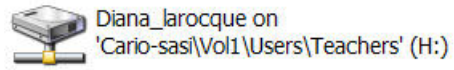


How to Save your Files to your Directory

1. Locate the folders/files you want to save.
2. Double click on **My Computer**.
3. Drag the folders or files you want to save on to your **directory drive**. It will be listed as **firstname_lastname** on the **H drive**.

Example:



4. It will begin copying the files to your directory.