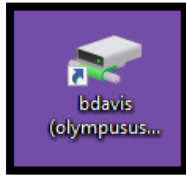


Zdrive Procedure

When saving **ANY** and **ALL** documents remember to save them to your **Zdrive**. Saving documents to your Zdrive will allow for you to access them on any computer connected to our OESD network/VPN. It will also act as a back-up if your computer fails.

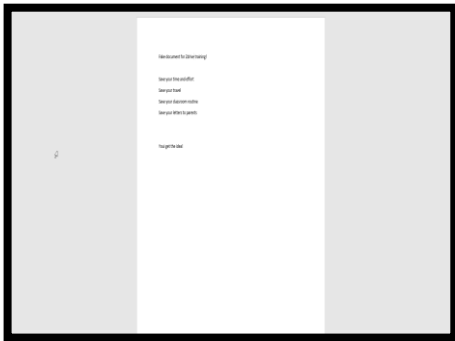
Where is my Zdrive?

Your Zdrive is usually on your desktop. It will look something like this.

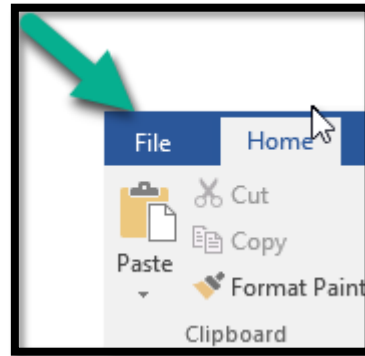


How do I save documents to my Zdrive?

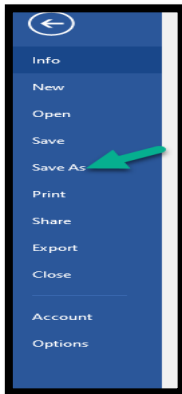
1. Create your document



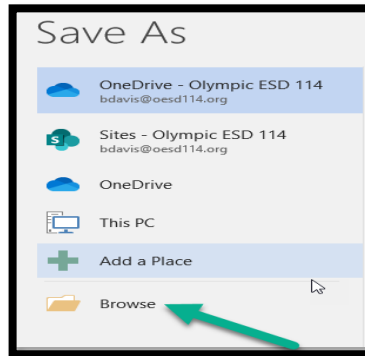
2. Go to File



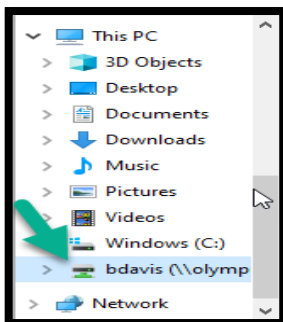
3. Save As



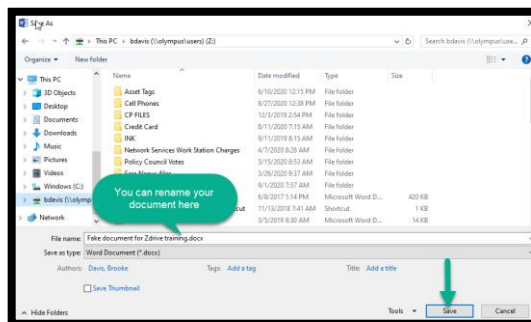
4. Browse Computer



5. Click on your Zdrive

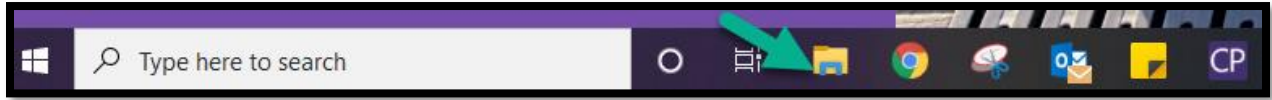


6. Choose a folder or create a New Folder that the document should be save in - Name the Document you want to save and click on Save

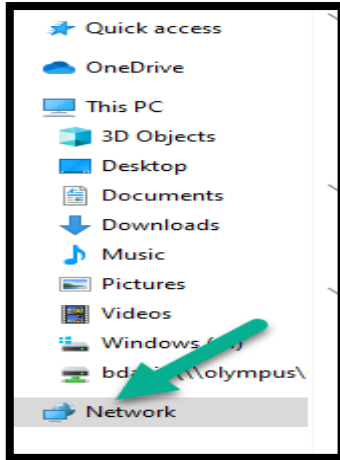


What if I can't find my Zdrive on my desktop, or I am at a different computer? How do I access my Zdrive?

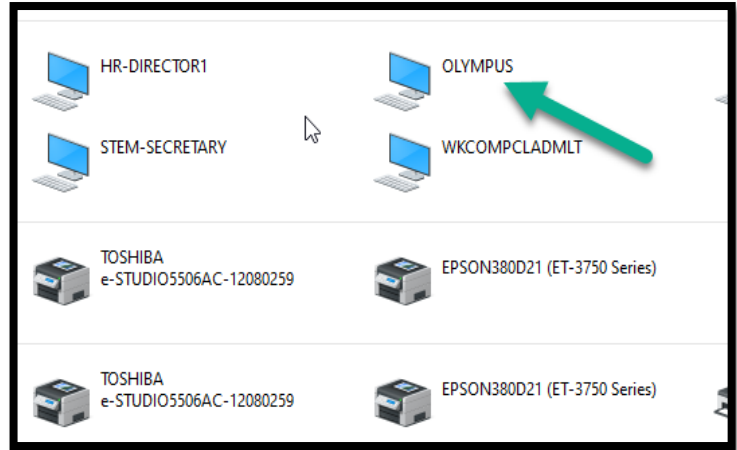
Down in the task bar at the bottom of your screen you will see a small file folder, click on it



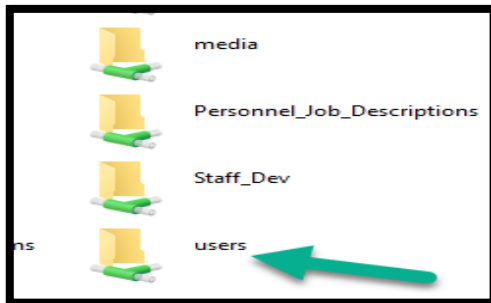
1. Click on Network



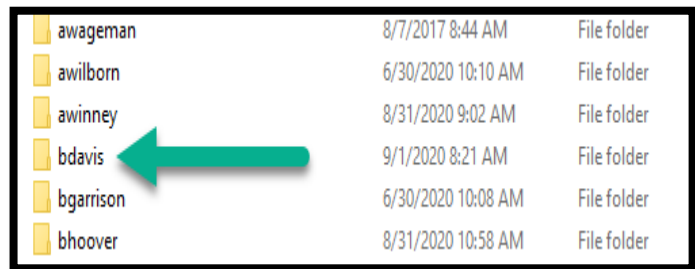
2. Double Click on Olympus



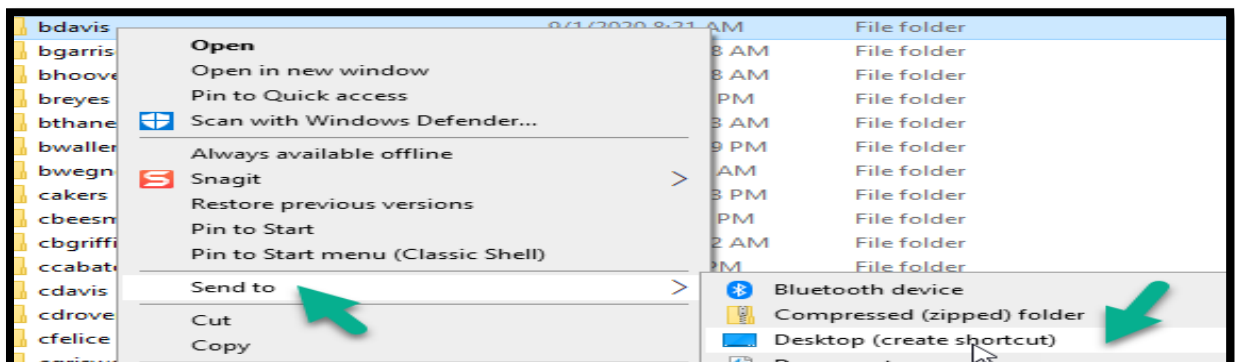
3. Scroll to users (very bottom)



4. Find your user name (same that you log into the computer with)



Once you find your username you can either double click on it to open it and save your item or you can create a shortcut and add it to your desktop



You will now have access to your Zdrive! Where you will save everything!