

HOW TO USE AN EXTERNAL HARD DRIVE

HOW TO GUIDE



CONNECTING YOUR EXTERNAL HARD DRIVE

1. Plug in the external hard drive

- Take the USB cable that came with the external hard drive.
- Plug one end of the cable into the external hard drive.
- Plug the other end into a USB port on your laptop.
- Wait a few seconds, you will see a notification that the device is connected.

2. Open the File Explorer

- Look at the bottom of your screen (the taskbar).
- Click on the "Folder icon". This icon opens File Explorer, where you can see your files and drives.

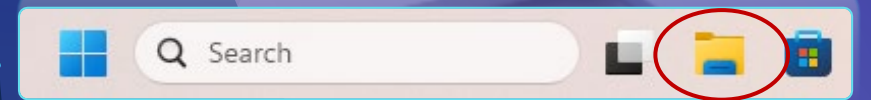
3. Find your external hard drive

- On the left side of the File Explorer window, Click "This PC".
- Look in the section called "Devices and drives".
- Find the drive named "My Passport".
- Double-click "My Passport" to open it.

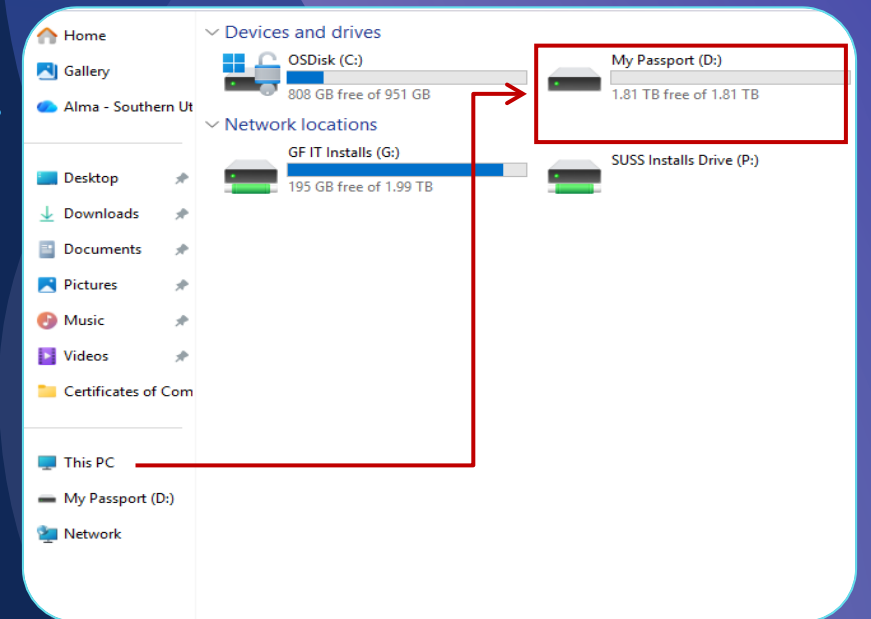
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HOW TO COPY FILES TO AN EXTERNAL HARD DRIVE

1. Find the files you want to copy

- Open the folder that has the files you want to copy.
- If you want to select more than one file at a time. Click the left button on the mouse and hold it while dragging the mouse over the files you want to select. When the files turn blue, they are selected.

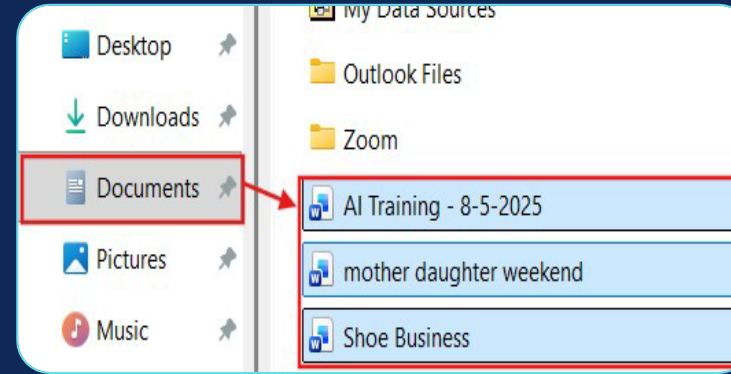
2. Copy the files

- Right-click on the file. The selected files will turn from blue to gray.
- Click "Copy".

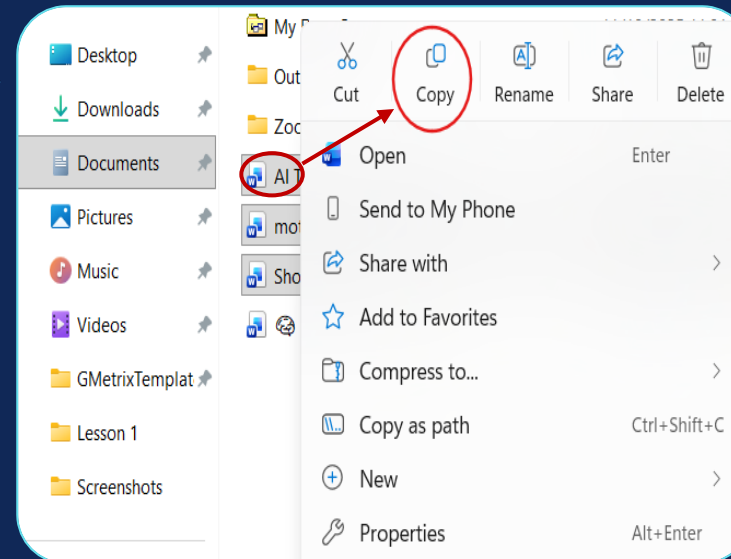
3. Paste the files onto the hard drive

- Open your external hard drive, called "My Passport".
- Right-click inside the folder.
- Click "Paste".

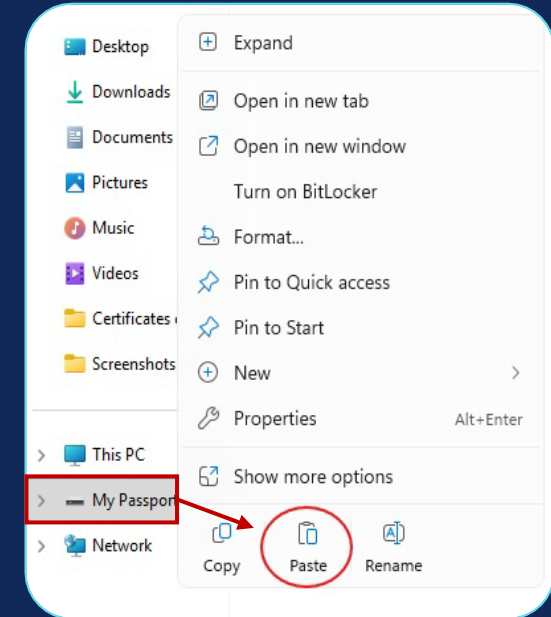
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HOW TO COPY OR MOVE FILES TO THE EXTERNAL HARD DRIVE

1. Select the files you want

- Go to the folders that have the files you want to copy.

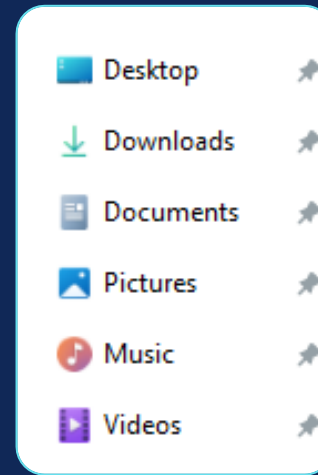
2. Copy the files

- Right-click the file and click "Copy".

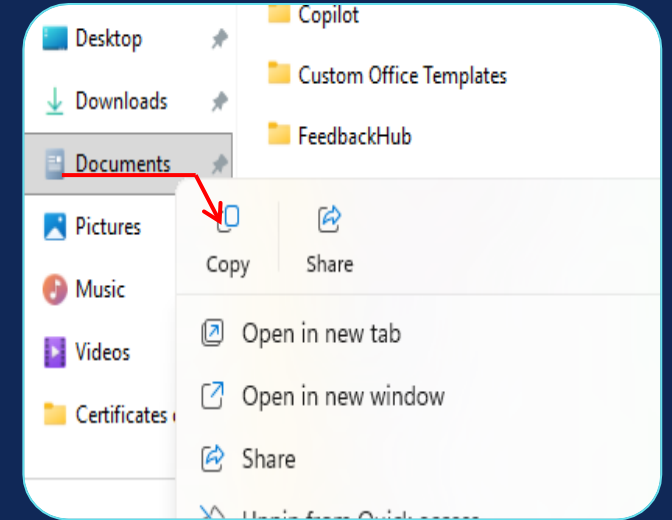
3. Paste the files to the hard drive

- Open the external hard drive folder (MY PASSPORT), right-click and click "PASTE".

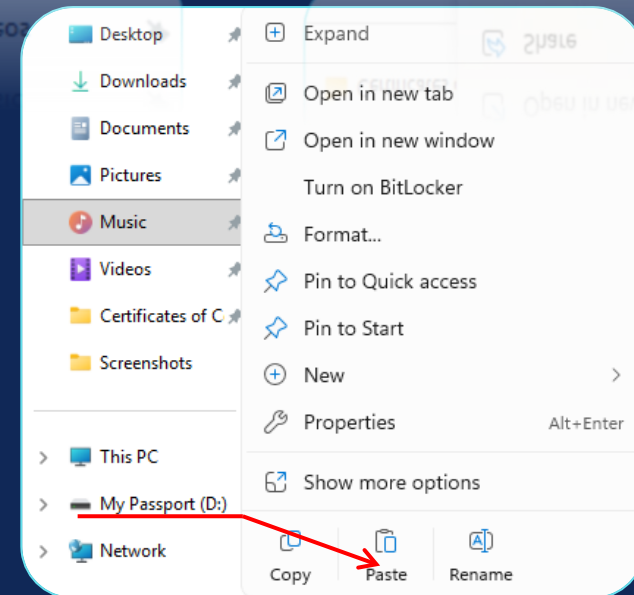
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HOW TO SAFELY REMOVE THE HARD DRIVE

1. Look at the bottom-right hand of your screen and click on the “^”. arrow
2. Click on the USB/Flash Drive Icon.
3. Select “Eject My Passport”.
4. When it says it’s safe, you can unplug the USB from the computer.

