

Tips for Keeping Work Safe

Always save to your
(Y:) Drive – it is your
secure personal
network drive and
can be accessed
anywhere

Don't rely on **USB
memory sticks** as they
frequently get lost and
sometimes fail – use them
only for backing up and
moving work

Protect from file corruption by **changing the filename** as
you progress (e.g. add v1, v2 etc.), so you are **not** reliant
on just one file.

Also save to several locations as you work

Working **off campus**? You
can access your **(Y:) Drive**
via **Campus Anywhere**.
For more information go
to rhul.ac.uk/it/essentials

When working on e-mail
attachments **first SAVE** it to a
folder location you know **before**
making changes, otherwise it
saves to the (C:) drive and can
become un-retrievable!

Any questions?

Go to
rhul.ac.uk/it/