

Go to your current web files using File Explorer.

NOTE: If you are connected off-campus, you will have to VPN in.

Your files are located on: <u>\\files-www.cpp.edu\your-bronco-name</u>

← → Y ↑ 💐 \\files-www.cpp.edu <mark>\your-bronco-name</mark>	× → 2	
^ Name	Date modified	Type Siz
📜 cross-domain	6/2/2016 2:38 PM	File folder
📜 expand-collapse	2/8/2017 3:13 PM	File folder
iframe_code	5/25/2016 11:11 AM	File folder
📮 img	8/22/2016 4:20 PM	File folder
📕 js	6/21/2016 7:42 AM	File folder
📕 modo	6/27/2019 9:17 AM	File folder
mycpp	12/14/2016 9:12 AM	File folder
💽 online-services-animation	6/20/2016 2:38 PM	Microsoft Edge HTML Document
💽 online-services-orig	6/2/2016 3:13 PM	Microsoft Edge HTML Document
💿 sample-login	6/20/2016 11:07 AM	Chrome HTML Document
sample-login2	6/23/2016 3:11 PM	Chrome HTML Document
C slideshow	8/23/2016 7:55 AM	Microsoft Edge HTML Document
slideshow2	8/23/2016 8:03 AM	Microsoft Edge HTML Document
		-

### Step 2

Click on "Select all" in the "Home" tab.

File	Home	Shar	e View										
Pin to Quick access	Сору	Daste Paste	<ul> <li>✓ Cut</li> <li>✓ Copy path</li> <li>✓ Paste shortcut</li> </ul>	Move to *	Copy to *	Delete Rename	New folder	new item ▪ † Easy access ▼	Properties	Edit	Select all Select none		
	CI	lipboard			Org	Janize		New	O	pen	Select		
				expand-o	collapse					2/8/2017 3:1	13 PM	File fold	ler
				iframe_co	ode					5/25/2016 1	1:11 AM	File fold	er
				img						8/22/2016 4	:20 PM	File fold	er
				js						6/21/2016 7	:42 AM	File fold	er
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Right-click to bring up the context menu, then select "Send to" and choose "Compressed (zipped) folder".

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cross-domain		(	5/2/2016 2:38 PM	File folder		
expand-collapse		1	2/8/2017 3:13 PM	File folder		
iframe_code		1	5/25/2016 11:11 AM	File folder		
img	Open		22/2016 4:20 PM	File folder		
js	Open in new window		21/2016 7:42 AM	File folder		
modo	Pin to Ouick access		27/2019 9:17 AM	File folder		
тусрр			/14/2016 9:12 AM	File folder		
online-services-animation	Always available offline		20/2016 2:38 PM	Microsoft Edge HTML Document		
online-services-orig	Snagit	>	2/2016 3:13 PM	Microsoft Edge HTML Document		
👂 sample-login	Scan for threats		20/2016 11:07 AM	Chrome HTML Document		
sample-login2	🗠 Combine files in Acrobat		23/2016 3:11 PM	Chrome HTML Document		
👤 slideshow			23/2016 7:55 AM	Microsoft Edge HTML Document		
🔮 slideshow2	S spirion	/	23/2016 8:03 AM	Microsoft Edge HTML Document		
	Send to	>	8 Bluetooth device			
	Cut		Compressed (zipped) folder			
	Сору		Desktop (create shortcut)			
Create shortcut	Contratent		🚊 Documents			
	Create shortcut		Fax recipient			
	Delete		Mail recipient			
	Rename					
	Properties					



Name your zip file to anything of your choice.





Move your file to a storage location of your choice.

File Home Share View Compressed Folder Tools				-*	?
Image: Pin to Quick Copy access     Copy Paste     Image: Copy path move to +     Image: Copy path move to + <td< th=""><th>New item •</th><th>Properties</th><th>Select all Select none</th><th></th><th>ze</th></td<>	New item •	Properties	Select all Select none		ze
Clipboard Organize	New	Open	Select		
expand-collapse		2/8/2017 3:1	3 PM	File folder	
iframe_code		5/25/2016 1	1:11 AM	File folder	
📕 img		8/22/2016 4	20 PM	File folder	
📕 js		6/21/2016 7	42 AM	File folder	
📕 modo		6/27/2019 9	17 AM	File folder	
mycpp		12/14/2016	9:12 AM	File folder	
1 MyZipFile		4/25/2022 1	0:23 AM	Compressed (zipped) Folder	
C online-services-animation		6/20/2016 2	38 PM	Microsoft Edge HTML Document	
C online-services-orig		6/2/2016 3:1	3 PM	Microsoft Edge HTML Document	
💽 sample-login 🛛 😡		6/20/2016 1	1:07 AM	Chrome HTML Document	
sample-login2		6/23/2016 3	11 PM	Chrome HTML Document	
C slideshow		8/23/2016 7	55 AM	Microsoft Edge HTML Document	
C slideshow2		8/23/2016 8	03 AM	Microsoft Edge HTML Document	
-					



Chose a location to save your archive (Zip File)

elect the place where you want to move 'MyZipFile	Choose a location to save
lick the Move button.	your archive (zip file)
<ul> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Videos</li> <li>OSDisk (C:)</li> <li>Libraries</li> <li>Network</li> </ul>	