

From: noreply@wsu.edu on behalf of [auto_cahnrs_all](#)
To: [Ewald, Darla JoAnn](#)
Subject: [auto_cahnrs_all] Announcement: CAHNRS MyDrive Storage Available
Date: Wednesday, December 17, 2025 1:47:47 PM
Attachments: [image001.png](#)

Hello CAHNRS Faculty & Staff,

Today, CAHNRS Operations is excited to announce the launch of CAHNRS MyDrive, the official CAHNRS–managed cloud storage application. MyDrive provides CAHNRS faculty and staff with a free 100GB personal cloud storage drive through the Nextcloud application, which allows for syncing between your local files and the MyDrive cloud storage.

Enrolled Users Can Access MyDrive By:

- Visiting your [WSU Application Dashboard](#) and selecting the “CAHNRS MyDrive” application, or
- Navigating to the [MyDrive webpage](#)

To Download the Nextcloud Application:

- Go to <https://nextcloud.com/install/#desktop-files> and download “Nextcloud Files” for your system.

Getting Started Documentation:

- [MyDrive User Documentation](#)
- [Installing NextCloud Application](#)
- [Using MyDrive for Collaboration](#)
- [Restoring Files from an Older Version](#)
- [Restoring Deleted Files in MyDrive](#)
- [Share a Document in MyDrive](#)

Important Information Regarding the MyDrive Service:

- Storage Quotas: Quotas for MyDrive are set to allow up to 2TB of storage; however, only 100GB of allocated storage is provided for free after February 2026.
- Quota Increase: If you require more than the free 100GB of storage after February 2026, CAHNRS Operations can increase your storage at a cost of \$7.60/100GB/year for FY26 and then \$4.60/100GB/year for FY27.
- MyDrive is designed for work-related files that require long-term or shared storage,

particularly for larger datasets. MyDrive is not intended for storing regulated data.

- Please continue to use Microsoft storage for smaller files that fit within the 10GB Microsoft quota storage limit.

In addition to MyDrive personal storage, CAHNRS Operations provides file storage services for traditional file shares and Teams-like file collaboration shares. All storage options are provided at a cost of \$7.60/100GB/year for FY26 and \$4.60/100GB/year for FY27. If you need assistance identifying the appropriate storage solution for your needs, please submit a ticket to cit.support@wsu.edu for a needs assessment.

If you have questions or encounter issues, please contact us at cit.support@wsu.edu, and we'll be happy to help.

Thank you,
CAHNRS Operations



CAHNRS Operations

College of Agricultural, Human, and Natural Resource Sciences

Washington State University

PO Box 646242

Pullman, WA 99164-6242

Ph: 509-335-1506

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