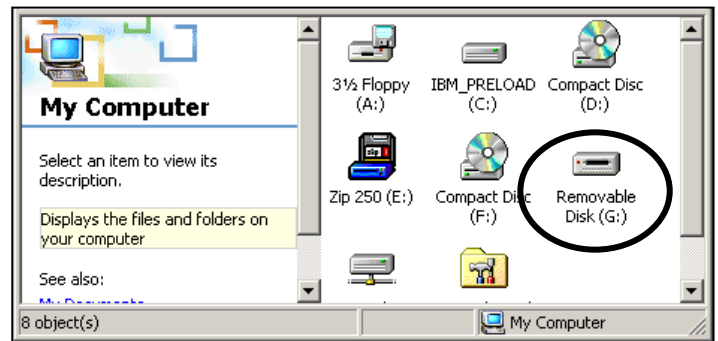


## Directions for using your USB flash drive in a campus computer

1. Place the flash drive in an available USB port on the computer. If you do not have a USB port located on the front of the computer, look to see if it is located on the back of the machine.
2. After a few seconds, you will see the following icon appear on your Taskbar in the lower right corner of your screen. This icon indicates that you have added hardware to the computer.



3. If you double-click on the **My Computer** icon located on your computer desktop, the flash drive will show as a **Removable Disk** (see the image to the right).



4. You can now work with the flash drive the way you would with a 3 1/2 floppy disk. When saving or opening a document, select the "Removable" as the location you would like to save to or open from.

**\*\*\*DO NOT REMOVE THE FLASH DRIVE UNTIL YOU SAFELY EJECT THE DEVICE \*\*\***

To correctly stop the USB service that is used with the flash drive and eject the device, follow these steps:

1. Double click the **Eject Hardware** icon located on the Taskbar in the lower right corner of the screen (see image to the right).
2. Click once on the **USB Mass Storage Device** option and then on the **Stop** button.
3. In the *Stop a Hardware device* dialog box, click the name of your USB flash drive (Imation, Lexar, etc.) and then click the OK button (see image below).



4. Click the **OK** button in the *Safe to Remove Hardware* dialog box (see image below) and remove the flash drive from the computer.

