

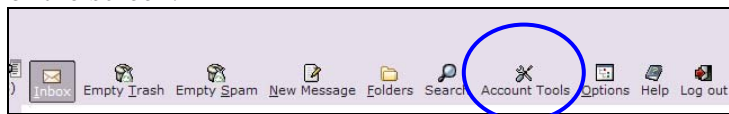
Using U-Storage to Save Your Documents (Web)

U-Storage is an online file storage service for students. It's your personal internet filing cabinet, where you can store your documents and access them from anywhere.

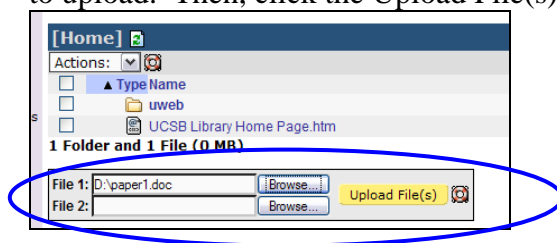
To upload documents to U-Storage via the Web

You can save documents in U-Storage from any computer by logging into your U-Mail account.

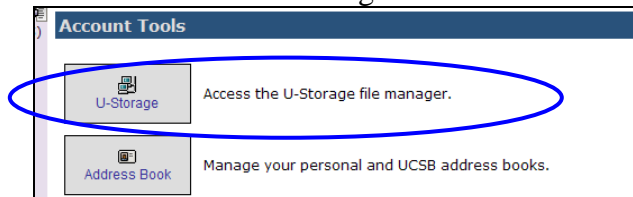
1. Make sure you have saved your document to the library computer's D: Data drive. Next, log in to U-Mail and click the Account Tools button at the top of the screen.



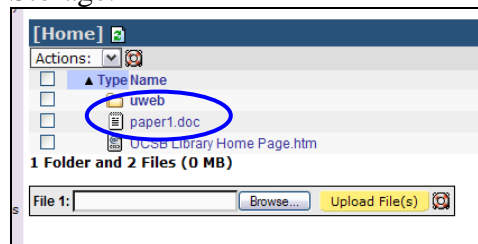
3. Click the Browse button and find the file you wish to upload. Then, click the Upload File(s) button.



2. Then click the U-Storage button.



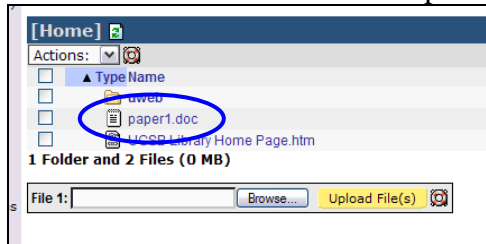
4. Success! Your document has been saved to U-Storage.



To access your U-Storage files via the Web

1. Log in to your U-Mail account, then follow steps 1 and 2 above to log in to U-Storage.

2. Click the document name to open it.



DON'T LOSE YOUR WORK!

You *must* save the file on the computer you're using and then upload the new version of the file to U-Storage (see above) to keep any changes you make to the document. Otherwise, your changes will be lost!



UCSB LIBRARIES