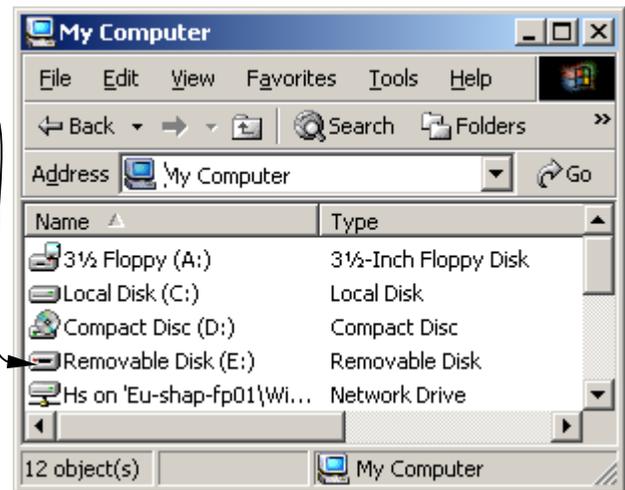


USB Memory Stick

The memory stick you received from DoDDS does not need any software installed, but it may require administrative privileges to use the first time.

Using the USB drive:

1. Insert the USB drive into an available USB slot. It can only go in one way. If it does not easily fit one way, turn it over and try that way. The Dell GX240's and GX270's, which many DoDDS-E schools have, have a small grey door on the front that can be lifted to reveal a USB port. See the picture on the right for a typical USB port. The first time you plug it in, you may see a pop-up window stating "New hardware found...."
2. Once it's plugged in, you'll see a small USB icon in the system tray, next to the clock → 
3. Double-click *My Computer*. You should see the drive listed something like *Removable Disk (E:)*
4. Make note of the drive name and letter designation.
5. Begin using it like you would any other drive. For instruction on file management, see your local ET.



Removing the USB Drive:

1. Click on the USB icon in the system tray. 
2. Select *Stop USB Mass Storage Device – Drive (E:)* 
3. When you see the pop-up stating that it's safe to remove the drive, simply pull it out of the USB port. 

Remember: Your USB drive is like any other disk and can be infected with viruses. Please scan it occasionally for viruses.