Universal Storage Devices **(USB)** is the preferred device for back up and transfer of student data. Students are encouraged to keep a back of their data on a personal storage device as well as an online source or USB.

Please note that USB drives are a familiar source for viruses and malware. Please scan your drive before using on a campus machine.
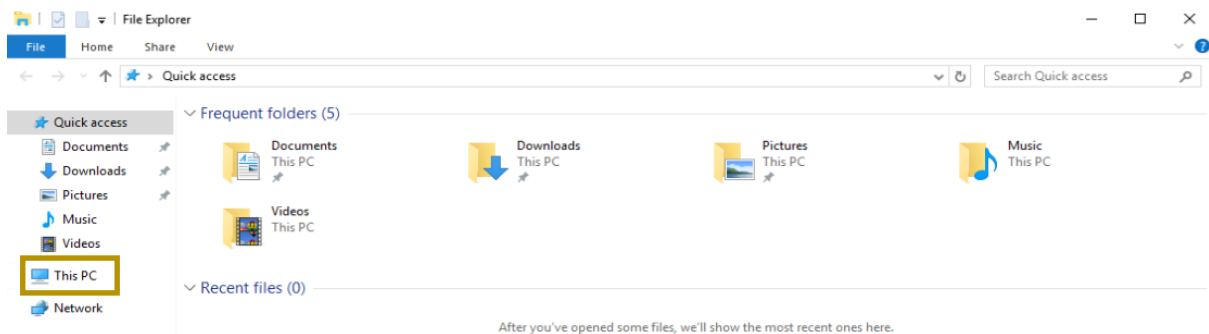
Please be aware windows is the preferred operating system of the university. If you use a MacBook or iMac, please ensure your portable device is compatible with both operating systems. Continual use between both can cause data corruption of the portable device.

Access Universal Storage Device (USB)
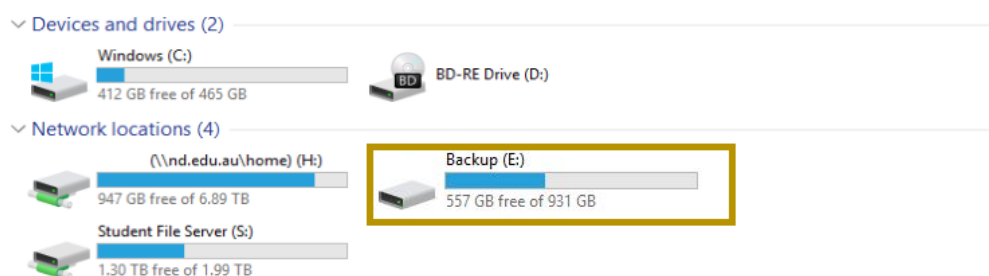
1. Open **Windows Explorer** from the taskbar

2. Click **This PC**

3. **Double click** on your storage device
This is located under Devices and drives

The contents of your storage device is accessible under the explorer window.

If you do not see your drive listed please remove and re-insert into a new USB port on the front of the machine.

If you still are unable to view the contents of your drive, Please contact the IT Service Desk.

Eject Universal Storage Device (USB)

It is recommended to eject your portable device from the machine before removing the physical device from the front panel. This assists in preventing data corruption after prolonged use.
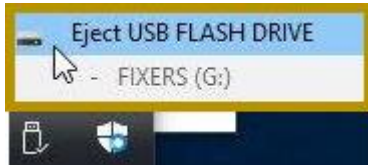
To eject your device safely complete the following steps.

1. Click **Arrow** icon on right bottom on your taskbar

2. Right click on the **USB drive icon**

3. Click **Eject-** *(name of your device)*

4. Once the **Safe to Remove Hardware** pop-up is shown you can remove the physical device from the machine

If you do not see the pop-up message, please close out of all your application and try the steps again.

Please kindly contact your campus Service Desk if you require assistance.

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08 9433 0777	02 8204 4444	08 9192 0632
8am – 5pm WAST	8am – 5pm AEST	8am – 4:30pm WAST
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