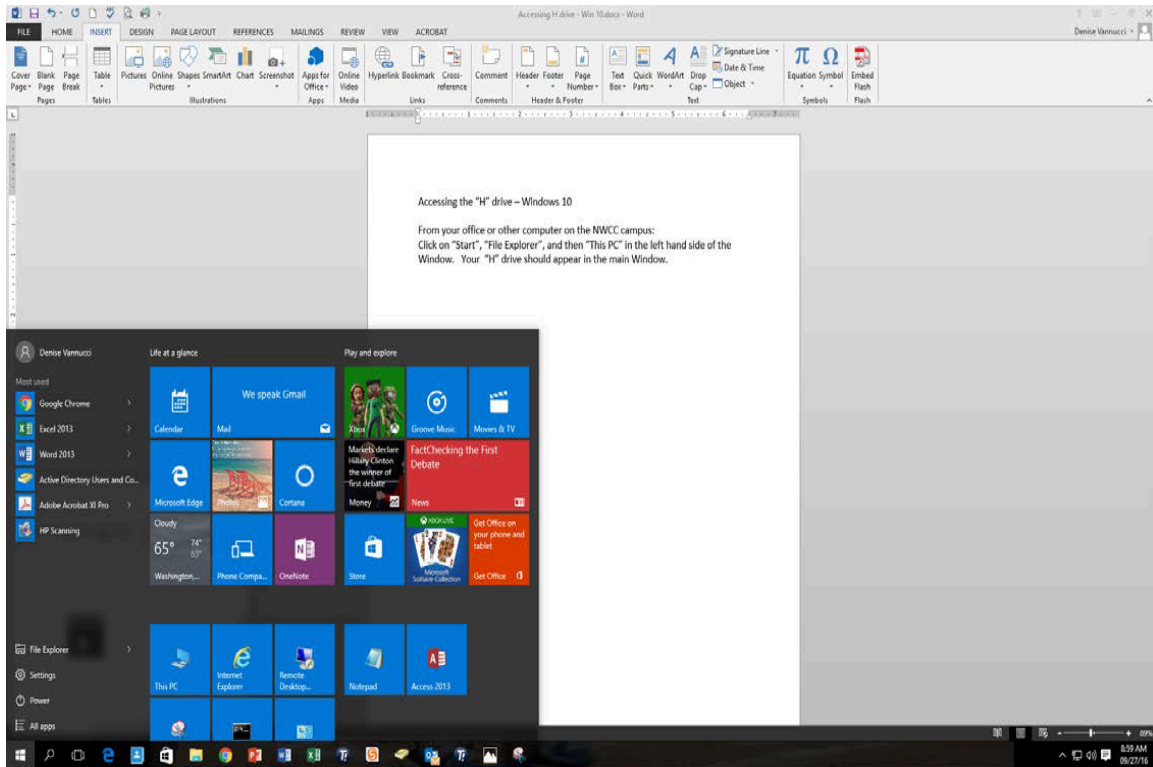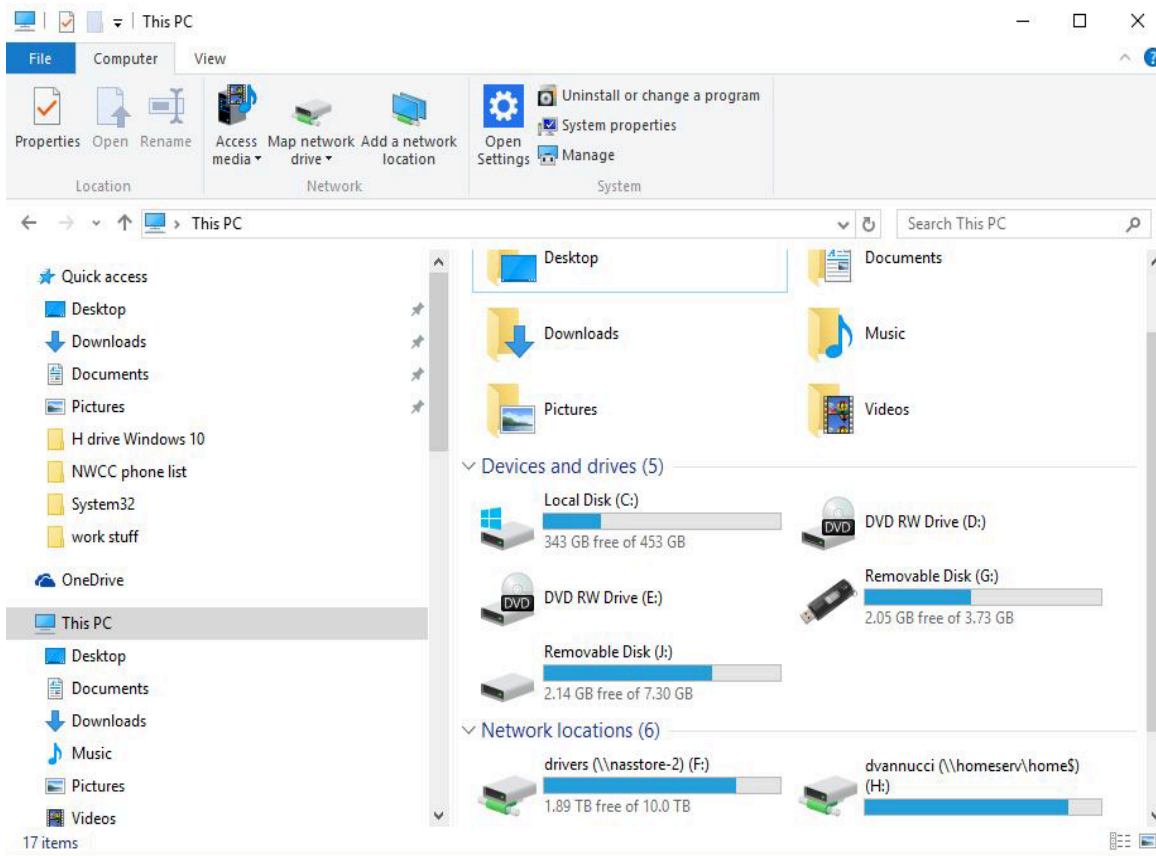**Accessing the "H" drive – Windows 10**

Click on "Start", "File Explorer", and then "This PC" in the left hand side of the Window.
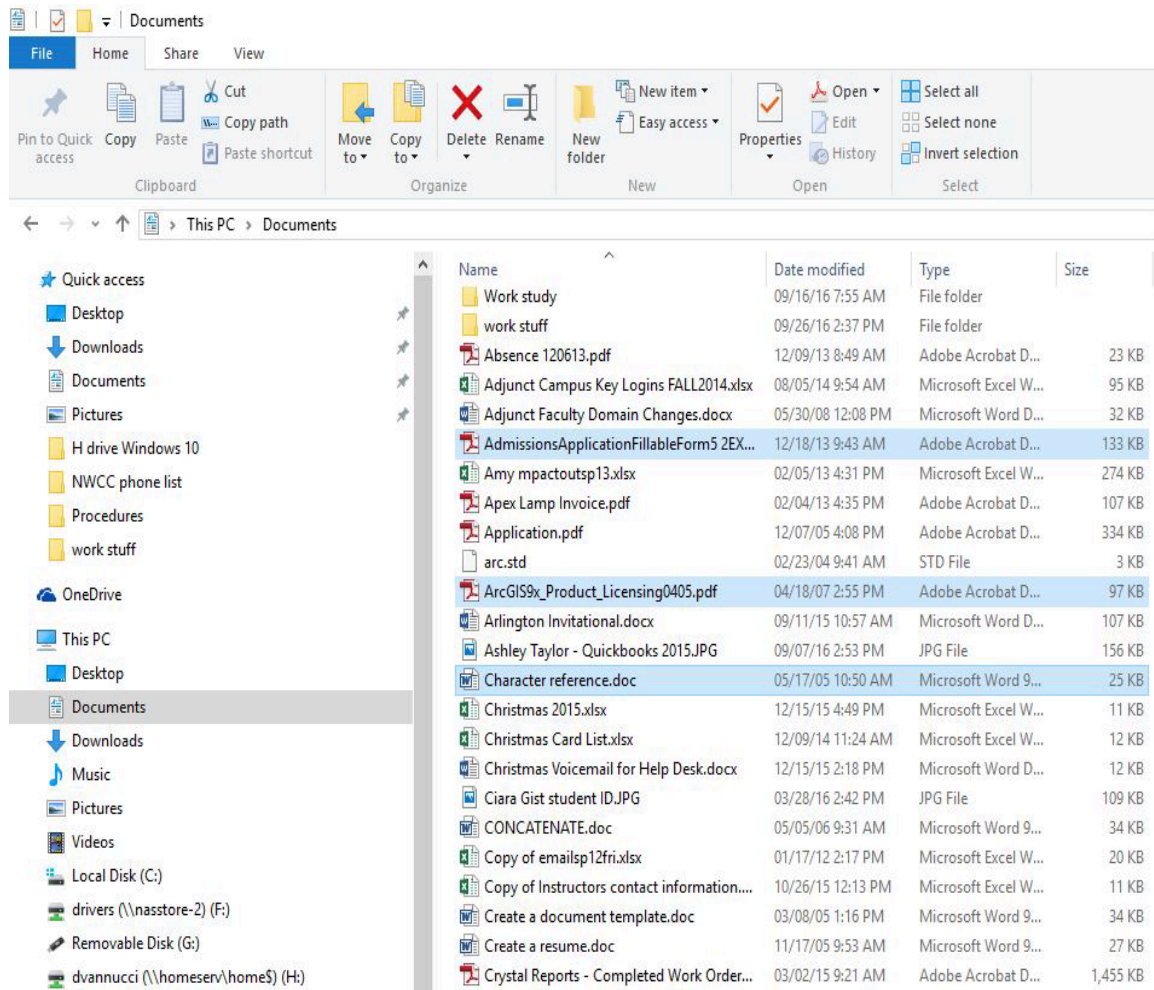

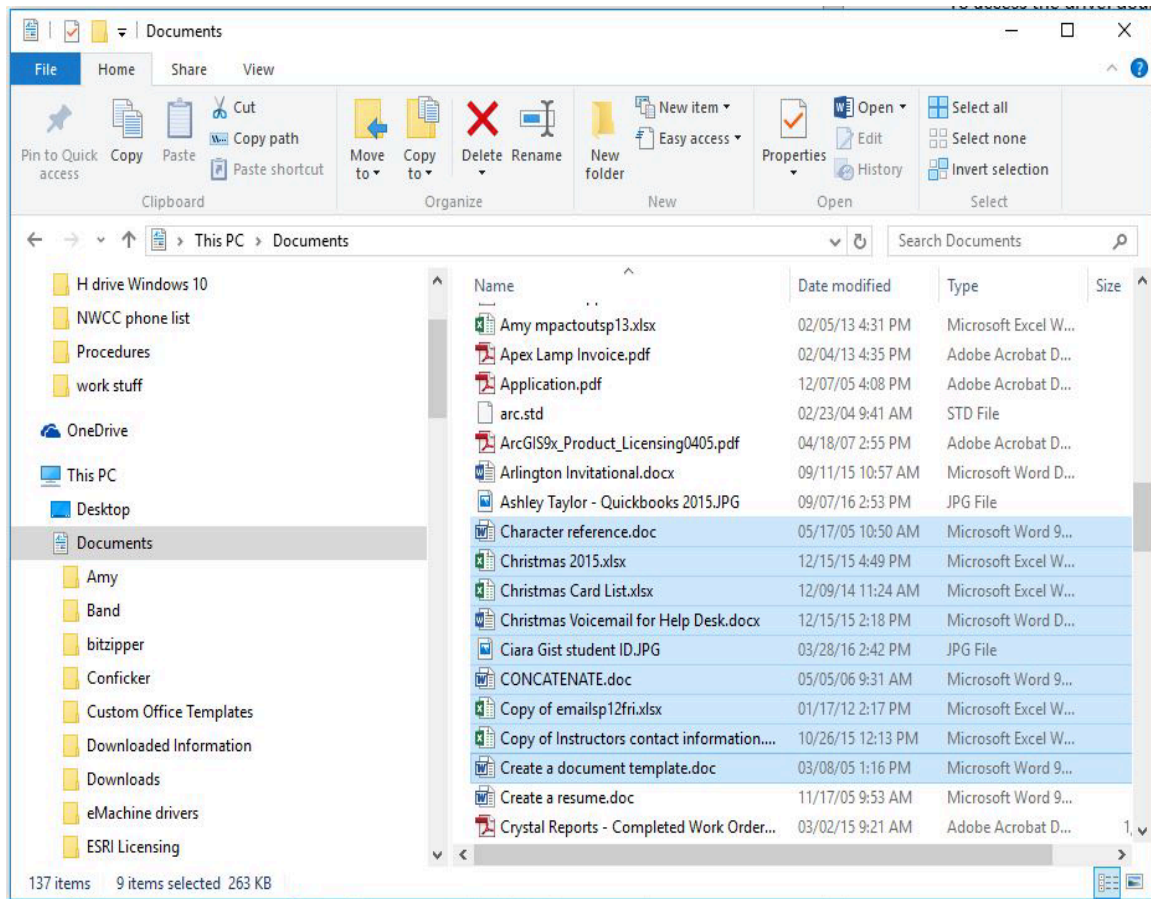Your "H" drive should appear in the main Window.

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

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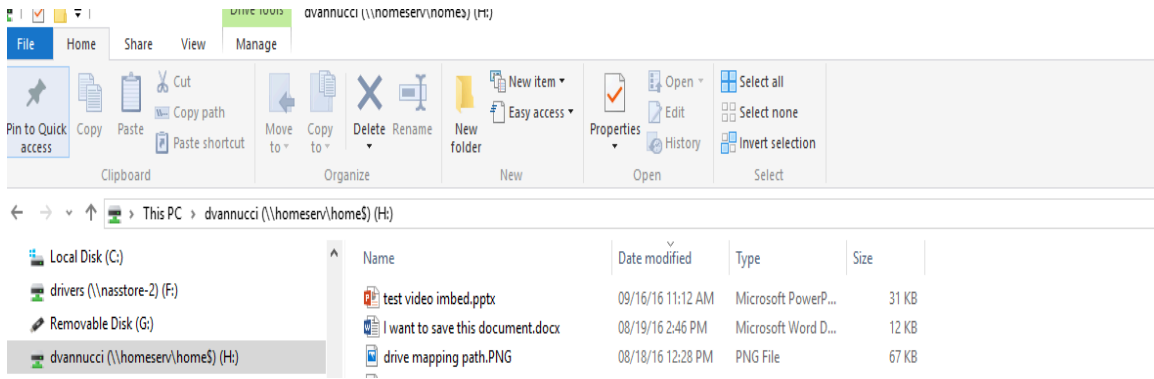
contiguous documents, hold down the "Ctrl" key and use your mouse to select the documents you wish to copy. Right click the mouse and choose "copy". Then double click on your "H" drive,
Right click and choose "paste".

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 your "H" drive under the local disk heading on the left-hand side of the window. Then, right click in a white space on your "H" drive and choose "paste".

Right click and choose paste over here.