Saving to Your Network User Folder

Note: You must be logged into the computer as yourself (firstname.lastname) to have access to your user folder on the network.

Saving Files from your Computer’s Hard Drive (C:)

1. Open your My Documents folder. The following screen will appear.

2. Click Edit on the toolbar
3. Click Select All
4. Click Edit again
5. Click on Copy
6. Minimize your my Documents Folder
7. Double click on the My Computer icon and look for your user folder (Example: Pam.Neal on LRSDFSCS06). Open that folder by double-clicking it. While you are in that folder right click on the background area and click on copy.

Note: This will only save the files in your my Documents Folder, if you have other files that you need to save- locate the file and follow the same process as above.
Saving from an Application (ie: MSWord)

1. Click on File
2. Select Save As
3. Locate the drive that has your username on LRSDTCS06- example: Pam.Neal on LRSDTCS06 and click on that drive.
4. Click Save.