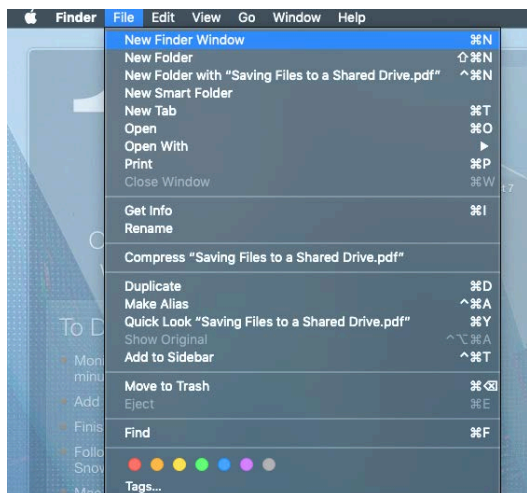


# Saving and Backing-up to the H:\ Drive

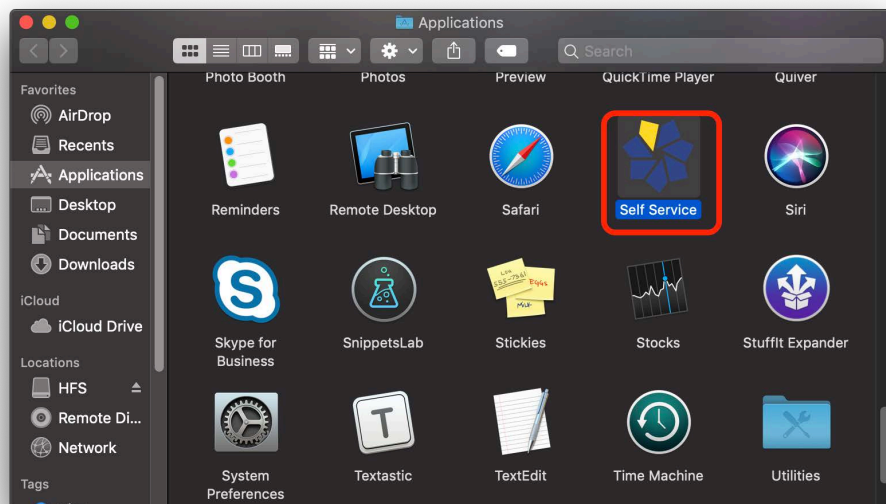
*Saving a document or file for later use is easy, but what if you lose your flash drive or your computer is damaged? Well don't worry, you can save a copy of your files right here at CSN. And the best part is you can access your information from anywhere on the CSN Campus computers. All you have to do is Log In!*

**Every Student and Faculty member has access to a Network drive called the “H Drive”.** This is a storage device that is available on the CSN Network. Finding it is simple.

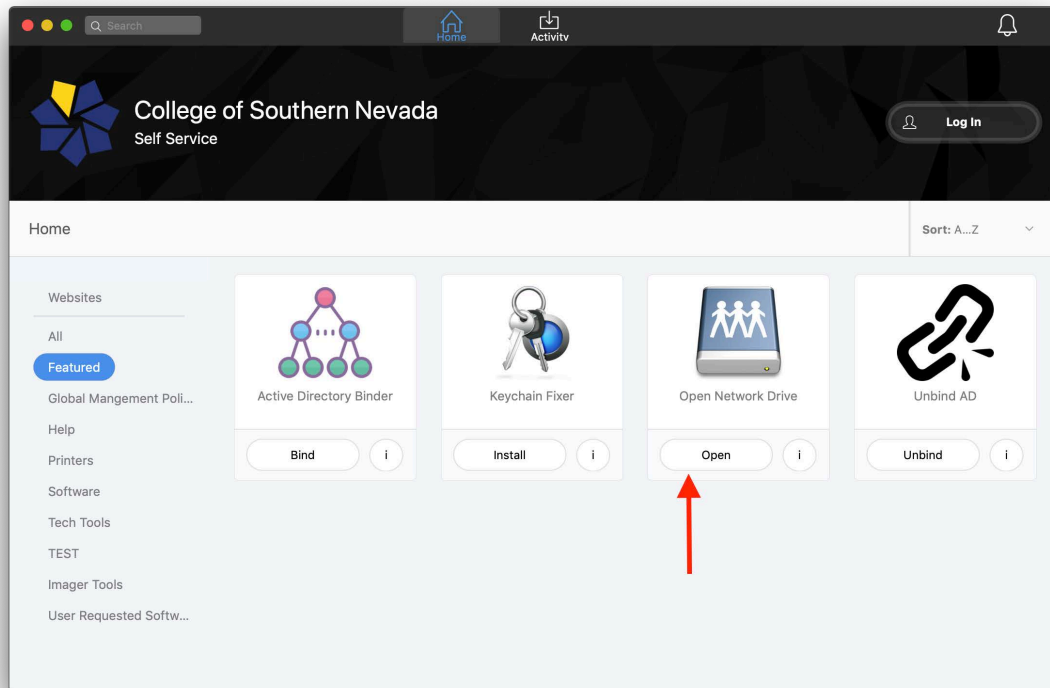
First you will need to navigate to the Applications folder. Click on the empty part of you desktop and then click on "File > New Finder Window"



On the sidebar of the new window click on "Applications" then open "Self Service"



On the "Features" page, click the "Open" button under the "Open Network Drive" icon



Your network drive is now mounted on the desktop and is ready for use! Drag and drop your files to the drive and you will have access to the files on any CSN computer or at home via go.csn.edu.

