Quick Tips: Using your USB Drive (Mac)

A USB drive is a small external storage device that allows a user to transfer files from one computer to another. Until Information Services has found a suitable long term replacement for NetStorage, we are providing users with a USB drive as temporary measure. The USB drive will allow you to access the files you have placed on it on any computer.

To open the USB drive:
1. Remove the packaging and cover, so that the metal plug-in is visible (see image above).
2. Locate the USB port on your computer and insert the metal plug-in into the USB port.
3. Your computer should recognize the USB, and an icon titled “KINGSTON” will appear on your desktop as shown below.

![KINGSTON icon]

To put files on your USB:
1. Click the file you wish to add, and drag it into the “KINGSTON” icon.

There is no way for Mac users to password protect information stored on their USB drive. For this reason, Information Services is recommending that Mac users do not use the USB drive to transport confidential information.

It is important that before removing the USB you shut it off, because if the drive is simply yanked out you run the risk of corrupting your data.

To eject the USB:
1. CTRL + click the “KINGSTON” icon shown above. A menu like the one shown at right should appear.
2. Select “Eject “KINGSTON” and wait for the icon to disappear from your desktop.
3. Now you may safely remove the USB drive from the port.