

Make sure you are **NOT** logged onto the Trinity Network. If you are, logoff.

Plug your USB flash drive into one of the USB ports on the front of the computer.

Wait for the computer to recognize the USB Flash drive.

A window will appear when the computer recognizes your Flash Drive. When this happens click close or the X in the upper right corner to close the window.

Now logon to the Trinity Network.

When you try to save or open you work click the **drop down arrow** and select **E\$ on 'Client'(E)** or **F\$ on 'Client'(F)**

By doing this you will be able to use your USB Flash Drive

