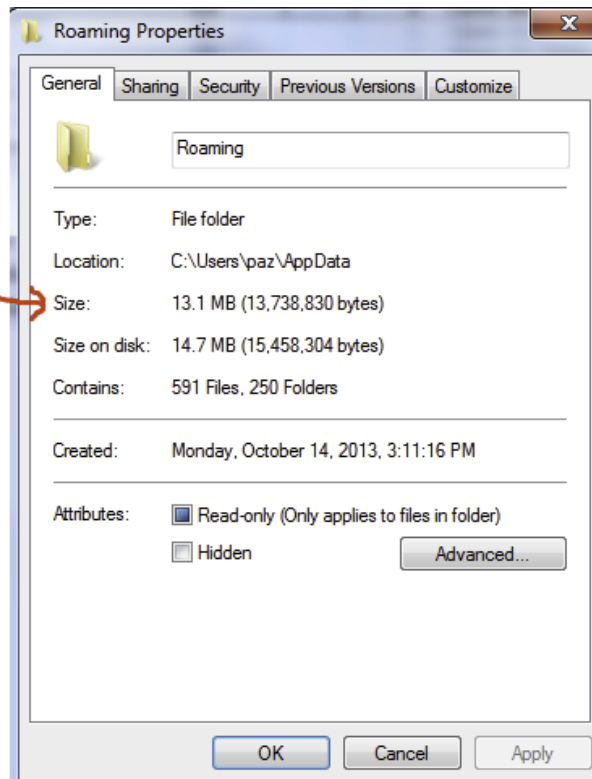
To check your Profile quota, **log in to one of the computers in the Haas Computer Center**, or log in via the **Terminal Server**.

- a. **Open My Computer.**
- b. **Open the C drive**, and **double click on Users.**
- c. **Open the folder with your Haas username** and **go to AppData.**
- d. **Right click on the “Roaming” folder** and **select “Properties.”**



Step	Procedure
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**5** The Properties window will come up. Check under **“Size”** to see the size of your Roaming profile.

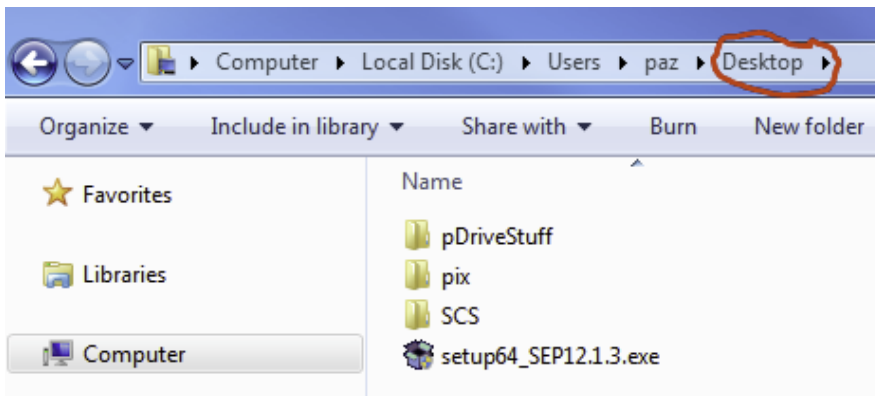


Step	Procedure
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**6** *How do I Keep my Shares From Going Over Quota?*

You can keep your share from going over quota by doing the following:

- Pay close attention to the **sizes of all your files** (especially the ones you've downloaded from the internet, files in your Desktop, temporary files, etc.). If they appear to be affecting your quota status significantly, then you should either delete or move the files. Please see section below: **How do I correct my quota status when my account is over quota?**
- Do not use your allocated disk space for long-term storage. If you do not need the file(s) within the next three months, delete or move them.



Step	Procedure
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**7** *How do I Correct my Quota Status When my Account is Over Quota?*

**Windows Shares**

Normally once you go over quota on one of your shares you will no longer have access to that share. You will also get email messages from System Administration or HelpDesk regarding your quota status. **You will be given a temporary increase of your quota so that you can access the drive again**, but you'll be asked to **delete or move your data** from the drive where you are over quota.

To create disk space or move your data, you have the following options:

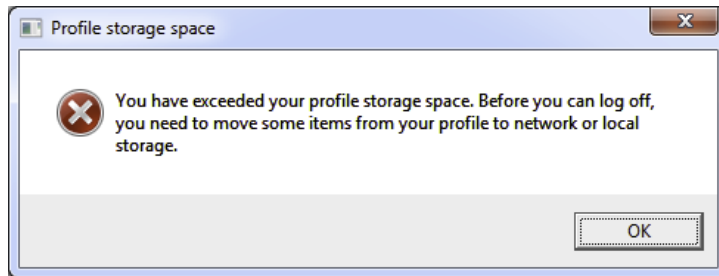
- a. **Delete files/data** which you no longer need
- b. **Move your files to external sources** such as cloud storage solutions like UCB Box or bConnected Drive accounts.
- c. You can also use external or flash drives or burn your data onto DVDs.



Step	Procedure
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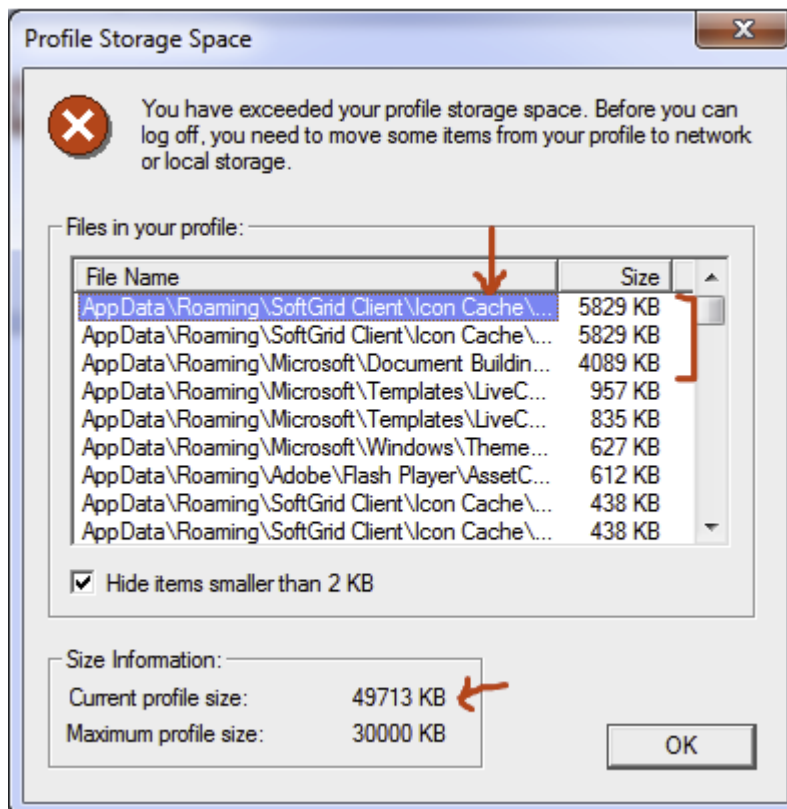
**8** *Roaming Profile*

If you were to go over the 80MB allotted for your Roaming Profile, **you will receive the error message below** and a **message** in the **system tray** when you try to log off.



**Step** **Procedure**

**9** **Once you click OK**, you will see the screen below **with a path to the location of the files in your profile**. The **files at the top are the largest ones**. Decide if the file(s) are something you can delete and follow the path to remove or move them. You can delete files such as Adobe temporary files, any cache files, any software downloads in your Downloads folder, or documents/files in your Desktop that you don't need or can move somewhere else.



**Step** **Procedure**

**10** If you do have files in your **Downloads** folder or your **Desktop** that are making you profile over quota, one simple solution is to **move these files to your H: drive**. Files that you want to keep permanently are more secure in the H: drive because there is **less of a chance that they get accidentally deleted** or that they disappear as when you save them to your desktop. For example, if you go over quota on your profile and you force the computer to turn off; this may cause your profile to be corrupted. So the next time you log in you may not see any of the files you had on your desktop. **Another advantage** for saving your files to the H: drive is that **these shares are backed up every day**, twice a day.

**Once your profile is 80MB or less you should be able to log off.**

