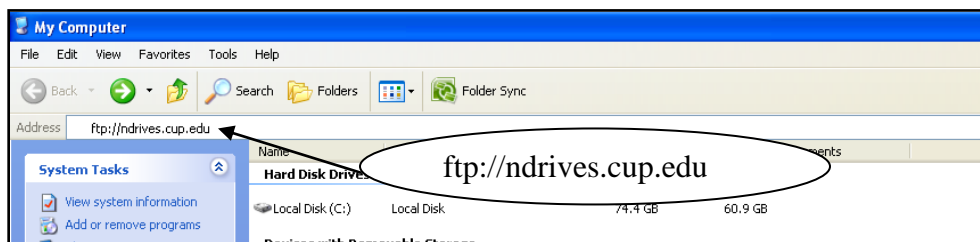


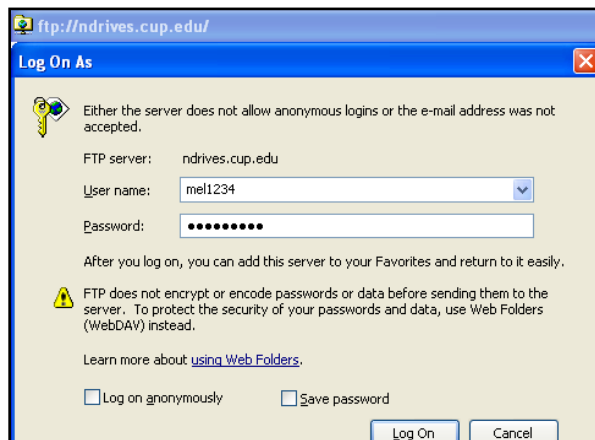
Access Your N: Drivein the Library

All students have personal drive space set aside, known as N:drive, for saving documents, presentations, and other digital files

1. Open "My Computer" or "My Documents" from Desktop
2. Type the following in the address bar: <ftp://ndrives.cup.edu> (yes, that is ftp, not http)



3. A login box will appear, enter your **campus network/email username and password**.



4. You should now see the contents of your N:drive

Tips on working with your N:drive via FTP

***To edit a document from your N:drive, copy(or drag) it to the local desktop and edit that copy. When you are done, drag the edited version back to your N:drive and overwrite the older version. **This is the easiest way to make sure your work saves to your N:Drive and NOT the library computer.**

***Be sure to close all folder and browser windows so others cannot access your N:drives contents! You do not, however, need to logoff the computer.

Need help??? Just ask at the Reference Desk!