

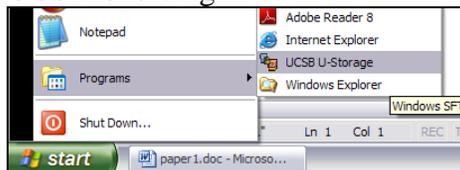
# Using U-Storage to Save Your Documents (SFTP)

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.

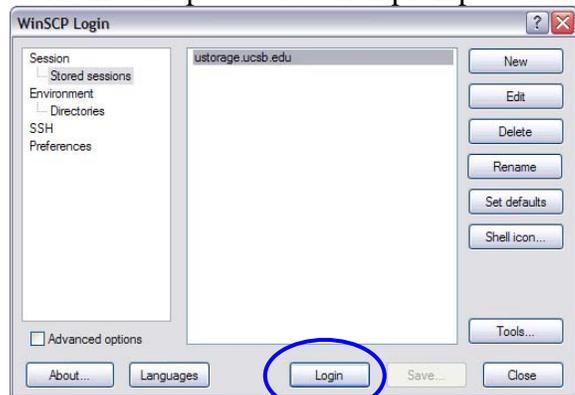
## To transfer a file from a library computer to your U-Storage account using SFTP

1. Make sure you have saved your document to the library computer's D: Data drive.

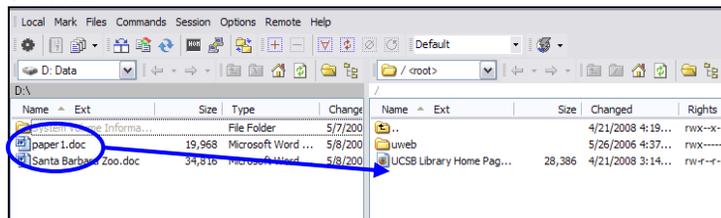
2. Open the start menu and select Programs, then UCSB U-Storage.



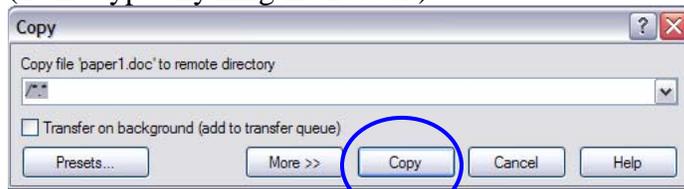
3. Click the Login button, then enter your U-Mail username and password when prompted.



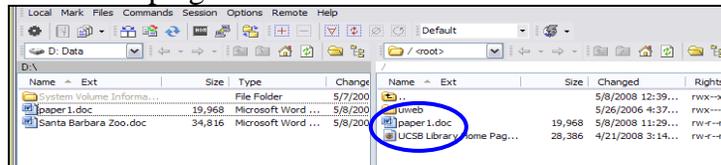
4. You will see a screen that shows the files that are saved on the computer on the left and in your U-Storage account on the right. To transfer your file over to U-Storage, drag it over to the right side of the screen.



5. Click Copy to transfer the file over to U-Storage. (Don't type anything in the box.)



6. Success! Your file has been moved to U-Storage for safekeeping.



## **DON'T LOSE YOUR WORK!**

If you want to edit the file after you have saved it in U-Storage, first transfer the file from U-Storage to the library computer by dragging it from the right hand side of the screen to the left. Then, go to the library computer's D: Data drive to open it (or right-click the file name and select Open With > Microsoft Word).

Once you have made changes to your document, make sure you save it to the computer's D: Data drive, then repeat steps 1-5 above to move your new version of the file to U-Storage.



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