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.
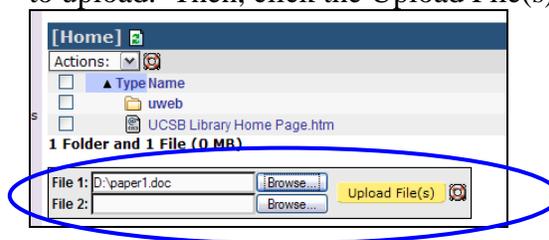
To upload documents to U-Storage via the Web

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.
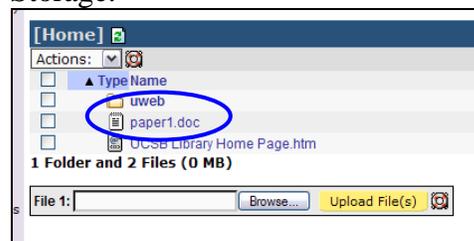

2. Then click the U-Storage button.

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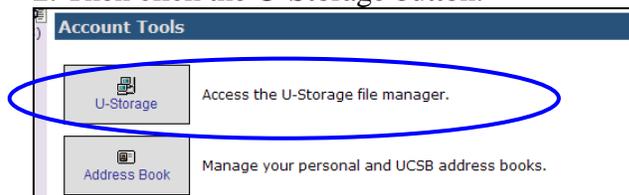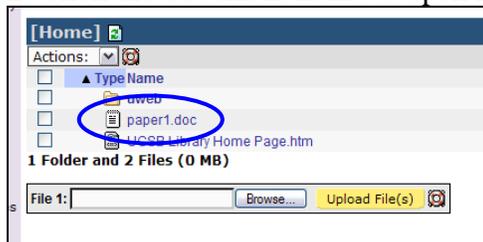

4. Success! Your document has been saved to U-Storage.

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