



## HOMEDRIVE

Saving to HomeDrive allows you to access your files from any computer on the GateWay campus. *Note: The screen may look slightly different depending on your operating system (as shown in the left images), but the process is still the same.*

- 01** Press the **Windows Key + R** simultaneously on your keyboard.
- 02** Type "\\gwfs3\HomeDrv\[Your MEID]" in the text field. Then, click on the **OK** button.
- 03** Transfer (drag and drop) your files to the folder that opens.