

## Microscopy Core Data Management Policy

Users are 100% responsible for their own data after their instrument time has expired. The Microscopy Core does not provide long term data storage. All data on the local acquisition computers is automatically deleted each evening. You must transfer your data before the end of your imaging session.

Users who already have network storage through their lab are strongly encouraged to use it. The Microscopy Core also offers free, short-term network storage that is a fast and convenient way to transfer data off the acquisition computers (instructions below). Other storage media are allowed, but not recommended: External hard drives are fast, but the data is not directly shareable. Thumb drive transfer rates are slow and can fail or be lost. Web-based storage (e.g. Google Drive, Mbox, etc) are extremely slow on download, because they typically require 'zipping' and 'unzipping', are hard to keep organized, and require frequent authentication.

## Using the Microscopy Core Network Drive

The Microscopy Core network drive is a network-accessible folder, where your data can be quickly and easily accessed from any computer on campus (or from off-campus via VPN). The network drive is intended as a temporary, intermediate storage location where you can instantly share your data with Microscopy Core staff (e.g. if doing image analysis) or quickly copy your data to some other long term storage solution. The Microscopy Core network drive is temporary storage and your data will automatically be deleted 90 days after the date on which it was written. You are encouraged to leave a copy of your data on the network drive until it is automatically deleted. Doing so gives core staff an opportunity to review the quality of your images. If you are working with Microscopy Core staff on image analysis, your data will be preserved until we have finished the analysis and provided you with final results.

## Mapping the Microscopy Core Network Drive

### From Windows:

From **File Explorer**, click **'This PC'**. Then select the **'Map Network Drive'** option in menu.

- In the 'Drive:' dropdown select an available drive letter.
- In the Folder field, copy and paste:  
[\\umms-microscopy-turbo-win.turbo.storage.umich.edu\umms-microscopy-turbo\microscopy-data\your\\_unique\\_name](\\umms-microscopy-turbo-win.turbo.storage.umich.edu\umms-microscopy-turbo\microscopy-data\your_unique_name)
- If mapping from your computer, check 'Reconnect at sign-in'.  
(Do not check this option from Microscopy Core computers as it will allow other users to save data to your folder).
- Check 'Connect using different credentials'.
- Click **Finish**.

A login prompt will appear.

- For User Name, enter: [umroot\your\\_unique\\_name](#)
- For Password, enter: [your\\_level1\\_password](#) (not your med email password)

### From Mac:

From **'Finder'**, under the **'Go'** menu option, chose **'Connect to Server'**.

- For 'Server Address', copy and paste:  
[smb://umms-microscopy-turbo-win.turbo.storage.umich.edu/umms-microscopy-turbo/microscopy-data/your\\_unique\\_name](smb://umms-microscopy-turbo-win.turbo.storage.umich.edu/umms-microscopy-turbo/microscopy-data/your_unique_name)
- Click **Connect**.

A login prompt will appear.

- For User Name, enter: [umroot\your\\_unique\\_name](#)
- For Password, enter: [your\\_level1\\_password](#) (not your med email password)