

How to save computer files to your *network H:drive*

- 1) Double Click on **THIS PC** from your desktop – **If it says files are hidden** – click on “Show Contents of Hidden Files”
- 2) Double Click on **LOCAL DISK (C:)** drive
- 3) Double click on **USERS** folder
- 4) Double click on the **folder with YOUR Username**
- 5) Select the programs/files you want to copy (**HOLD the CTRL Key** & select each program) (Ex: Desktop+Documents+Favorites, etc)
- 6) While **on** the selected icons – **RIGHT** click and select **COPY**
- 7) **Locate your H:drive** (on the left under Computer)
- 8) Double click on where it has your Username with **(H:)** at the end (This is your network H:drive)
- 9) **Create a folder** [Right click > New > Folder and name Backup_Date] & **Open** the folder
- 10) Right click within that folder and **left click PASTE**
- 11) **IF** asked to replace an existing file, check the box “Do this for all current items”

