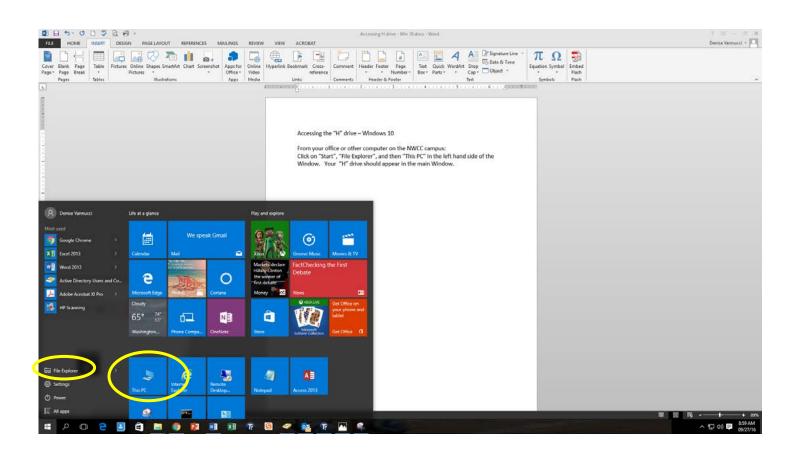
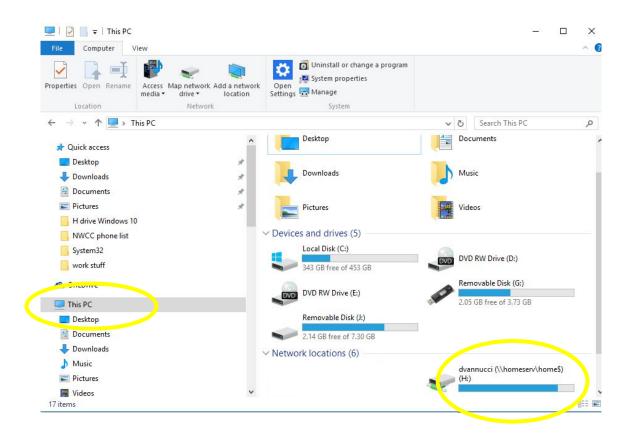
### Accessing the "H" drive – Windows 10

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".

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E. Desktop		Character	reference.doc	05/17/05 10:50 AM	Microsoft Word 9	25 K
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h Music		Christmas	Voicemail for Help Desk.doc	12/15/15 2:18 PM	Microsoft Word D	12 K
Pictures		Ciara Gist	student ID.JPG	03/28/16 2:42 PM	JPG File	109 K
Videos		CONCATE	NATE.doc	05/05/06 9:31 AM	Microsoft Word 9	34 K
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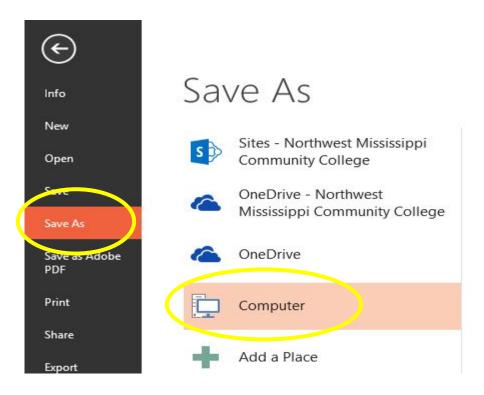
To choose a group of contiguous documents, hold down your "shift" key, take your mouse and click on the first document in the series, and then click on the last document in the series, right click and choose "copy".

H drive Windows 10       Name       Date modified       Type       Size         NWCC phone list       Q2/05/13 4:31 PM       Microsoft Excel W       Microsoft Excel W       Microsoft Excel W         Procedures       Q2/04/13 4:35 PM       Adobe Acrobat D       Adobe Acrobat D       Adobe Acrobat D         work stuff       Q2/04/13 4:35 PM       Adobe Acrobat D       Adobe Acrobat D         OneDrive       Procedures       Q2/23/04 9:41 AM       STD File         Application.pdf       Q2/23/04 9:41 AM       STD File         ArcGIS9x Product_Licensing0405.pdf       Q4/18/07 2:55 PM       Adobe Acrobat D         Desktop       Artigon Invitational.docx       09/11/15 10:57 AM       Microsoft Word D         Amy       Band       Christmas 2015.xdsx       12/15/15 4:49 PM       Microsoft Excel W         Conficker       Conficker       Christmas Voicemail for Help Desk.docx       12/15/15 2:18 PM       Microsoft Word D         Custom Office Templates       Conpy of Instructors contact information       0/26/15 12:13 PM       Microsoft Excel W         Cosp of Instructors contact information       Downloads       Create a resume.doc       03/08/05 1:16 PM       Microsoft Word 9         Create a resume.doc       11/17/05 9:53 AM       Microsoft Word 9       Micros	🖹   🔄 🥃 🗢   Documents File Home Share View					- 0	×
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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".

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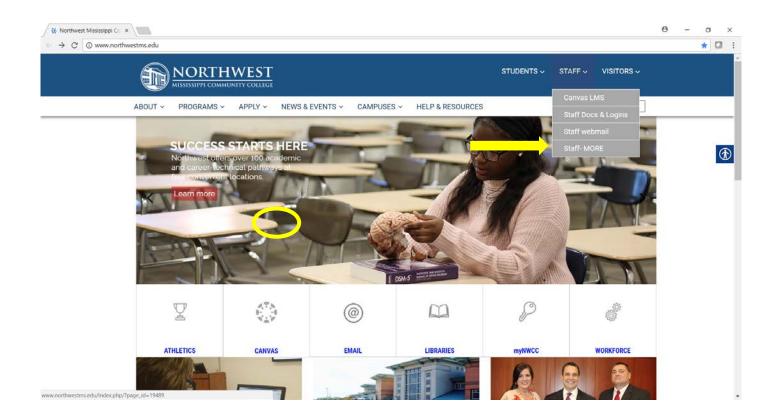
If you are working in PowerPoint and would like to save directly to the "H" drive, choose "File", "save as", and click on "computer".



#### Then choose "H" and click save.

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Authors	: Denise Vannucci	Tags: Add a tag	Title:	Happy Retirement	, Debbie	

To access your "H" drive off campus, click on the browser address bar and type in the Northwest address, <u>www.northwestms.edu</u>. 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



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

Username:	1	Forgot Username
Password:		Forgot Password
	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.

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Alliant		03/07/2018 21:50:02
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ArcGIS9x_Product_Licensing0405.pdf	96.11 KB	04/18/2007 19:55:00
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To upload the file, click on "Upload".

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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).

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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.

Enhanced File Transfer		
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Adding a printer in DC 306.docx	166.51 KB	01/28/2008 18:14:02
AdmissionsApplicationFillableForm5 2EXT.pdf	132.28 KB	12/18/2013 15:43:03
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Revised 6/13/18