## 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.

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## **2**. Then click the U-Storage button.

	<b>₽</b> )	Account Tools	
<		U-Storage	Access the U-Storage file manager.
		I®≣ Address Book	Manage your personal and UCSB address books.

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

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

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## 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.

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## **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!

