

HOW TO USE A USB **DRIVE**



Plug the drive into the computer BEFORE you login to insure that Windows can install the device properly.

USB ports are located on the front of the computer under the gray plastic door. Lift up the door and put your drive into the port at about a 45° angle. If it doesn't go in turn it around and try again.

“Secure” USB drives do not always work. See the Helpdesk if you have problems.