

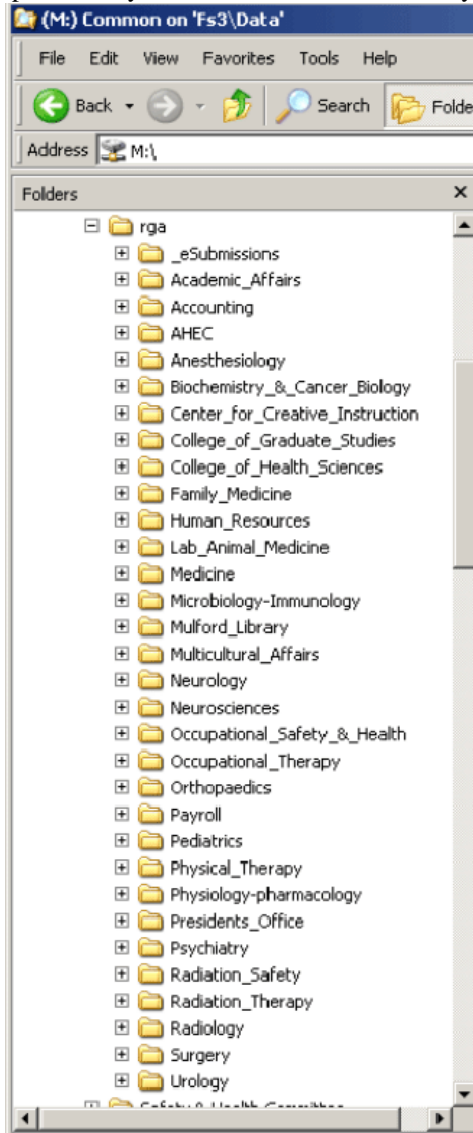
## SHARING FILES WITH RGA STAFF

q:\common\shared\computer\_docs\rga\_file\_share.doc

**PLEASE SEND AN E-MAIL NOTIFICATION TO THE "RESEARCH OFFICE" E-MAIL ACCOUNT WHEN YOU PLACE A FILE IN YOUR SHARED DEPARTMENTAL DIRECTORY. THIS E-MAIL SHOULD STATE THE INTENDED RGA RECIPIENT OF YOUR FILE, THE FILE NAME AND ITS M:\RGA SUBDIRECTORY LOCATION**

### PC USERS:

1. Open Windows Explorer and find your M: Drive (Common on 'Fs3\Data')
2. Double Click on The M: Drive in Explorer and you should see an "RGAirectory, as in Figure 1 below



**FIGURE 1**

3. Double click on the "RGAirectory and you will see a single "Departmental" Subdirectory. [NOTE: Only RGA staff see all departmental subdirectories, as shown above. You will see ONLY your departmental subdirectory]

### MAC USERS:

On your Desktop you should find a Volume titled "Common on 'Fs3\Data'". Inside this Volume you will find a "Common" Folder, and inside the "Common" Folder is the "RGA" Folder. Your Departmental Folder should be inside the "RGA" Folder.

### PC AND MAC USERS:

Any file placed in the M:\RGA\DEPT Subdirectory (where "DEPT" refers to your department, or the corresponding MAC Folder, can be accessed only by RGA staff and other individuals in your department.