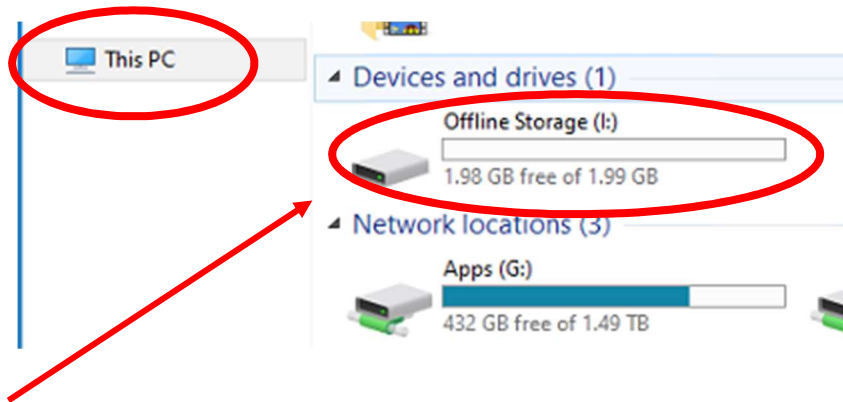# How to Access the I:\ Drive

All staff and student laptops have been given
2 GB storage on the hard drive.

1. 'Left' click the Folder icon in the system tray at the bottom.
2. 'Left' click 'This PC' on the left side.

3. 'Left' click (I:) to access the 2 GB storage on the hard drive.

THIS IS NOT SERVER SPACE
This storage space will be erased during a re-image
To keep any items in this space, you must back up to another drive