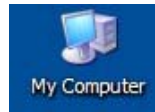


1) Open the My Computer window. You can access this window in two ways.



By opening the Start Menu, and clicking **My Computer**, or by clicking the My Computer icon from the Desktop.



2) This will bring up the My Computer window with a list of drives available on your computer. Your local C drive, as well as any shared or departmental network drives you are connected to will appear here. You should also see your removable drive listed. Double click to access your files.

