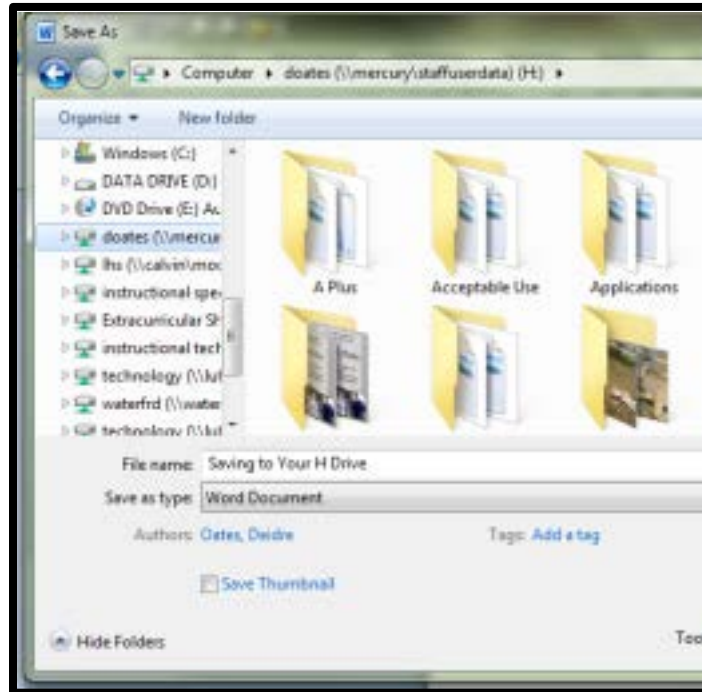


## Saving to Your H Drive – Windows 7

Always save your work (documents, spreadsheets, etc.) on your H drive. Locate your H drive by scrolling down the left hand column. You will see your login name.



## Accessing Your H Drive

1. Click on the Start button.
2. Click on Computer.
3. Scroll down the left column until you find your login name (your H Drive).
4. Click on your login name to see the contents in the right hand window.

## Creating Folders in Your H Drive

1. Access your H drive.
2. Right click in the right hand window or click on New Folder
3. Type the name of the new folder and hit enter.

