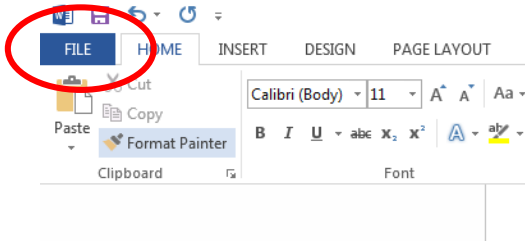


## How to save documents to the H:Drive on Win7 machine

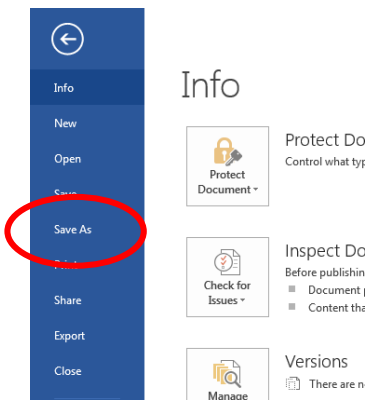
Step 1: log into the machine with your school login and password

Step 2: Open the software you will be using to create your document, such as Microsoft Word, Excel or Powerpoint, etc.

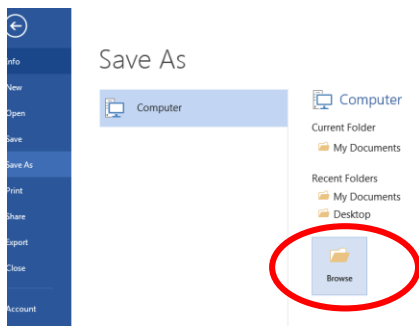
Step 3: Click File at the upper left of your screen



Step 4: This screen will appear, you will chose Save As



Step 5: "Save As" screen will appear next, click on Browse



Step 6: Save As to File name will appear and you will choose your account name on the HMS faculty folder (see below) and then name you document. Then click Save. You have now successfully saved to your H:Drive.

