

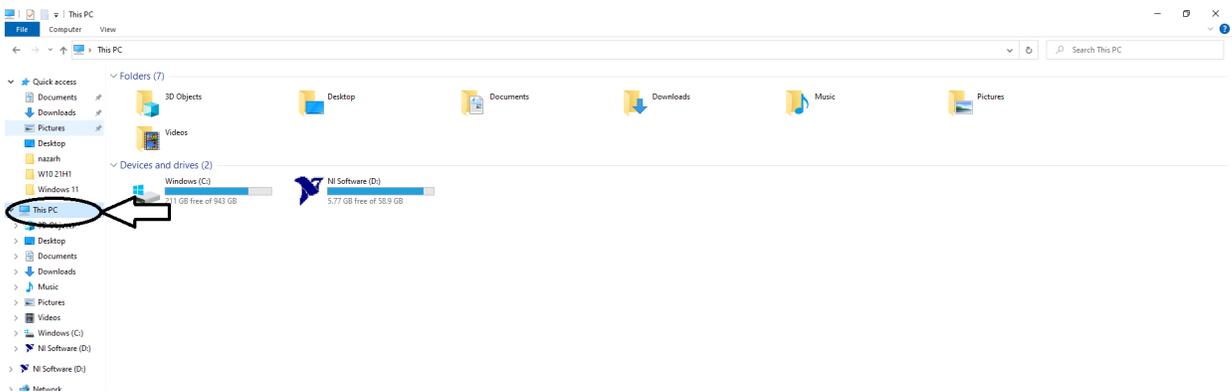
Procedure for accessing External Storage with QU Devices

Using File Explorer

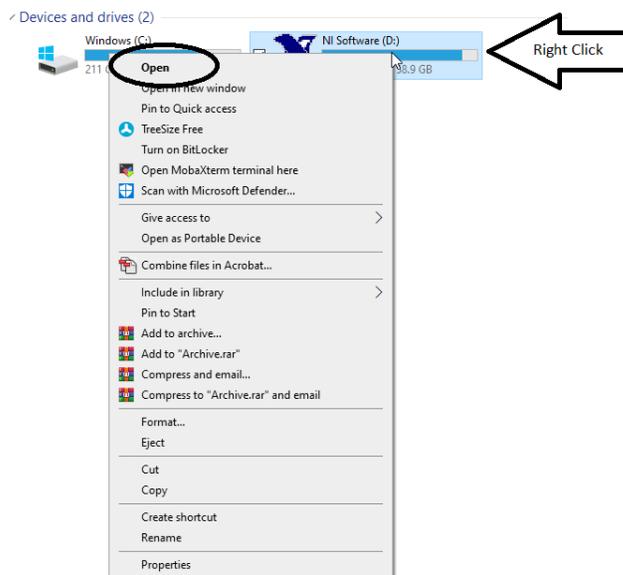
1. Open [File Explorer](#) by pressing Windows Key  +  or by clicking on the **file explorer** icon on the task bar as shown below.



2. On the left, click **This PC**.

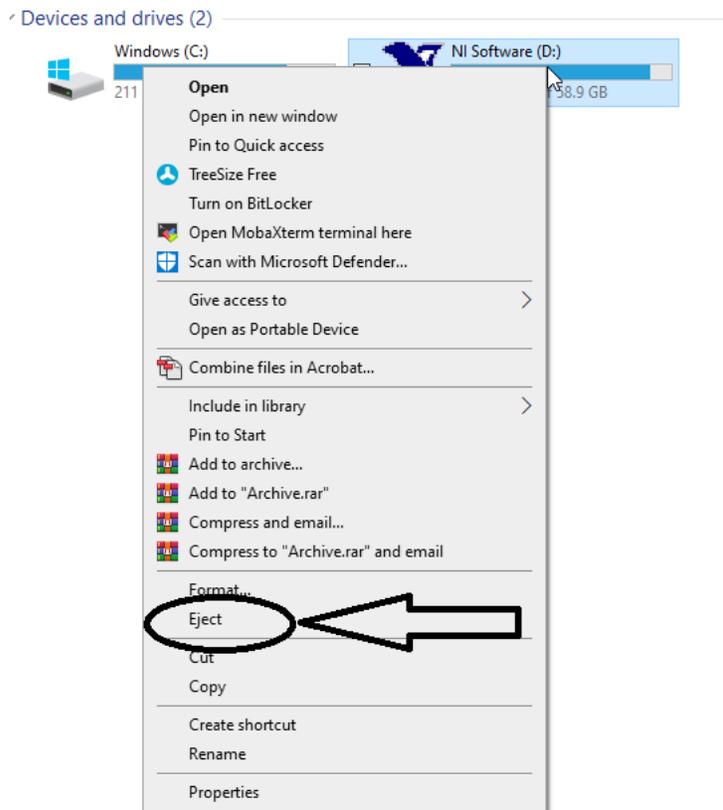


3. On the right, **right-click** your USB drive and Click on **Open** to browse the contents of the drive



4. Do not edit files directly from the flash drive. Open the file from flash drive, save it to local computer and then edit it.

5. Once work on the document is finished, save the document back to its original location on the USB drive
6. Delete the copy of the document from your machine
7. Never open files with link, bat, exe or cmd extension by double clicking on it
8. Be careful while opening Macros inside Word, Excel and PowerPoint files.
9. Don't leave USB connected to your laptop/desktop when not in use
10. Always eject the drive by **right click** on it and then select Eject. Never remove the drive without properly ejecting it from Computer



11. Try to refrain from doing casual saves directly to the flash drive as this could shorten the lifespan of the flash drive by chipping away at the limited amount of read and writes that the drive can perform