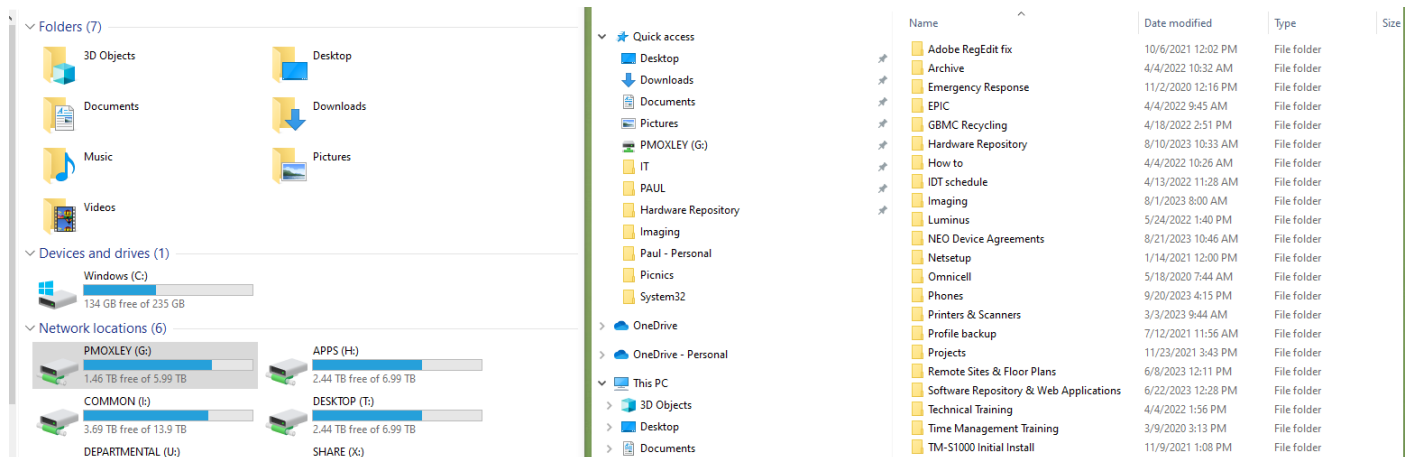# Refresh Tips and Tricks

Saving files to your G: /Drive

To save one or multiple files to a network drive:

1. Open the file explorer window and locate the file(s) you want saved
2. Open another file explorer window and go to **This PC** > (G:/**network drive**)
3. Highlight all files you want to move to the network drive
4. Drag/drop the selected files to the window showing the desired network drive

Saving files to your One Drive

Open OneDrive settings (select the OneDrive cloud icon in your notification area, and then select the OneDrive Help and Settings icon then **Settings**.)

- Open OneDrive settings (select the OneDrive cloud icon in your notification area, and then select the OneDrive Help and Settings icon then **Settings**.)
- Go to the **Sync and back up** tab.
- Select **Manage Back up**.