

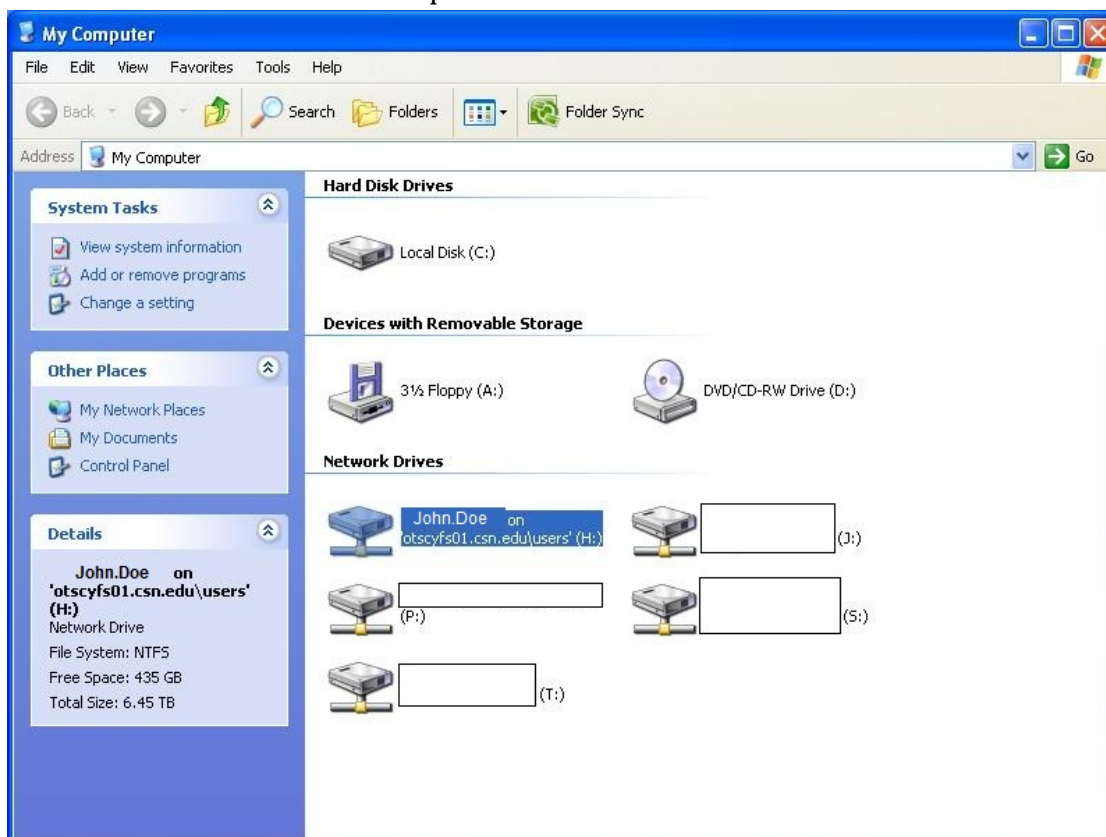
# Saving and Backing-up to the H:\ Drive

*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 access “My Computer”:  
You can find this on the Desktop or the Start Menu.



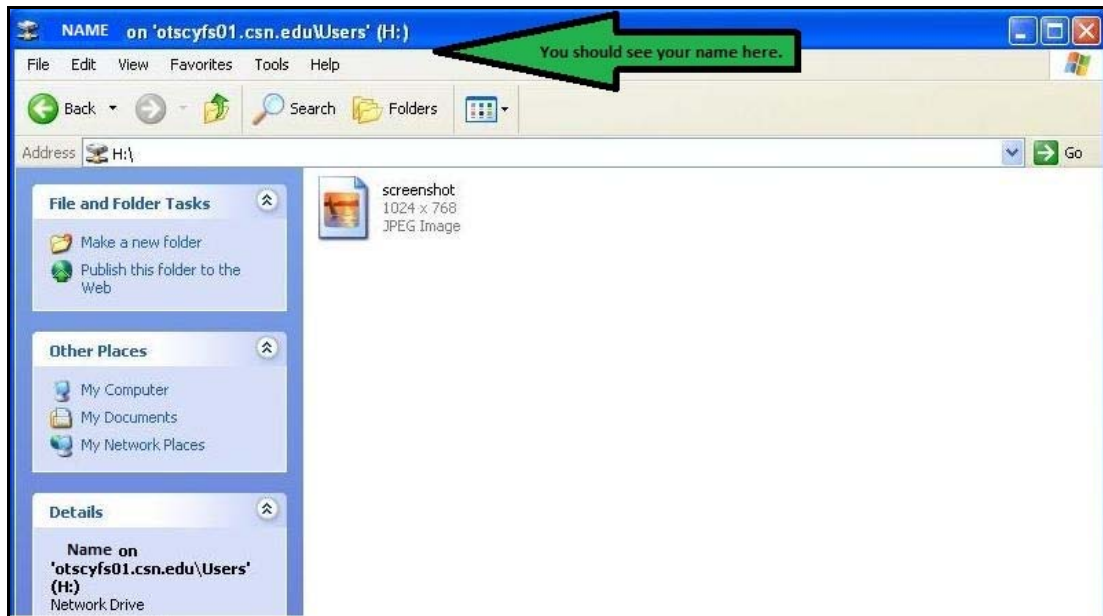
Now, look for your name under the section titled “Network Drives”. Your name will appear as: “Firstname.Lastname” just like it does in your Student/Staff email address. Note that all drives have letters associated to them. Not everyone will have access to the drives you see here, but everyone has their own space on the (H:) Drive.

## Moving files is easy:

Just Right Click on the file name, select “copy”, then open your H: drive (shown above) then Right click again and select “paste”

**OR**

Left Click the file you want and, without letting go of the Left Click button, drag it to the H: Drive and let go.



Saving files to the H: Drive is just the same as saving on your home PC or your Removable Device. From Word or Microsoft Office suite, click the Menu button in the Top Left corner (That’s the big round button with the colorful logo on it ☺ ), then click “Save As”. Just clicking “Save”, Ctrl+S, or the Save Icon does not give you an option of where to save it! You need to actually tell the program that you want to save it into your H: drive, or any other locations. (Default save is “My Documents” on your PC, if you save your file under “My Documents” on a Student Lab computer, it will be deleted if you Log Off!)

