

## Saving data to the W: drive (Warehaus)

JALC faculty and staff have access to temporary personal storage space on our network. Keep in my mind that this storage space is unsecured and anyone with access to the W: drive can view the contents of your folder.

To save a document, click on file, then save as.

Select the W: drive from the drop-down menu at "save in."

For the first time that you save a document on the W: drive, click on "create new folder" and name it.

If you do not have the W: drive as a "save in" option, call the Help Desk at extension 8388.