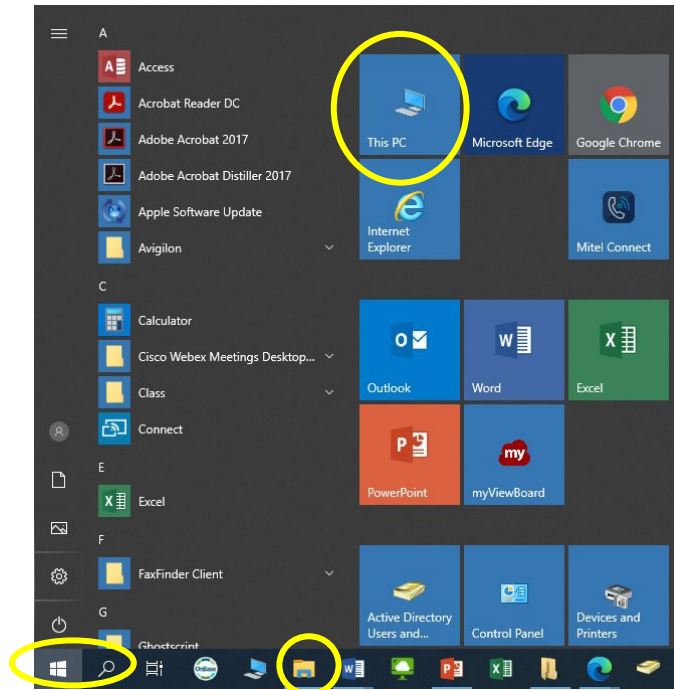


## Accessing the “U” drive – Windows 10

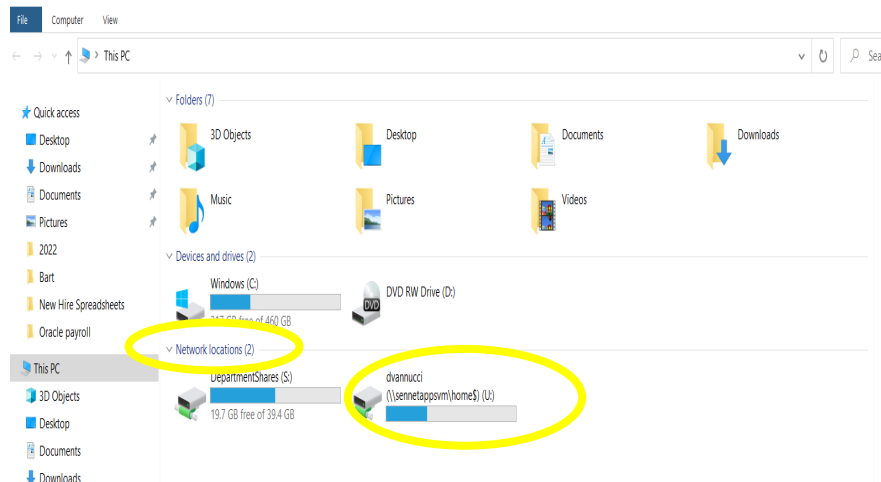
From your office or other computer on the NWCC campus:

Click on “Start”, “File Explorer”, and then “This PC” in the left- hand side of the Window. Or you can click on the file folder icon on the Task bar.

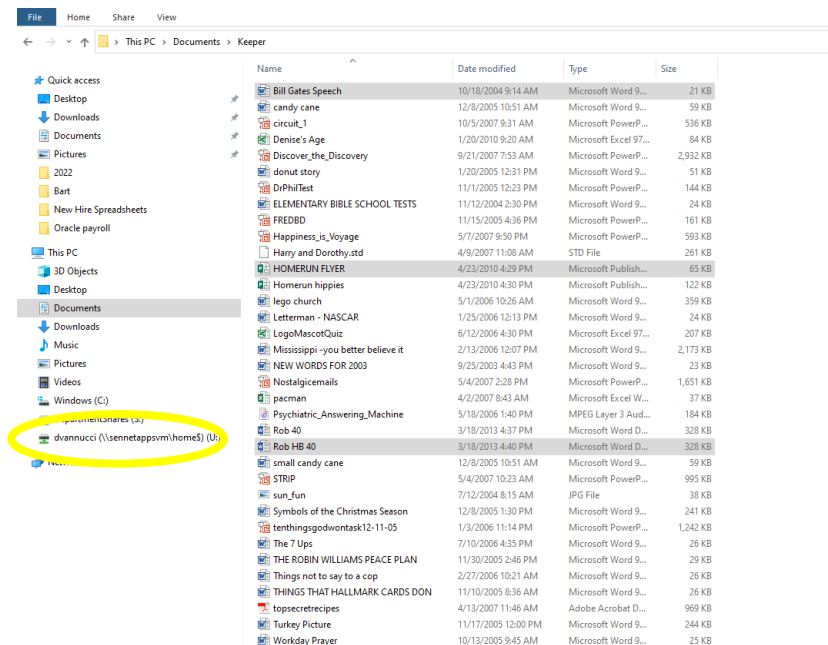


Your “U” drive should appear in the main Window under Network Locations.

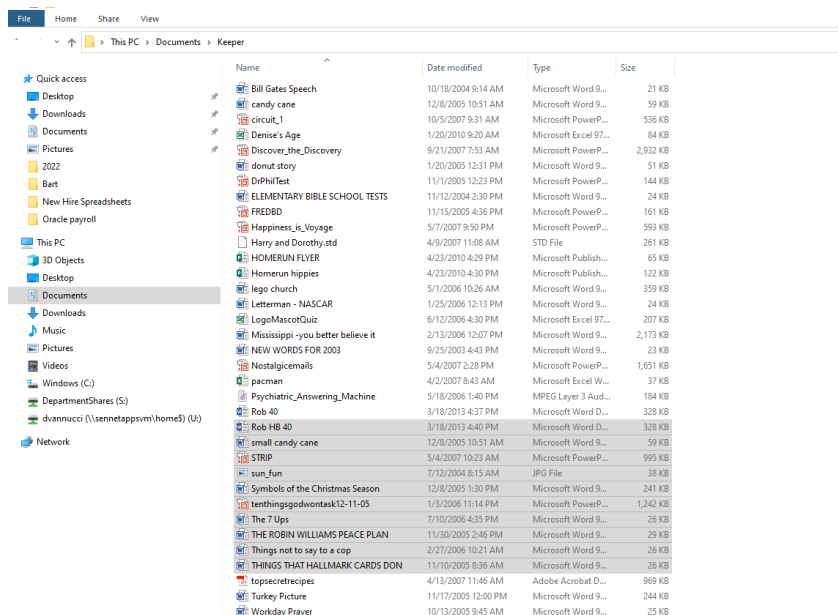
To access the drive, double click on it. You can open files on your “U” drive by clicking on them.



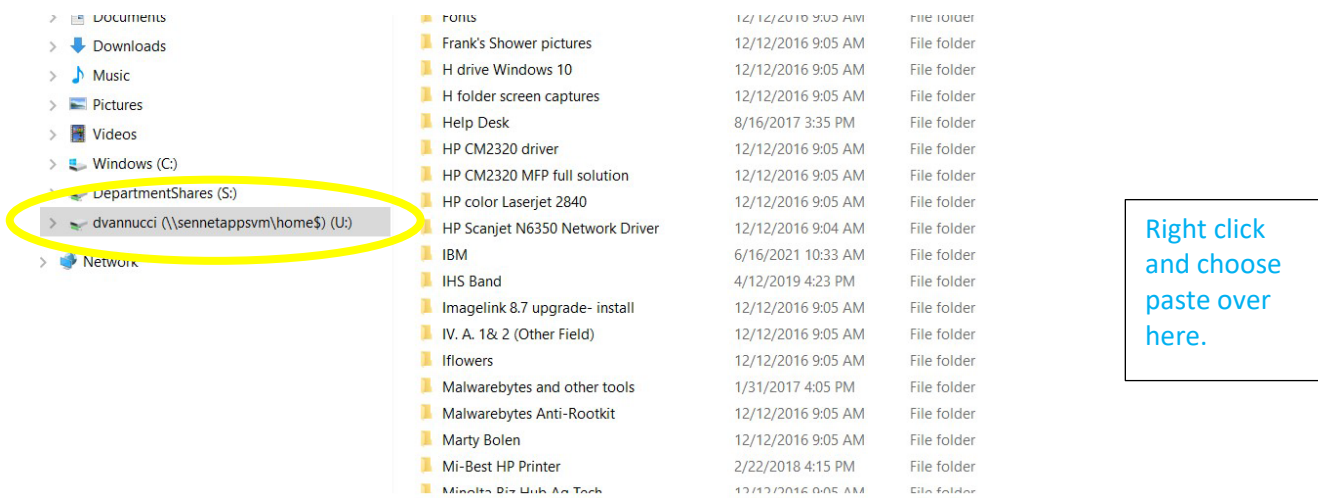
To copy files from your “Documents” folder on your PC to your “U” drive, perform the following steps. Click on “Documents”. To copy several non-contiguous documents, hold down the “Ctrl” key and use your mouse to select the documents you wish to copy. Right click the mouse and choose “copy”. Then double click on your “U” drive, Right click and choose “paste”.



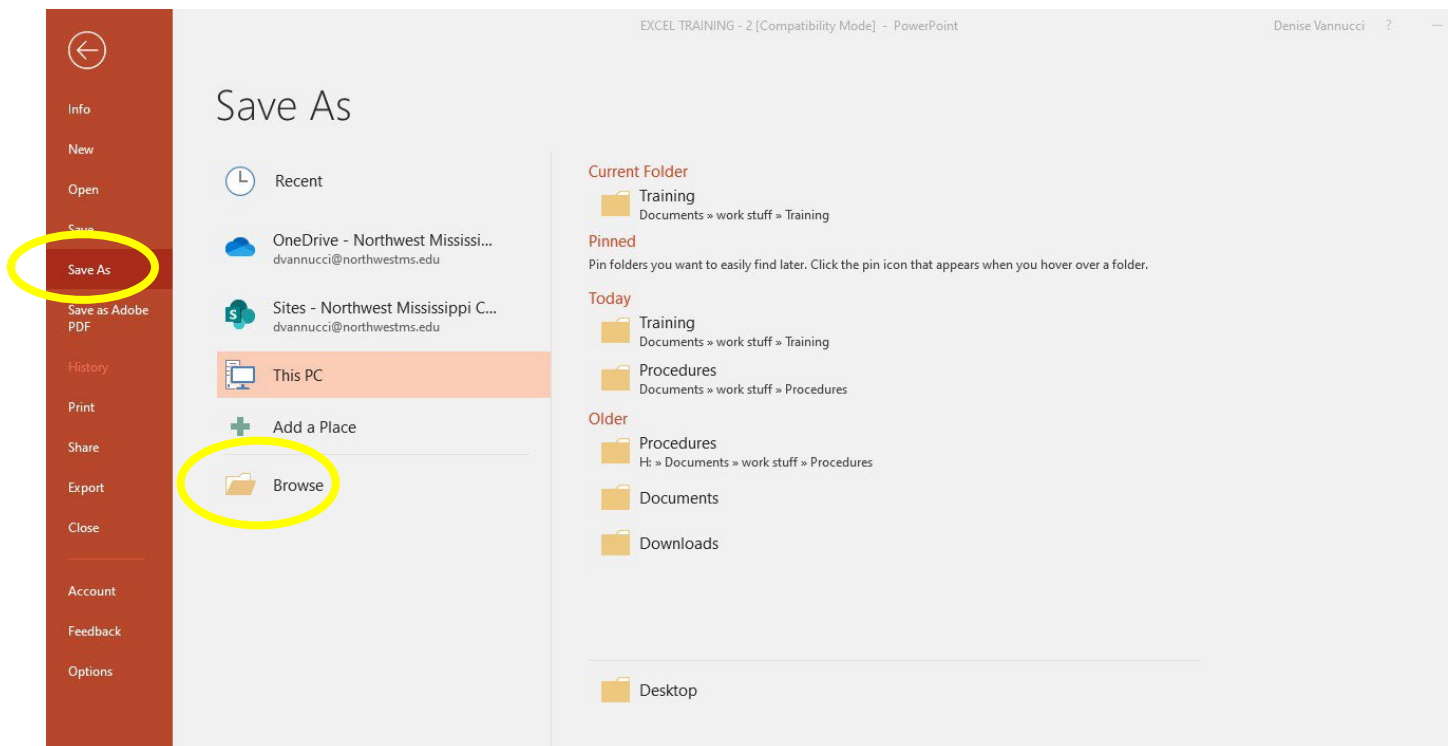
To choose a group of contiguous documents, hold down your “shift” key, take your mouse and click on the first document in the series, and then click on the last document in the series, right click and choose “copy”.



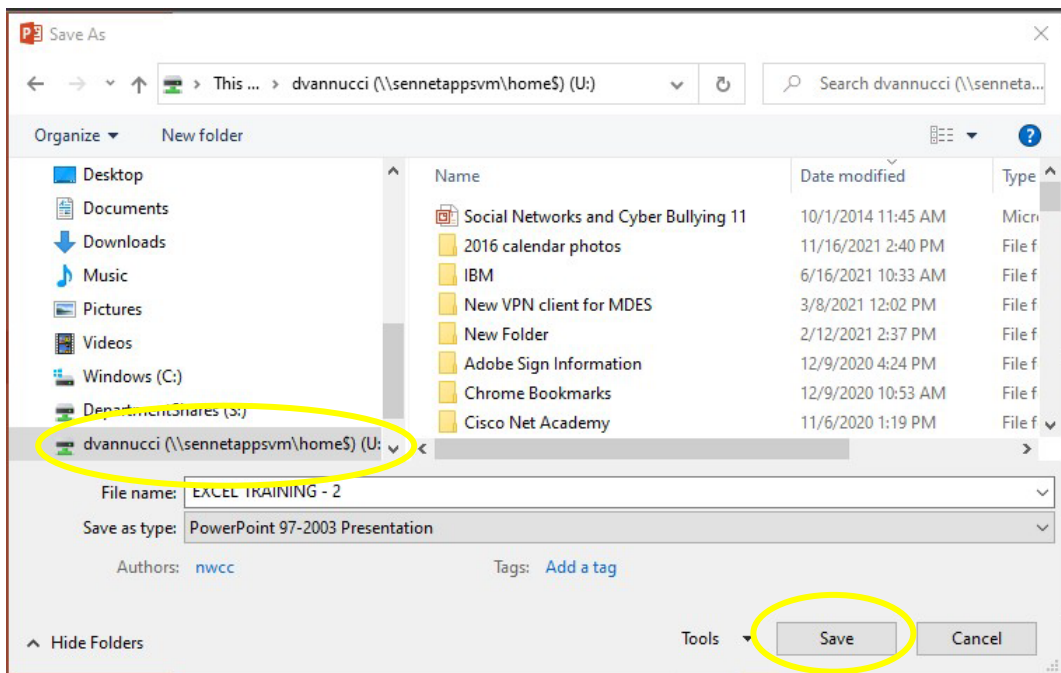
Next, double click on the your “U” drive under the local disk heading on the left-hand side of the window. Then, right click in a white space on your “U” drive and choose “paste”.



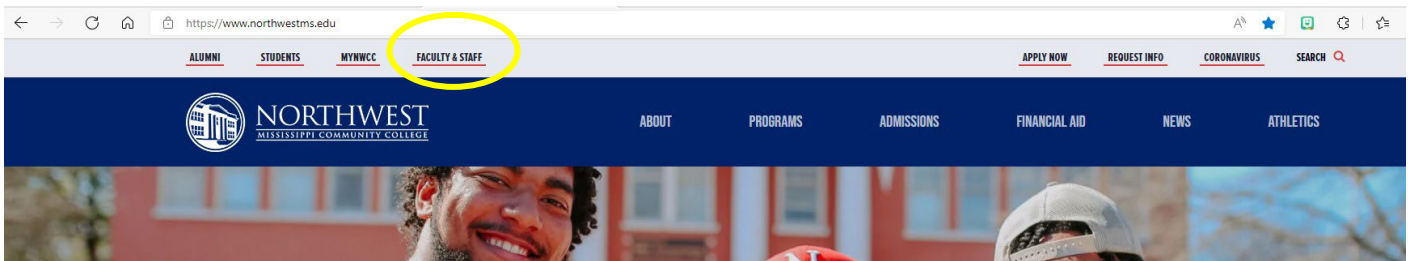
If you are working in Microsoft Office products (Word, Excel, PowerPoint), and would like to save directly to the “U” drive, choose “File”, “save as”, and click on “Browse”.



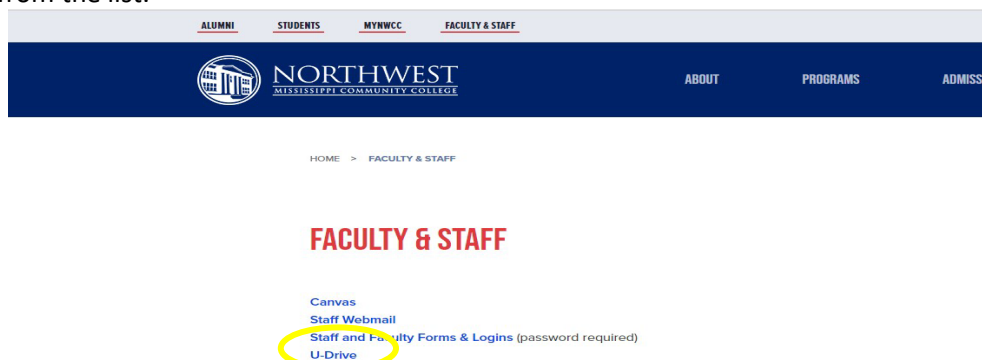
Then choose “U” and click save.



To access your “U” drive off campus, click on the browser address bar and type in the Northwest address, [www.northwestms.edu](https://www.northwestms.edu). Look at the top left of the page and click on the link, “Faculty & Staff”.




Choose “U-Drive” from the list.



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

Log in



Username:  [Forgot Username](#)

Password:

Once you have logged in you will see your file list. To access a file, simply double click the file.

Web Transfer Client

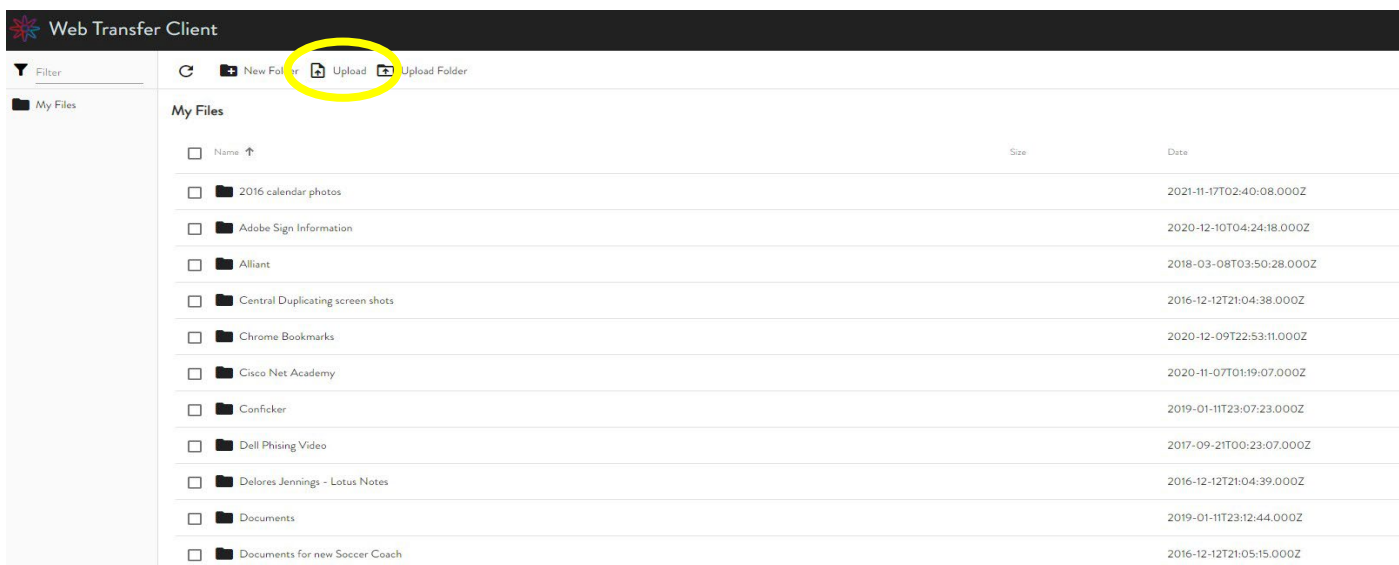
Filter

New Folder Upload Upload Folder

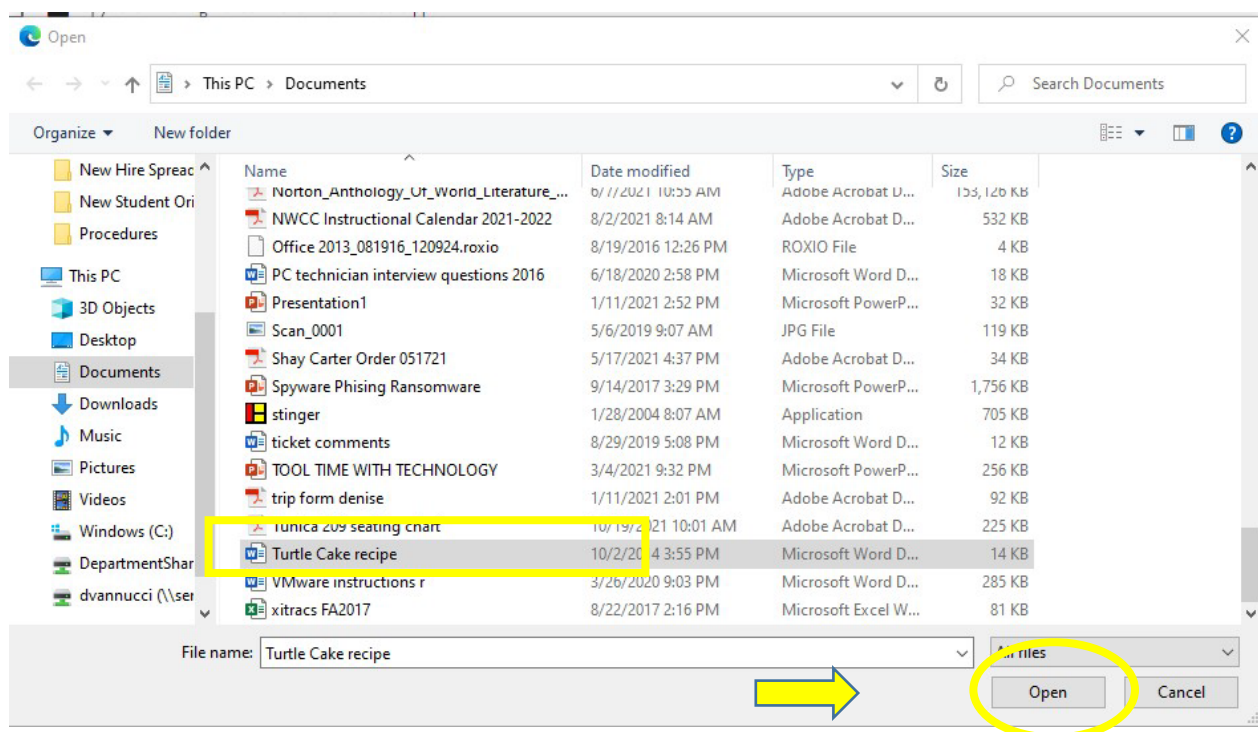
My Files


<input type="checkbox"/> Name ↑	Size	Date
<input type="checkbox"/> 2016 calendar photos		2021-11-17T02:40:08.000Z
<input type="checkbox"/> Adobe Sign Information		2020-12-10T04:24:18.000Z
<input type="checkbox"/> Alliant		2018-03-08T03:50:28.000Z
<input type="checkbox"/> Central Duplicating screen shots		2016-12-12T21:04:38.000Z
<input type="checkbox"/> Chrome Bookmarks		2020-12-09T22:53:11.000Z
<input type="checkbox"/> Cisco Net Academy		2020-11-07T01:19:07.000Z
<input type="checkbox"/> Conficker		2019-01-11T23:07:23.000Z
<input type="checkbox"/> Dell Phising Video		2017-09-21T00:23:07.000Z
<input type="checkbox"/> Delores Jennings - Lotus Notes		2016-12-12T21:04:39.000Z
<input type="checkbox"/> Documents		2019-01-11T23:12:44.000Z
<input type="checkbox"/> Documents for new Soccer Coach		2016-12-12T21:05:15.000Z

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.



To upload the file, click on “Upload” then navigate to the file. 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). The file will upload to your “U” drive and will show in the “My Files” list.



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

🔄 New Folder 📁 Upload 📁 Upload Folder				
<input type="checkbox"/>	📄 SKM_300i22032813220.pdf	149.04 KB	2022-03-31T01:49:12.000Z	
<input type="checkbox"/>	📄 SMART PODIUM.PNG	107.94 KB	2016-02-26T03:34:55.000Z	
<input type="checkbox"/>	📄 Social Networks and Cyber Bullying 11.ppt	1.04 MB	2014-10-01T21:45:14.000Z	
<input type="checkbox"/>	📄 Spyware Phishing Ransomware Final no audio.pptx	46.73 MB	2018-06-14T21:13:24.000Z	
<input type="checkbox"/>	📄 Spyware Phishing Ransomware.pptx	51.74 MB	2018-03-02T03:41:34.000Z	
<input type="checkbox"/>	📄 Spyware, Phishing, and Ransomware.mp4	24.75 MB	2018-03-02T04:16:44.000Z	
<input type="checkbox"/>	📄 Thumbs.db	1.01 MB	2022-02-16T21:22:12.000Z	
<input type="checkbox"/>	📄 Turtle Cake recipe.docx	13.07 KB	2022-04-22T02:02:22.000Z	
<input type="checkbox"/>	📄 Voicemail 021022.JPG	57.68 KB	2022-02-10T20:09:35.000Z	