

# 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](http://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/](http://rhul.ac.uk/it/)