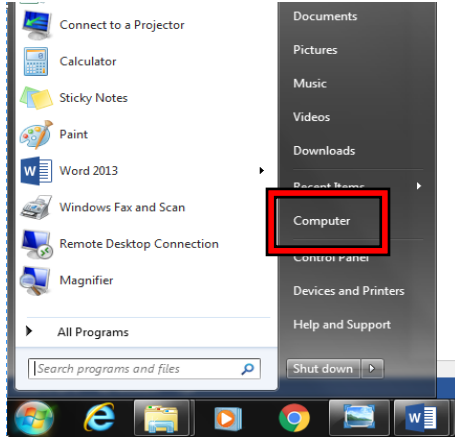


## Accessing Network Drive and Personal Folders

### Network Drive

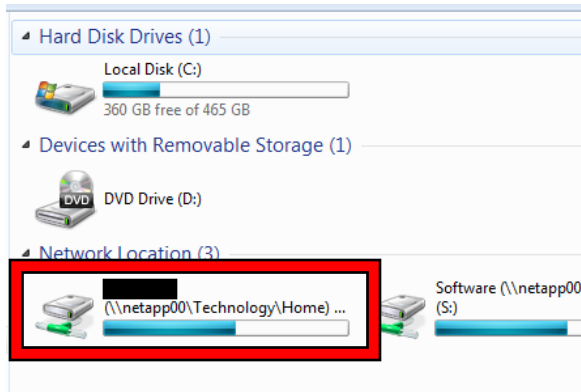
1.

Open start menu and click on Computer



2.

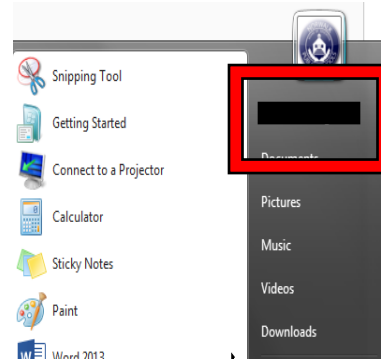
Click on name to access drive



### Personal Folders

1.

Open start menu and click on your name



2.

Some important folders are *Desktop*, *Favorites*, *My Documents*, and *My Pictures*. **Copy and paste these folders to your Network Drive to back them up.**

