Safely Removing a USB drive

1. Close out all documents and windows.

2. Click the small, white upward arrow in the bottom right corner of the screen. A small box should appear.

3. In the box, select the icon that is a USB with green check mark by it. A box should appear that allows you to select which drive to eject.

4. Select the USB drive to eject.
5. After selecting this, a message should appear indicating that your USB drive has been safely ejected.

6. You may now remove your USB drive from the computer.