Accessing the "U" drive - Students - Windows 10

From a computer on the NWCC campus:

Click on "Start", "This PC" in the right hand side of the Window.



Your "U" drive should appear in the main Window.

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To access the drive, double click on it. You can open files on your "U" drive by clicking on them.

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	Developing, a, National, Strategy, for, Cybersecurity, pdf	675.09 KB	2014-04-14T19:31:48.000Z	
	Directions for Accessing Sharepoint (Workforce).docx	791.32 KB	2011-07-15T23:56:47.000Z	
	Email to Supervisor for new employee.docx	11.8 KB	2014-12-18T04:31:30.000Z	
	Expressions Voicemail instructions.doc	113.5 KB	2009-10-16T01:46:40.000Z	
	Foculty Response to a Threat.docx	37.44 KB	2013-02-21T02:37:10.000Z	
	Fire_Principles_Norms.pdf	307.89 KB	2014-04-14T19:32:05.000Z	
	Glazell - cinnamon challenge.pptx	34.4 KB	2014-03-27T02:50:36.000Z	

If you are working in PowerPoint or other program and would like to save directly to the "U" drive, choose "File", "save as", and click on "This PC".



Then choose "U" and click save.

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Accessing the "U" drive off campus or on your personal device

To access your "U" drive off campus or on your personal device, click on the browser address bar and type in the Northwest address, <u>www.northwestms.edu</u>. Look at the top left side of the Window and click on "Students", and then choose "Online Storage: U Drive" from Links and Resources.





You will be directed to the login page.

Login with your with the same information you use to access Canvas: username: Student ID#, Password: same as for Canvas and Webmail.



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 "U" drive, save it to the computer you are working on first; then, upload the file to the "U" drive.

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	Developing.a_National_Strategy_for_Cybersecurity.pdf	675.09 KB	2014-04-14T19:31:48.000Z	
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	Five_Principles_Norms.pdf	307.89 KB	2014-04-14T19:32:05.000Z	
	Glozell - cinnamon challenge.pptx	34.4 KB	2014-03-27T02:50:36.000Z	

To upload the file, click on "Upload". You will be directed to the documents folder to select the file; either double-click the file or click once on the file and choose "open".

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File na	me: Campus Activity Form			c	~

You will receive a confirmation \checkmark in the top right corner of the window confirming the upload was complete. Then you will see your file in the file list.

Name T	Size	Date
Campus Activity Form.pdf	106.93 KB	2022-04-26T19;54:01.000Z
Cybersecurity-Risk-Paradox.pdf	3.91 MB	2014-04-14T19:32:19.000Z
Developing_a_National_Strategy_for_Cybersecurity.pdf	675.09 KB	2014-04-14T19:31:48.000Z