To save files from your desktop to your M Drive:

1. Click on the start button (the circle in the bottom left corner) and then click on "Computer"



2. Double-click on your M Drive.



3. Once you can see all the files on your M Drive, minimize all windows BESIDES your M Drive so that you can see your desktop at the same time as your M Drive window.

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- 4. Click and drag the files that you want saved from your desktop to your M Drive window.
- 5. Do this to all the files that you want saved. Don't worry about the icons like Go Math or internet icons, those will automatically be reinstalled.