
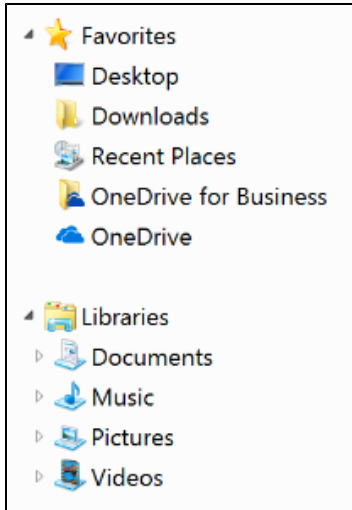


Move Files from your C: Drive to a Network Drive in Windows

 In order to move your files from your C: drive to your network drive - either your personal Home Folder (U: Drive) or Divisional Folder (V: Drive) - you will first need be sure you have your [network drive mapped](#).

1. Open Windows Explorer and find the location(s) where you store your files that you intend to move to your network drive.
 - a. Consider all of the locations you may have files, including **Documents**, **Desktop**, **Downloads**, etc.



2. From one location at a time, select all of the files and folders from your C: drive clicking on them or by typing ctrl-a (hold down the control key and then type 'a').
3. Type ctrl-x (hold down the control key and then type 'x') to **cut** all of the files and folders you have selected.
4. Navigate to the appropriate network drive folder in Windows Explorer.
5. Type ctrl-v (hold down the control key and then type 'v') to paste the contents you cut earlier into your network drive folder.

Need more help? Submit an [ITS Service Desk Request](#).