

Using a USB Thumb/Flash Drive in the Library

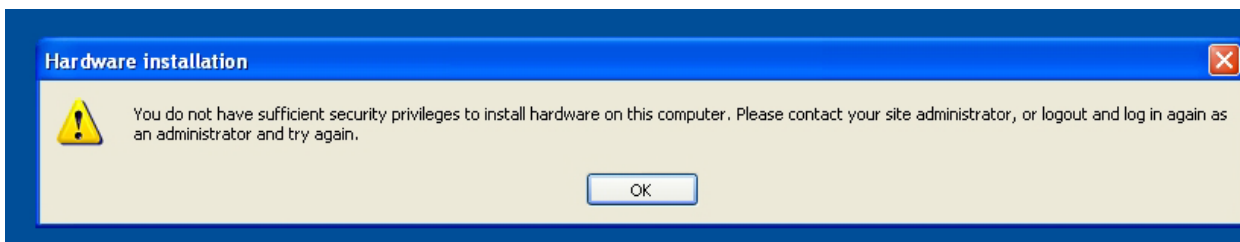
There are USB ports in the front of the every computer. On the 1st floor you can also use the USB ports on the side of the monitors.

In the LRC (5th floor and the audiovisual area of the 3rd floor, and the 24-hour X-lab) once you plug-in your USB thumb/flash drive the computer will automatically recognize it. Go to “My Computer” and Click on “Removable Drive (E)” to access your files.

On the 1st floor, 2nd floor, and the library computers along the wall on the 3rd floor the computer will automatically recognize your thumb/flash drive and you will be prompted to enter an administrator password.



Click on “Cancel.” A message about security privileges will pop up. Click “OK.”



In most cases you will be able to go to “My Computer” and Click on “Removable Drive (E)” to access your files. Some types of USB thumb/flash drives require software to be installed before accessing the files. The administrator password must be entered for this to happen. If your thumb/flash drive is not listed under My Computer contact a library staff member for assistance.

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