

ACCESSING THE H: DRIVE

IT Tips & Tricks

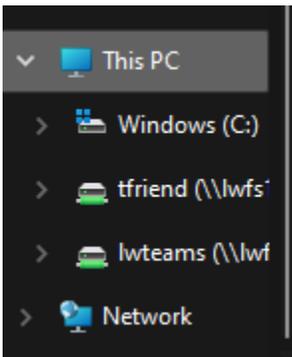
The H drive is where you'll want to save all files, don't save anything directly to your machine.

1) Navigating to the H drive is easy, here are the steps

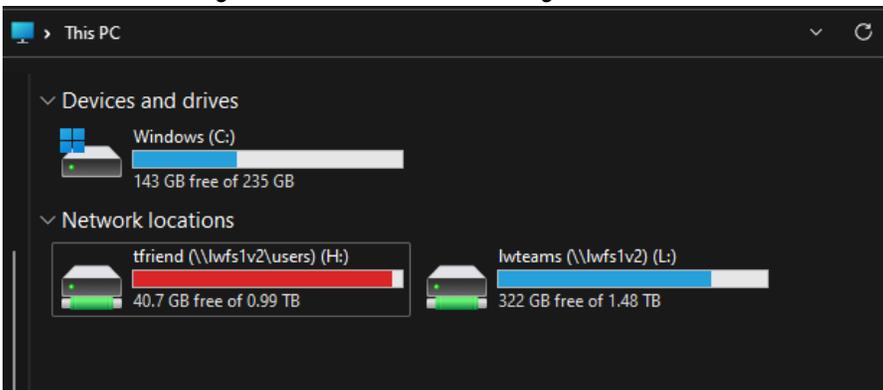
- a) Open the file explorer (this is what opens when you are saving a file)



- b) Click on This PC in the left pane (you may need to scroll down a bit)



- c) From here you can see both your H and L drives



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- d) Even though the H drive appears full, it's not so don't worry!
- e) Also, if you are working remotely you will need to access the VPN in order to use the H and L drives

If your H: drive does not appear, please submit a helpdesk ticket to have your H: drive permanently mapped.