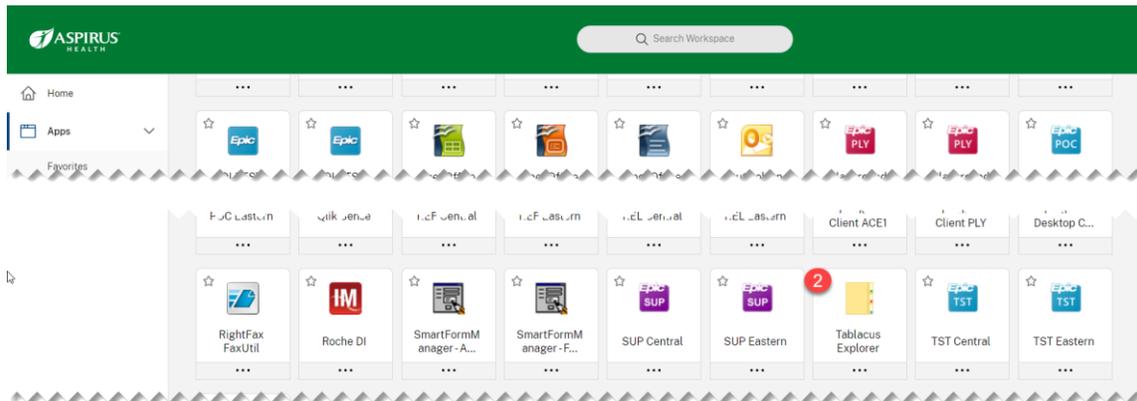


## Transferring Files to Aspirus Network Drives

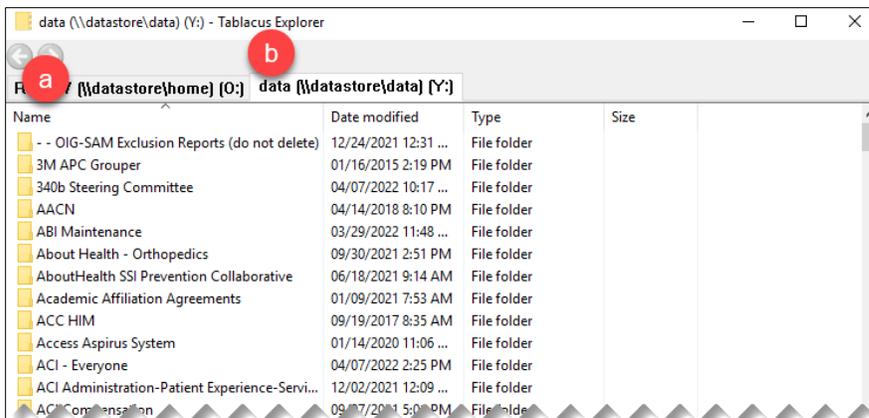
Files stored on your Ascension device need to be moved to the Aspirus Network if you wish to retain these files post device migration. Act now to avoid losing important content!

### Access Tablacus Explorer

1. Log into [aspirus.cloud.com](https://aspirus.cloud.com) using your Aspirus ID and Aspirus Password.
2. Locate the **Tablacus Explorer** folder and click on the App.

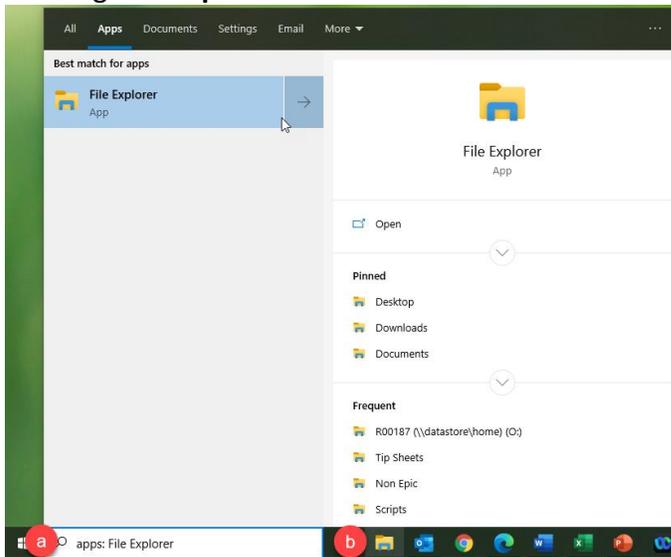


3. The Tablacus Explorer opens, displaying two drives:
  - a. [O:]- Your Personal Drive
  - b. [Y:]- Shared Drive

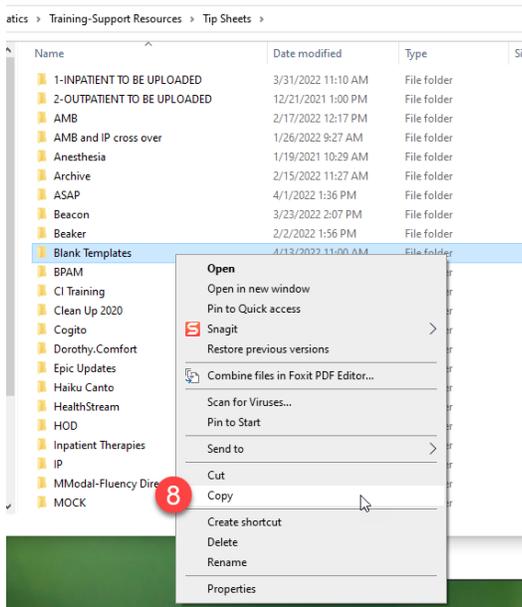


4. Double Click to open the folder you wish to transfer files to.

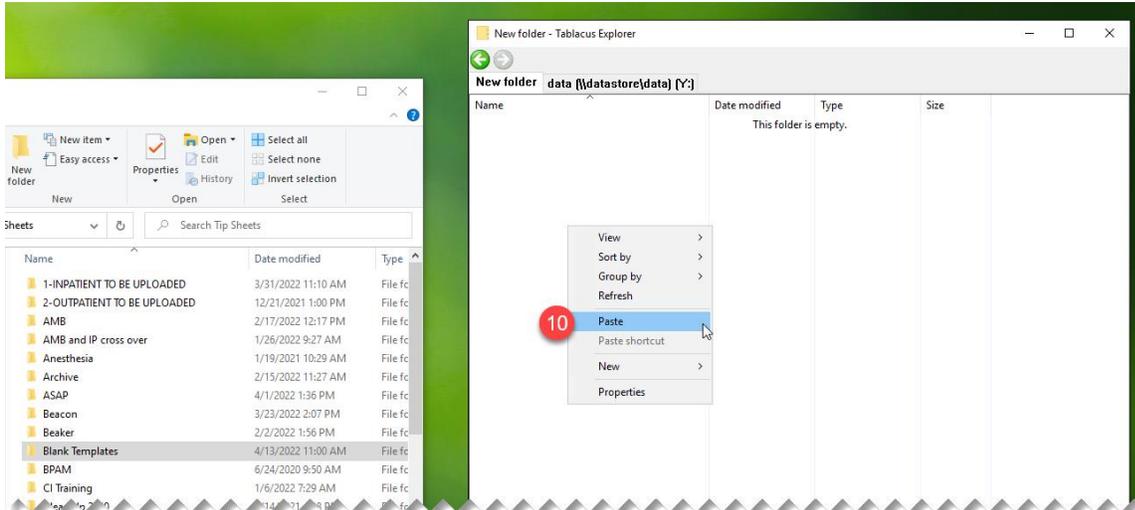
5. Leave the Tablacus Explorer open and locate the File Explorer App on your computer by either:
  - a. Searching for **File Explorer** in your menu
  - b. Clicking **File Explorer** on Taskbar



6. With the File Explorer open, locate the file you wish to transfer to your Aspirus drive.
7. **Right** click on file.
8. Click **Copy**.



9. Move to the Tablacus Explorer and **Right** click.
10. Click **Paste**.



11. After clicking paste, the file will copy over. To verify this has occurred, key **F5** to refresh your screen.

