

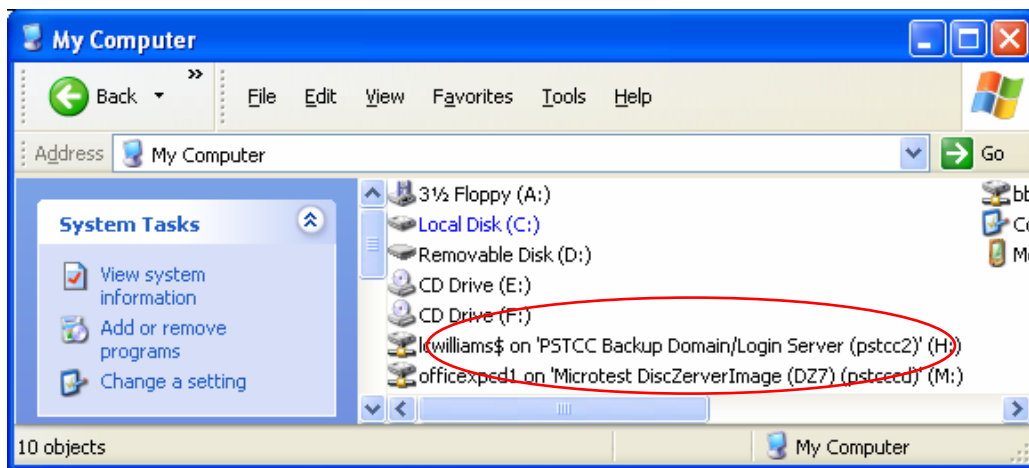
H: Drive Configuration and Use

All Pellissippi State Students have access to a file storage area known as the H: drive. This area is storage on a server similar to your computer's hard drive (C:). The major differences are:

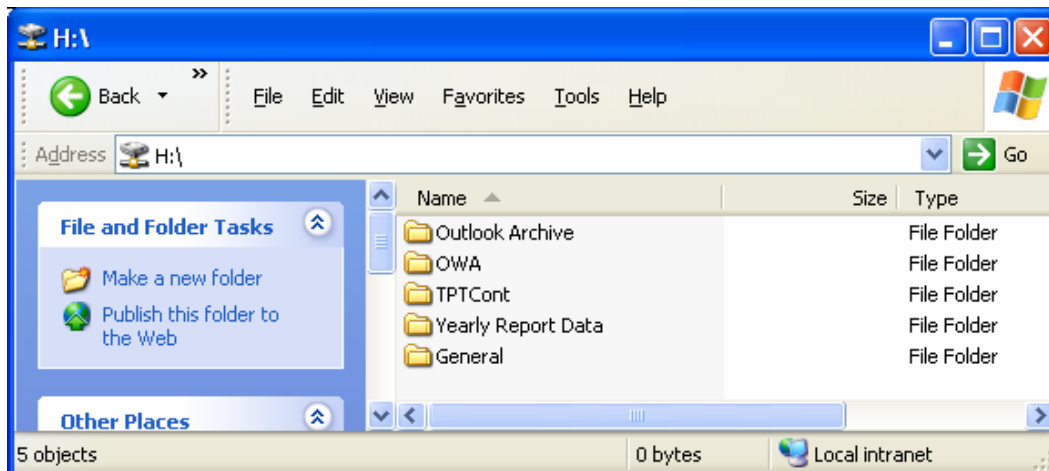
- The H: drive can be accessed from any campus location as long as the user logs on to the network using their username and password. This includes computer lab machines and classroom multimedia stations. The user is able to create or work on a project in one area and present in another.
- The H: drive server is backed up routinely.

Please note this area is for college related work only – no personal files, music, or pictures, please.

The H: drive is accessed by viewing *My Computer* as shown below:



Files and folders on the H: Drives are displayed the same as other areas:



To save files to the H: drive, simply: File → save as and choose the H: drive OR copy files from the C: drive to H: drive for backup.