

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. A dialog box appears after the device is successfully installed. Choose the option towards the bottom to "Open folder to view files" and click the OK button (*see the image to the right*).
4. A new window appears containing a listing of all the files and folders on your flash drive. Simply double click a file to open it.



NOTE: If the dialog box does (*shown to the right*) not appear soon after the drive is inserted into the USB port, double-click on the **My Computer** icon located on your computer desktop. The flash drive will be listed as a **Removable Disk**.

You can now work with the flash drive the way you would with a 3 ½ floppy disk. When saving or opening a document, select the "Removable Disk" as the location you would like to save to or open from.

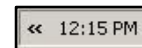
*****DO NOT REMOVE THE FLASH DRIVE UNTIL YOU SAFELY EJECT THE DEVICE *****

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

1. Double click on the **Safely Remove Hardware** icon located on the Taskbar in the lower right corner of your screen (*see image to the right*).



NOTE: If you do not see the icon, click the double arrow located in the tray.



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 to the right*).
4. You may physically remove the flash drive from the USB port after the caption appears in the lower right corner of the screen indicating that it is safe to remove the hardware. Close any remaining open dialog boxes.

