How to access the drive letter to your USB memory stick

1. Right click on the “My Computer” icon and select with left button “Manage”
2. In this new window select “Disk Management” with the left button. You might have to double-click on “Storage” so that it shows up.
3. The window are separated in to three smaller views, look at the one that is to the bottom. There should be a disk icon that’s called “Disk 1” and the row below it says “Removable” Right click on it and select “Change Drive Letter and Paths” and select with left mouse button.
4. The windows should look something like below, it might say another drive letter then “H:” in the window. Just mark the “H:” with the attached icon and press “Change” with left mouse button.
5. At this window right of “Assign the following drive letter:” there should be a box selected with the current drive letter for the device. Press on the down arrow and select a drive letter that’s not in use. A good one should be “B” as not many computers nowadays have a floppy drive even less likely is that it’s on the “B” drive letter.

![Change Drive Letter or Path dialog box](image)
6. You will get a dialog box like this just press “Yes” here.

7. Now the drive letter should have changed to the one you selected in this case “B:” And for the most part it should pop up a dialog window that asks what you want to do with/on the USB memory stick.