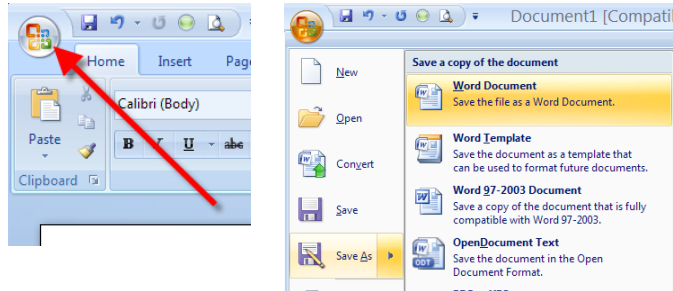


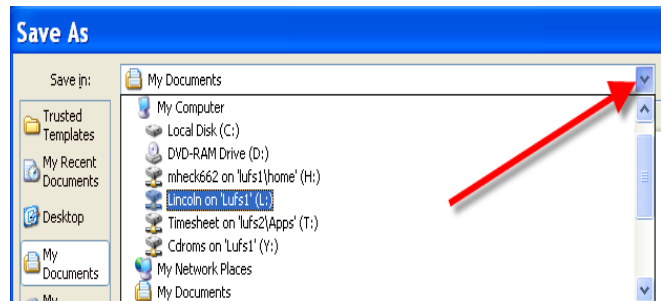
Using your network accounts (back-up and storage)

Logging on to your computer provides you access to the campus network and secure data storage areas that are backed up daily. Listed below are a couple of ways to make use of this resource.

1. If your document is open you can click on the “Office Button” to access the “Save As” option. After choosing the format of your document, you will have the option of choosing where to save it.



2. Clicking on the “drop down arrow” will provide you with a list of possible save locations.



3. If you want to move or copy a document onto the network, you can Right-Click on the document choose your action then open the desired network folder and Right-Click and “paste”.

