





## Classroom and Academic Lab File Storage



-  Avoid saving files to computers in classrooms and labs (my documents folder, desktop, etc.).

There is no guarantee those files will be available to you the next time you log on to that PC.

-  Instead, save files to your personal devices (USB flash drive, DVD, etc. or a cloud storage account). Employees can save to their network drives.

For questions, contact the IT Help Desk at  
937-512-HELP (4357) or [helpdesk@sinclair.edu](mailto:helpdesk@sinclair.edu)