

WINDOWS 7

INSTRUCTIONS FOR COPYING FILES TO THE USER'S DRIVE

You must use your own user name, not the generic staff account to log onto the computer.

1. After you have logged in you should click on the folder icon on the task bar at the bottom of your screen.
2. Click the arrow to the left of "Local Disk (C:)" to expand the folder.
3. Click the arrow to the left of your user name to expand the folder.
4. Drag the following folders to the H: drive

Desktop, Favorites, My Documents (the one without the arrow), Mail, and any you created.

DO NOT COPY ANY PROGRAMS.