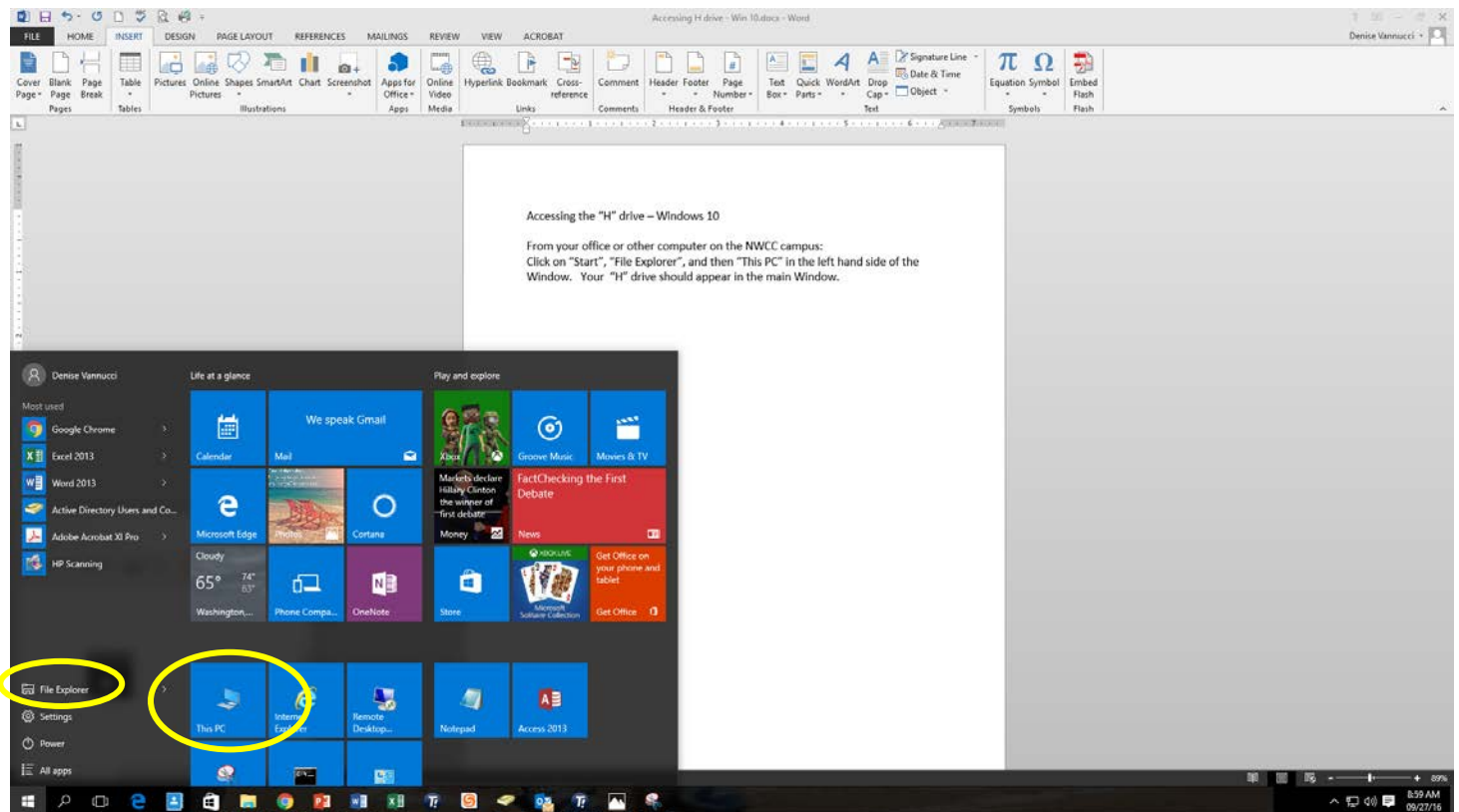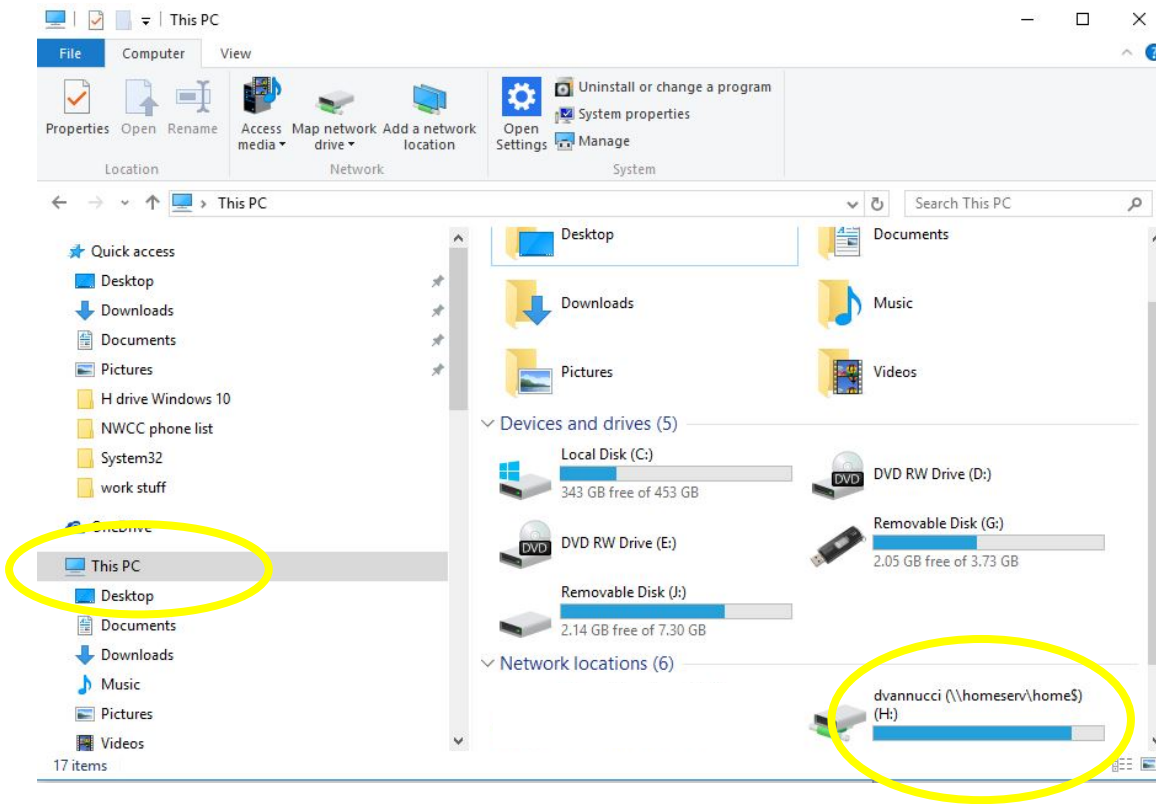# Accessing the "H" drive – Windows 10

From your office or other computer on the NWCC campus:
Click on "Start", "File Explorer", and then "This PC" in the left hand side of the Window.
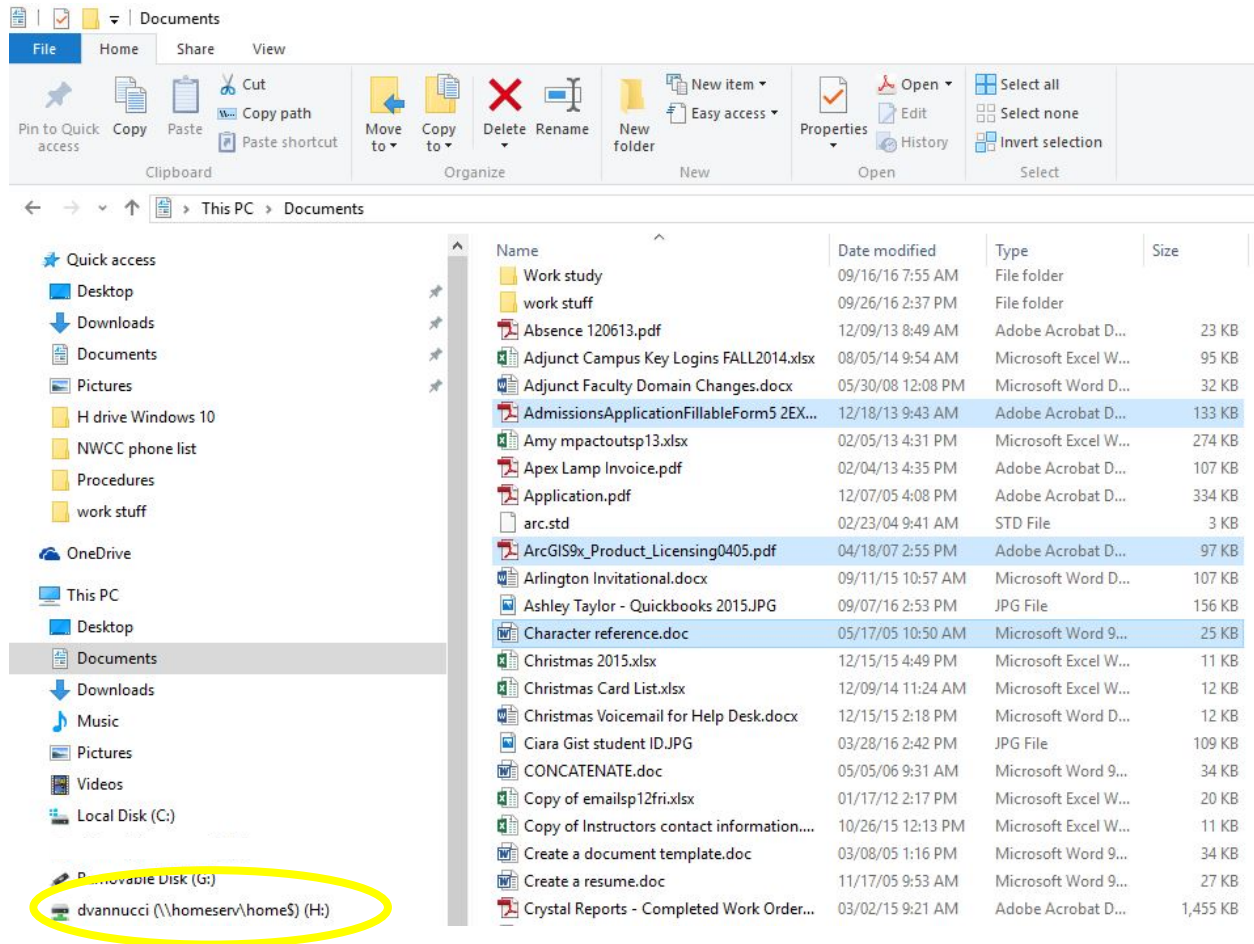
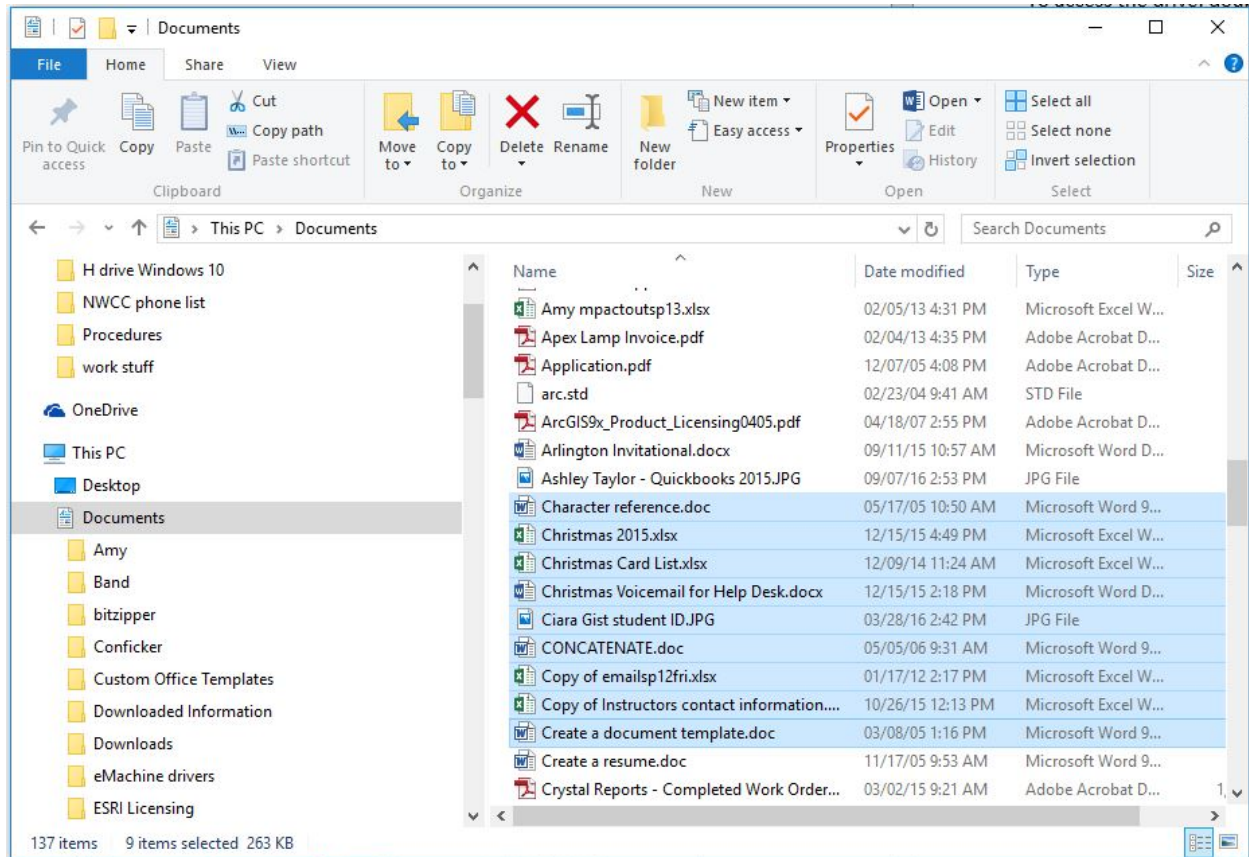Your "H" drive should appear in the main Window.

To access the drive, double click on it.   You can open files on your "H" drive by clicking on them.
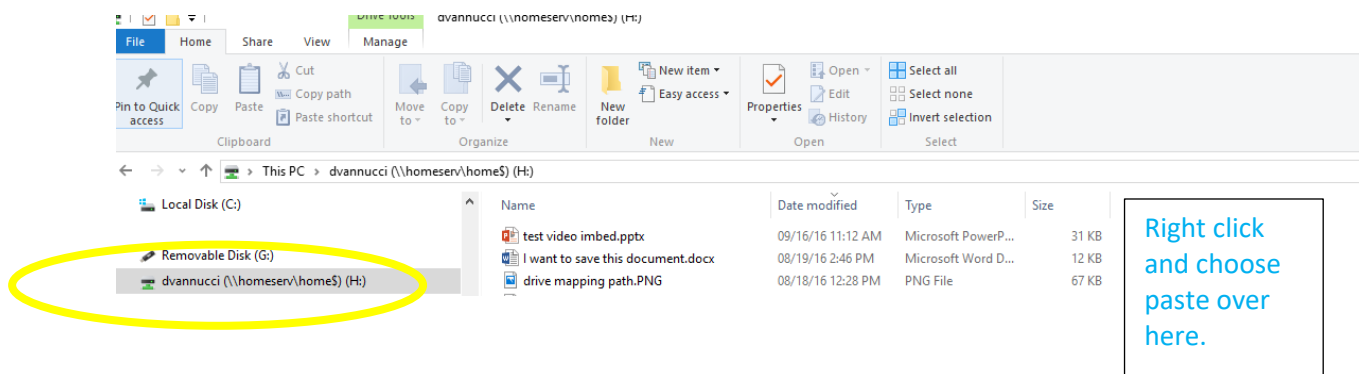
To copy files from your "Documents" folder on your PC to your "H" drive, perform the following steps. Click on "Documents". To copy several non-contiguous documents, hold down the "Ctrl" key and use your mouse to select the documents you wish to copy.   Right click the mouse and choose "copy". Then double click on your "H" drive, Right click and choose "paste".
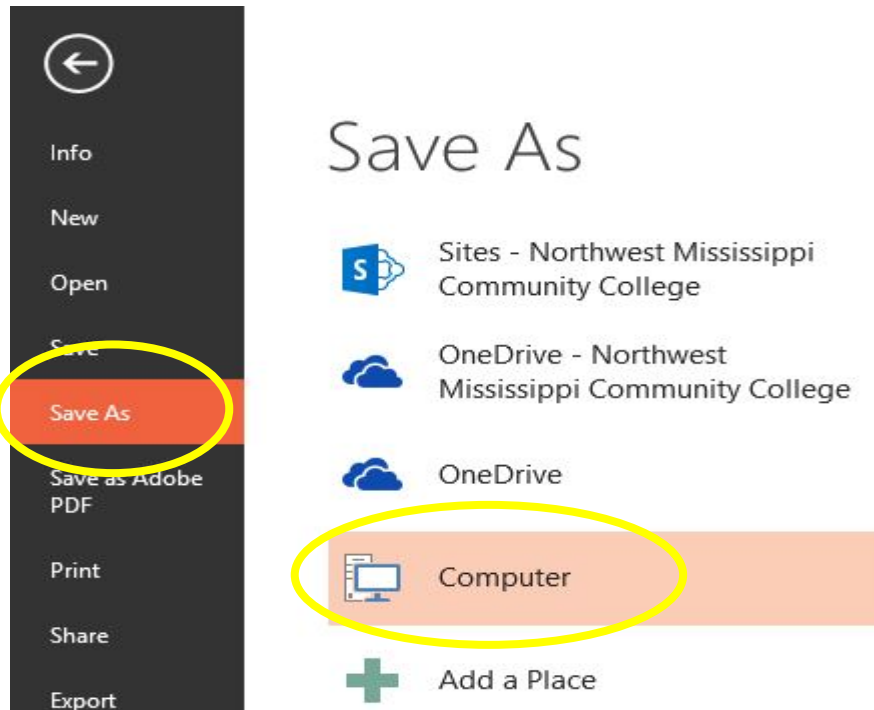
To choose a group of contiguous documents, hold down your "shift" key, take your mouse and click on the first document in the series, and then click on the last document in the series, right click and choose "copy".
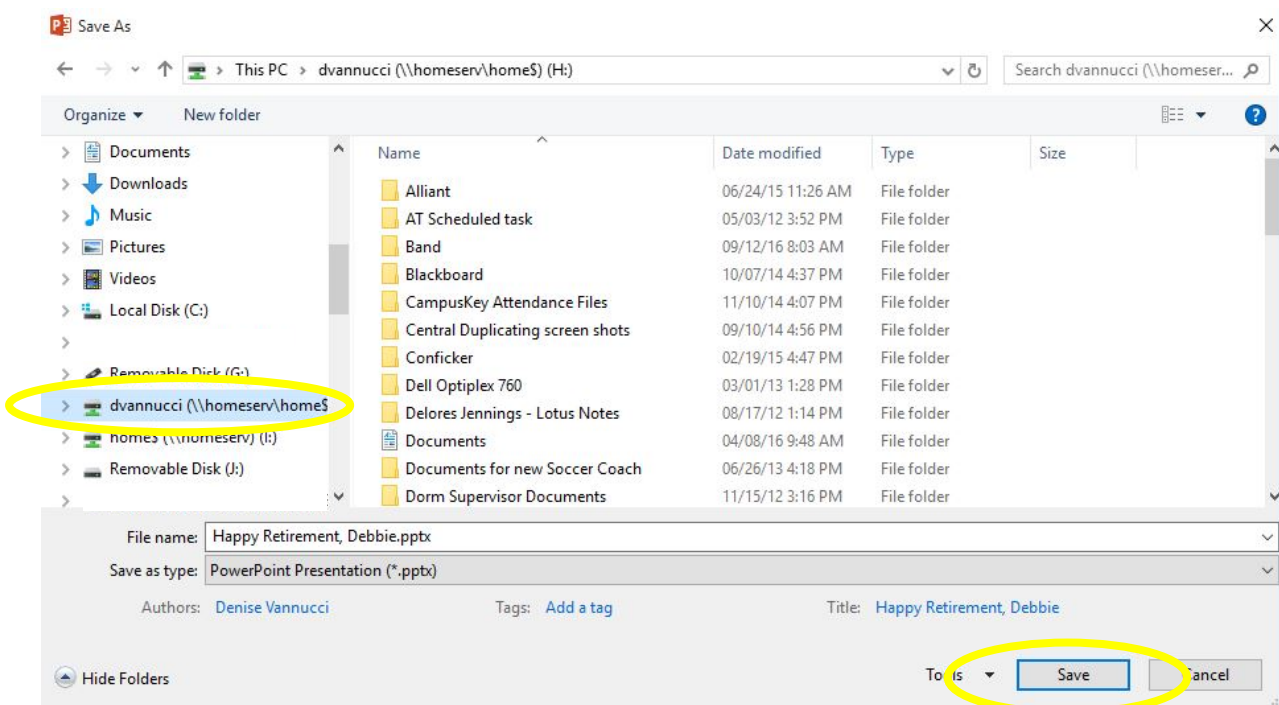

Next, double click on the your "H" drive under the local disk heading on the left-hand side of the window. Then, right click in a white space on your "H" drive and choose "paste".
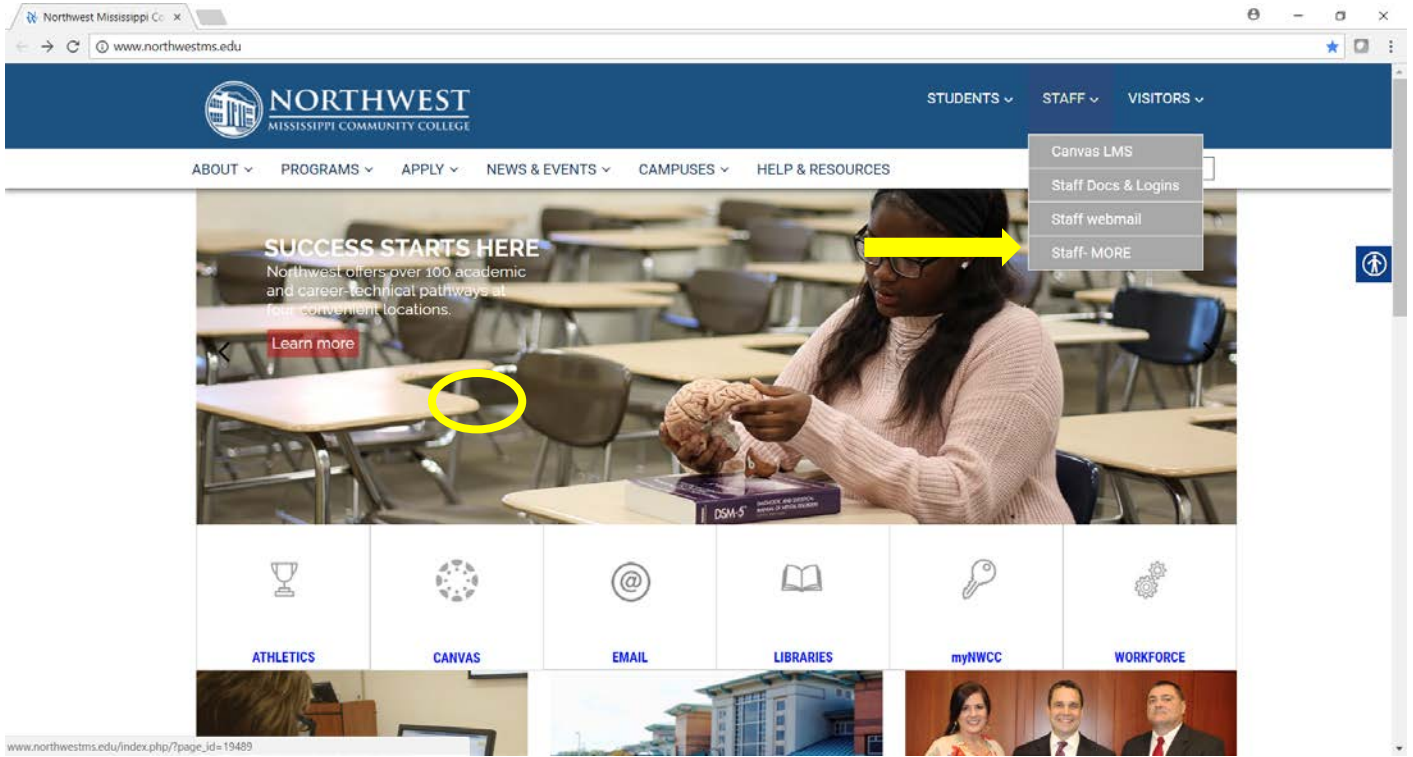
If you are working in PowerPoint and would like to save directly to the "H" drive, choose "File", "save as", and click on "computer".

Then choose "H" and click save.

To access your "H" drive off campus, click on the browser address bar and type in the Northwest address, www.northwestms.edu. Look at the top right corner and click on the arrow to the right of "Staff" and choose "Staff - MORE" from the drop-down list.

Protected: Staff

This content is password protected. To view it please enter your password below:

Password: [　　　　　　　　] [Enter]

The login for access to the site is: rangerlogin#1

Choose "H-Drive Store" from the list

Protected: Staff

Staff

Logins	Documents	Forms

Staff/Instructor Computer Access
- CampusKey
- Employee Information Center
- H-Drive Store
- Total Card
- Xitracs
- Instructions for installing the VMware client on a remote computer.

You will then be directed to the login page. Login with your windows login/password.

Log In

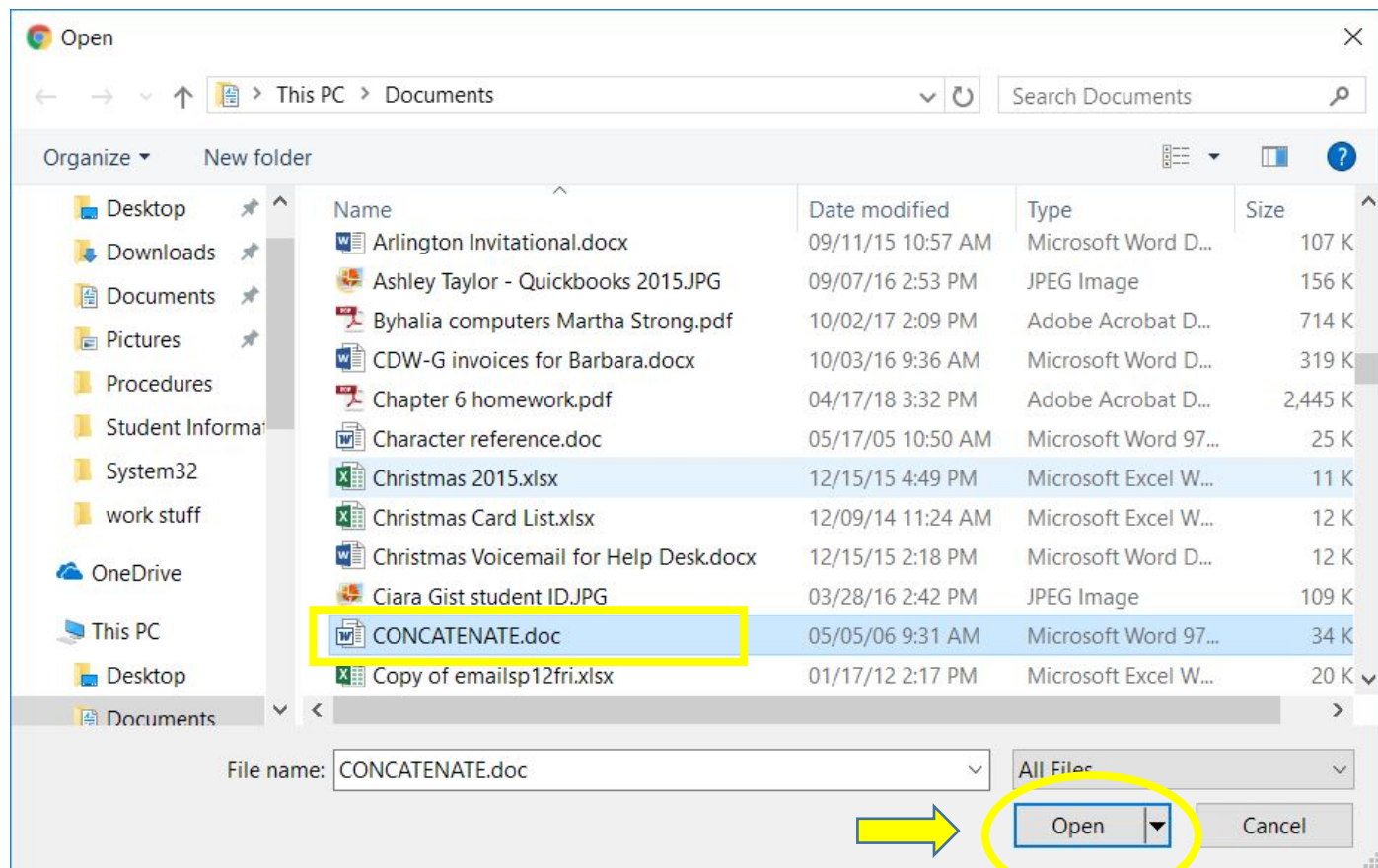| Username:		Forgot Username
Password:		Forgot Password

☑ Use Java™ enabled version

Log In

Once you have logged in you will see your file list. To access a file, simply double click the file. If you are working on a document and you want to save it to your "H" drive, save it to the computer you are working on, first; then, upload the file to the "H" drive.

To upload the file, click on "Upload".

You will be directed to a choose file window to locate your file. Once you have found the file, highlight it and click on "open" (or just double-click the file name).

Your file name will show up next to the "choose file" button. Then just click the "upload" button and your file will be saved to the "H" drive.