

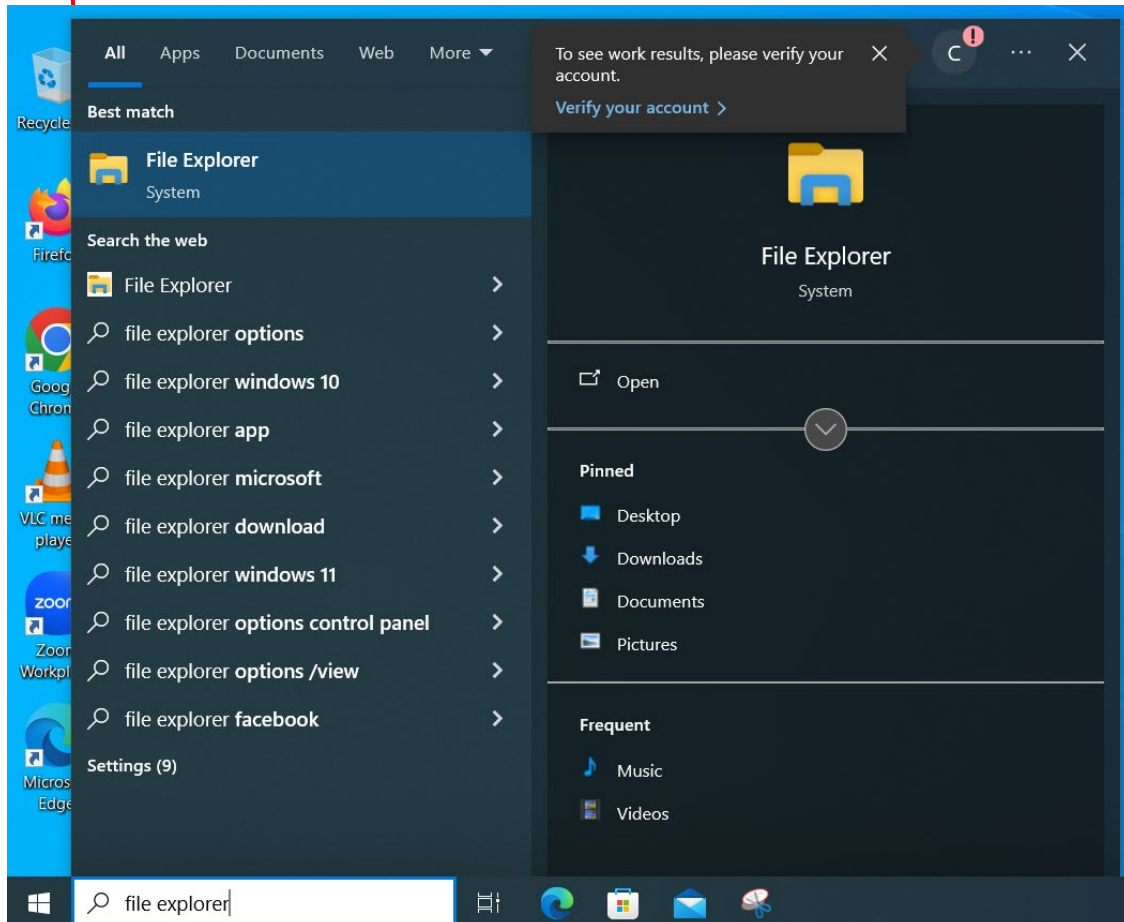


How to Copy Files from Your Desktop to Your “H” Drive

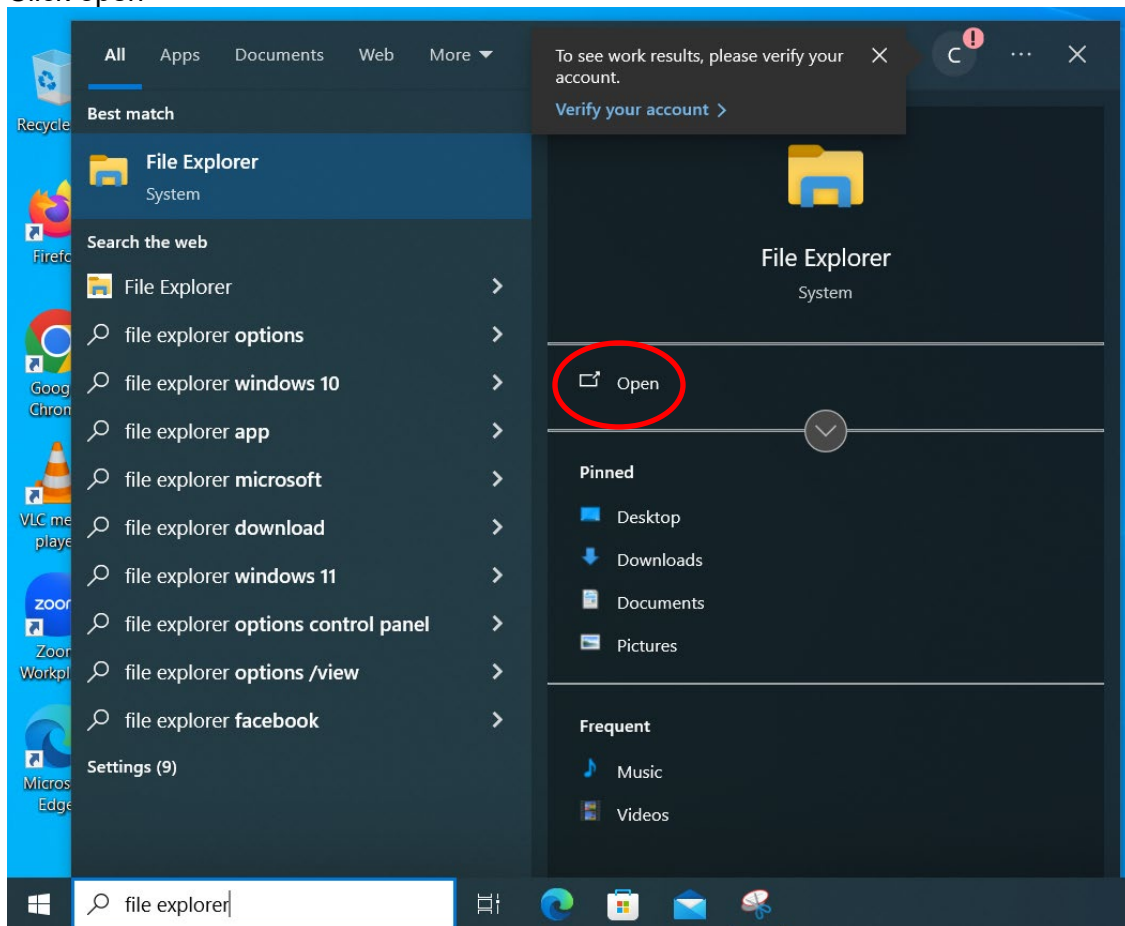
Users are encouraged to copy files that are currently on their local computer to their individual homedrive (H:). Files from Desktop, Documents, Downloads, and Pictures can be copied.

***Please ONLY copy necessary files to your homedrive, as storage space can become full very fast.**

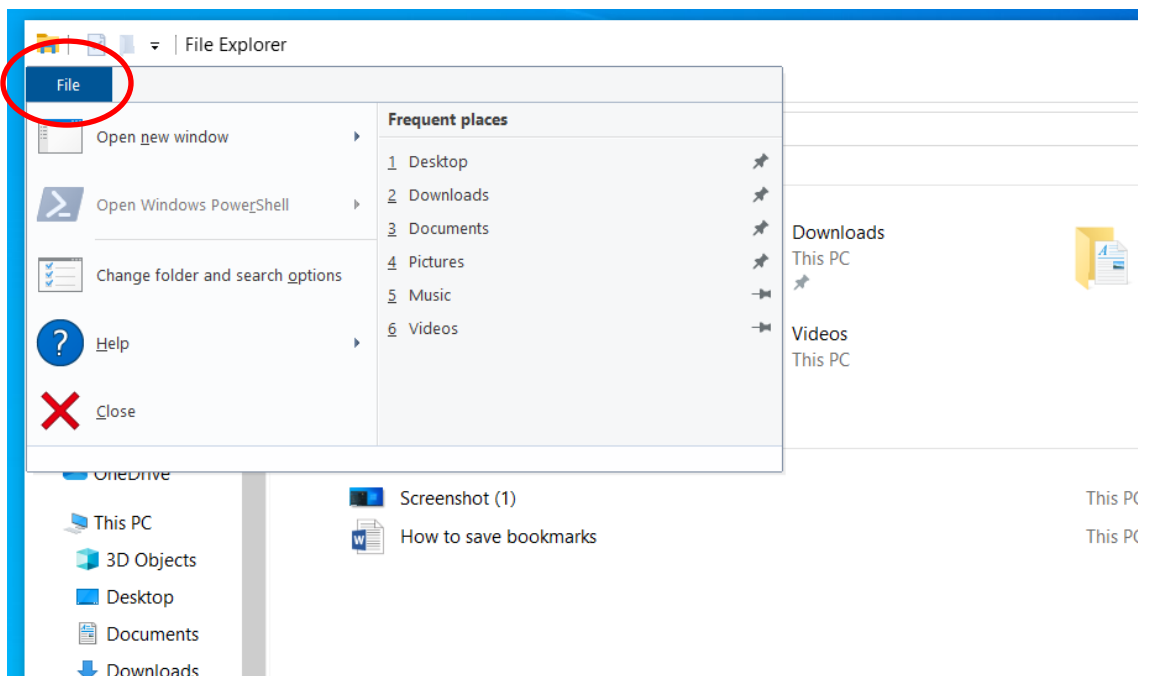
1. Go to the Search Menu at the bottom left of your computer screen and type in File Explorer.



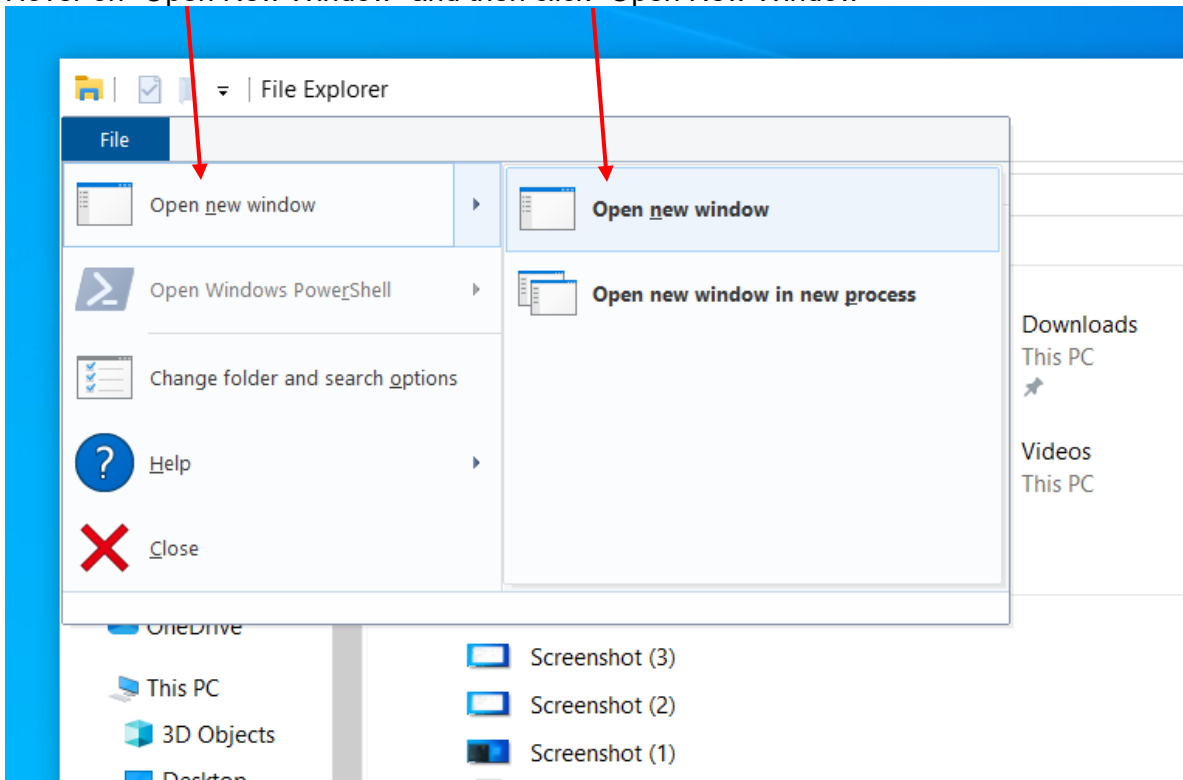
2. Click open



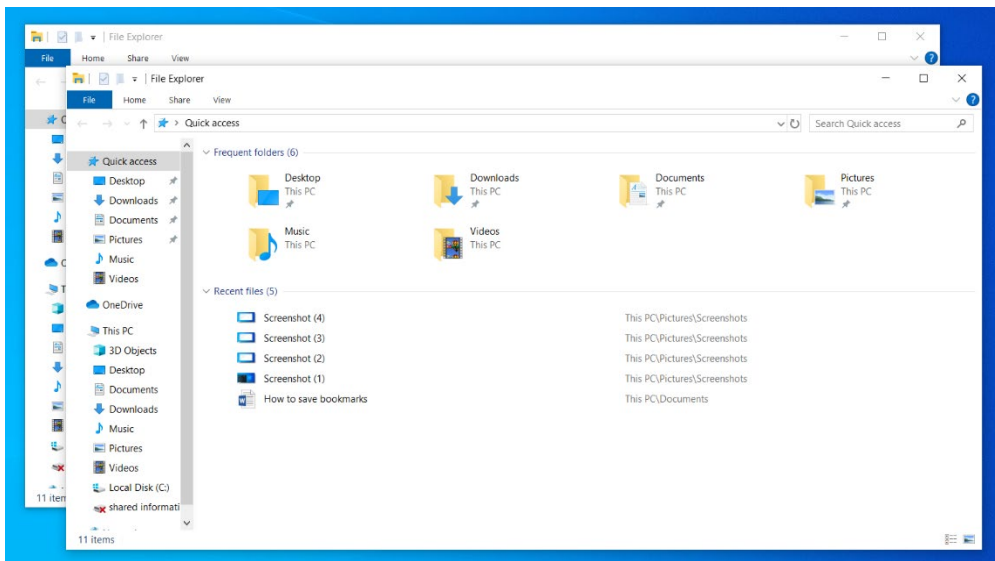
3. You will need to open another File Explorer by clicking "File"



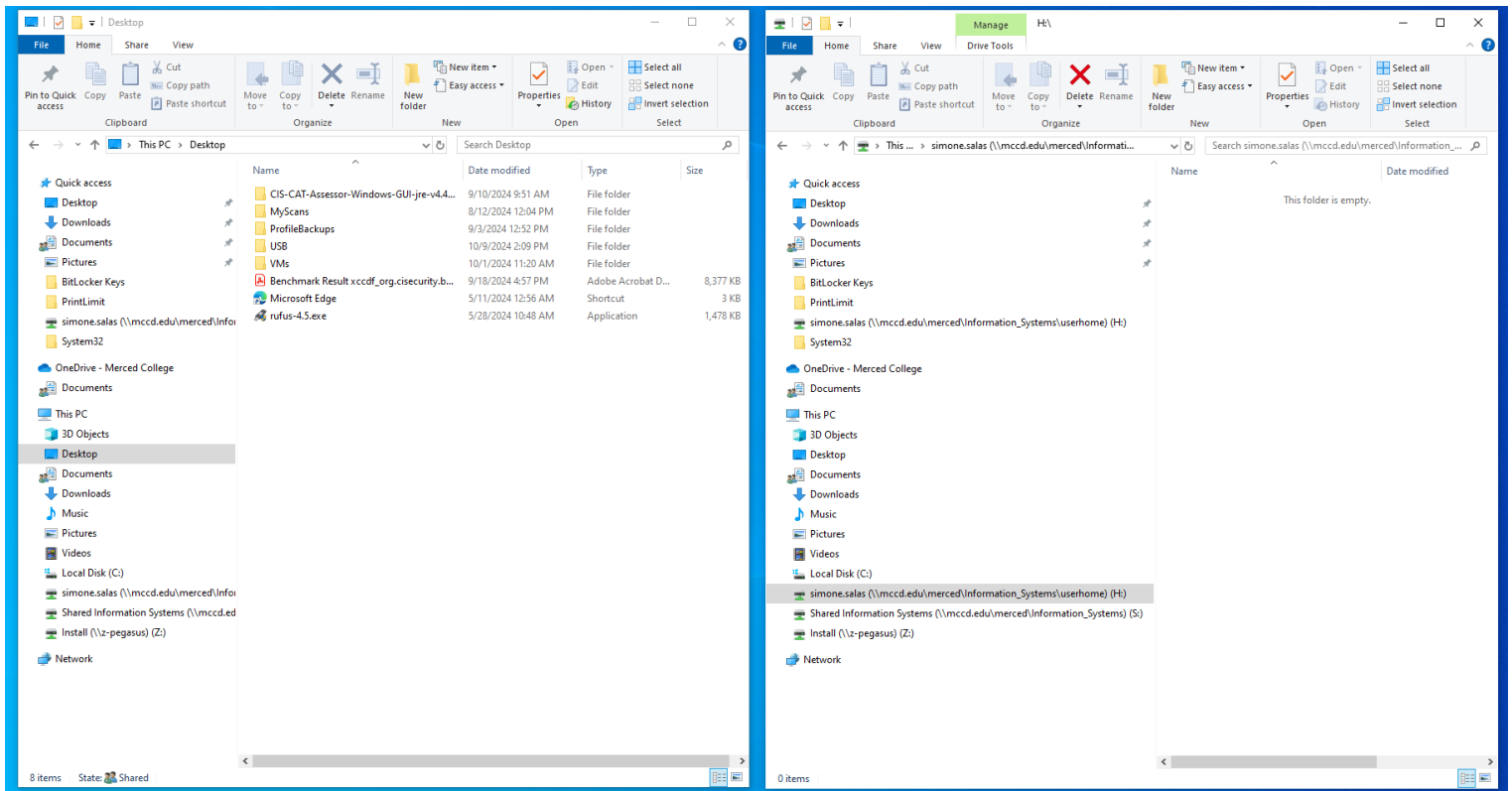
4. Hover on “Open New Window” and then click “Open New Window”



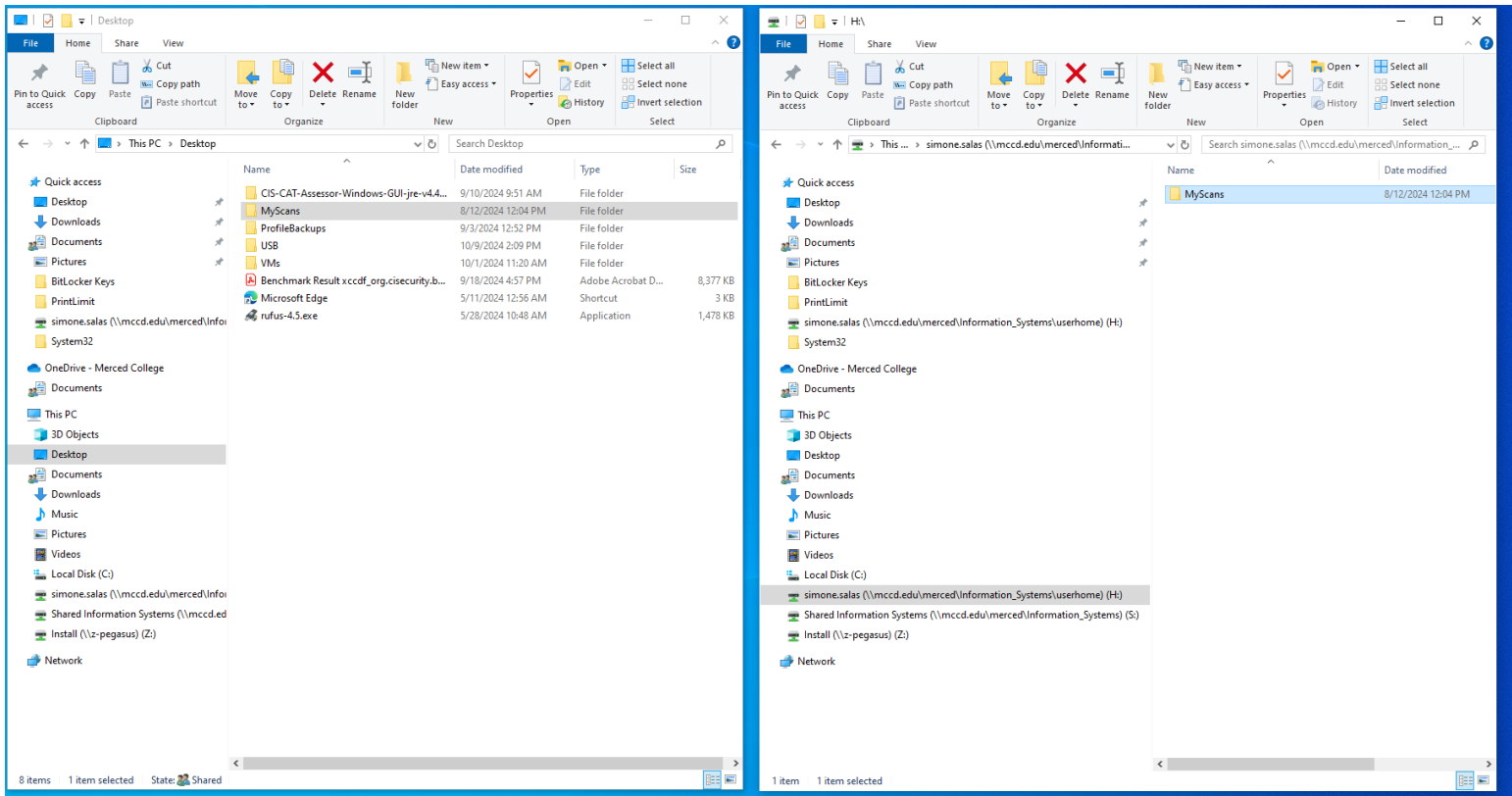
5. If you have dual monitors, put one File Explorer on each screen. If you have a single screen, click and hold the white space at the top of one of File Explorers and drag it to the left until it creates dual screens.



6. In the first window, select the location of the files you wish to copy. In the second window, select your homedrive (H: first name.last name).



- Click on the file you wish to copy. Drag the file over to the second window where your homedrive is open. Release the mouse and the file will now be copied to your homedrive.



Note: Files saved to your homedrive are more secure than files saved to your local computer. Homedrives are backed up nightly and files can be restored in case of accidental deletion. Local computers are NOT backed up and are in danger of permanent data loss if they are damaged or become corrupt.

If you need assistance, please contact the Help Desk at (209) 384-6180 or email helpdesk@mccd.edu.