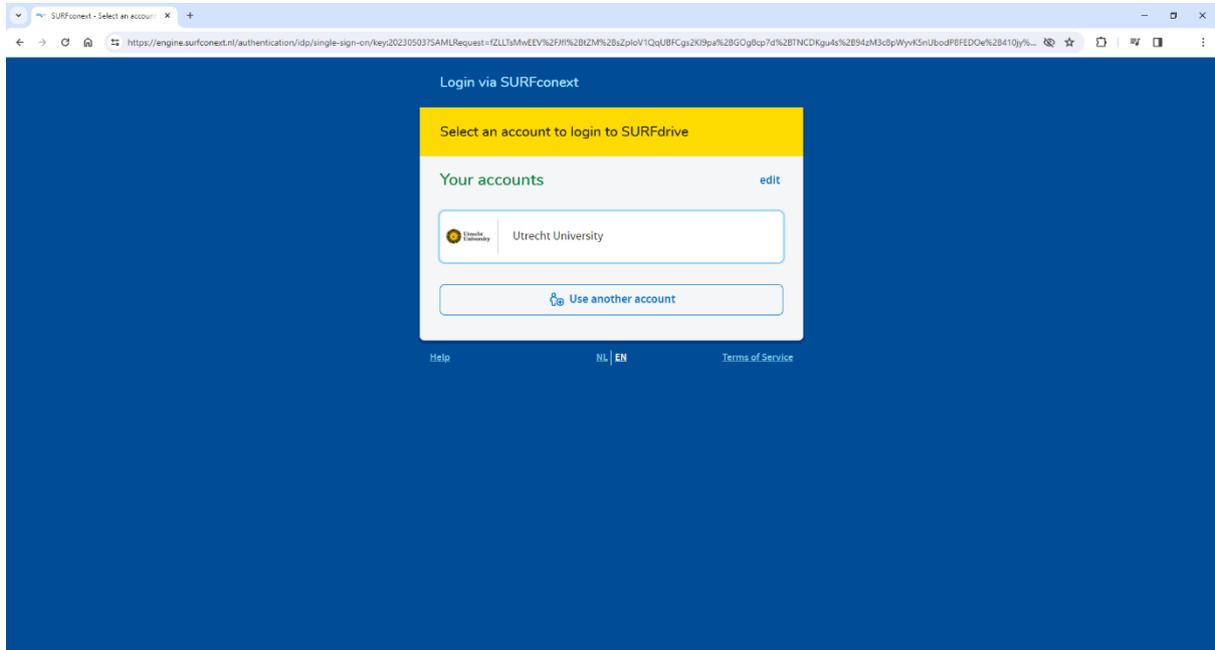
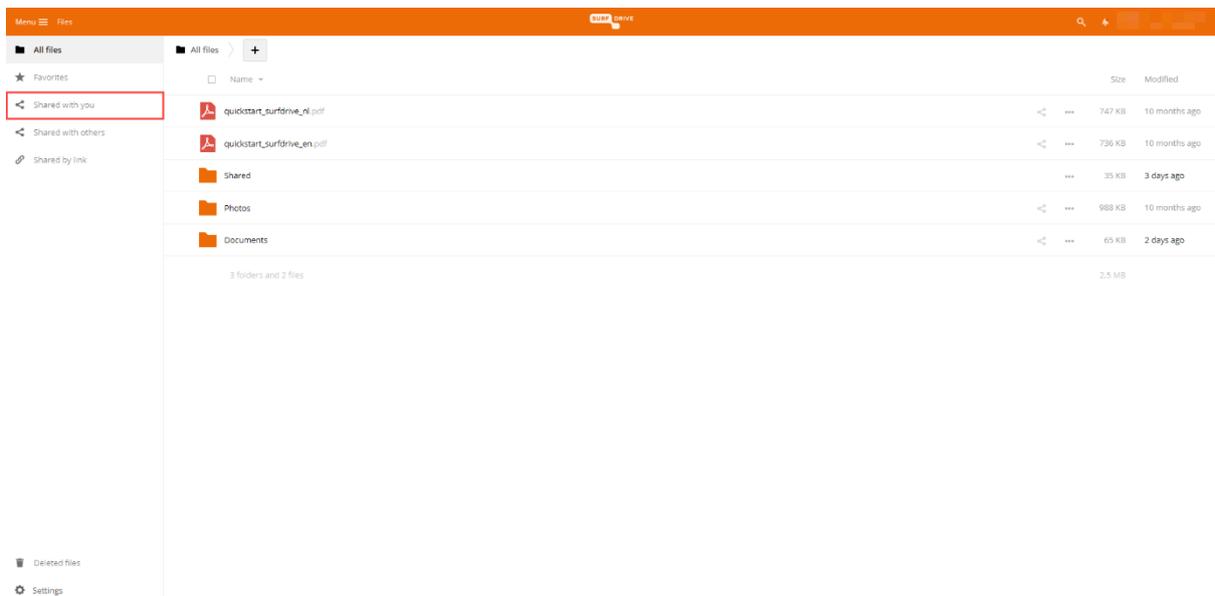


# SURFdrive – Securing shared folders and files

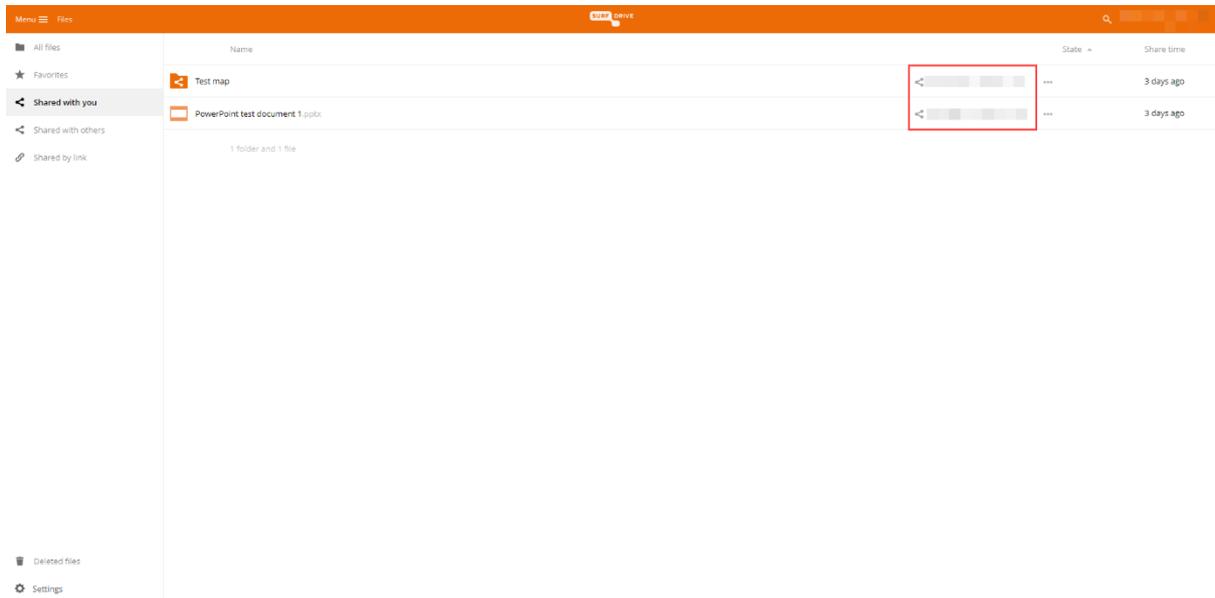
1. Log in to SURFdrive (<https://surfdrive.surf.nl/>) using your UU-account.



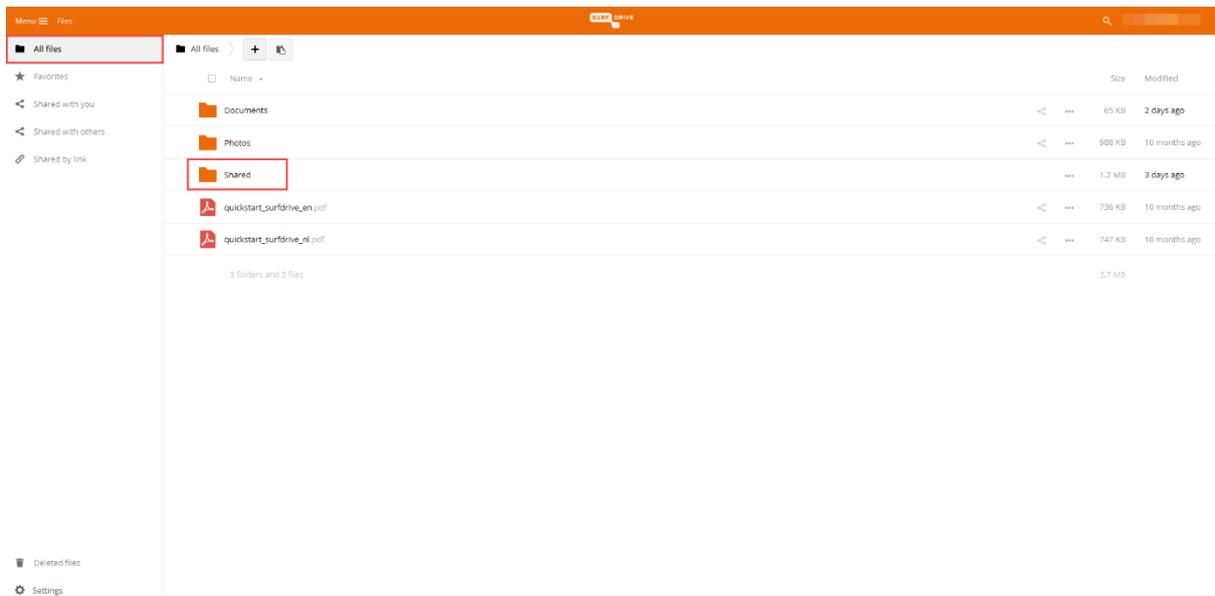
2. Go to the tab 'Shared with you'.



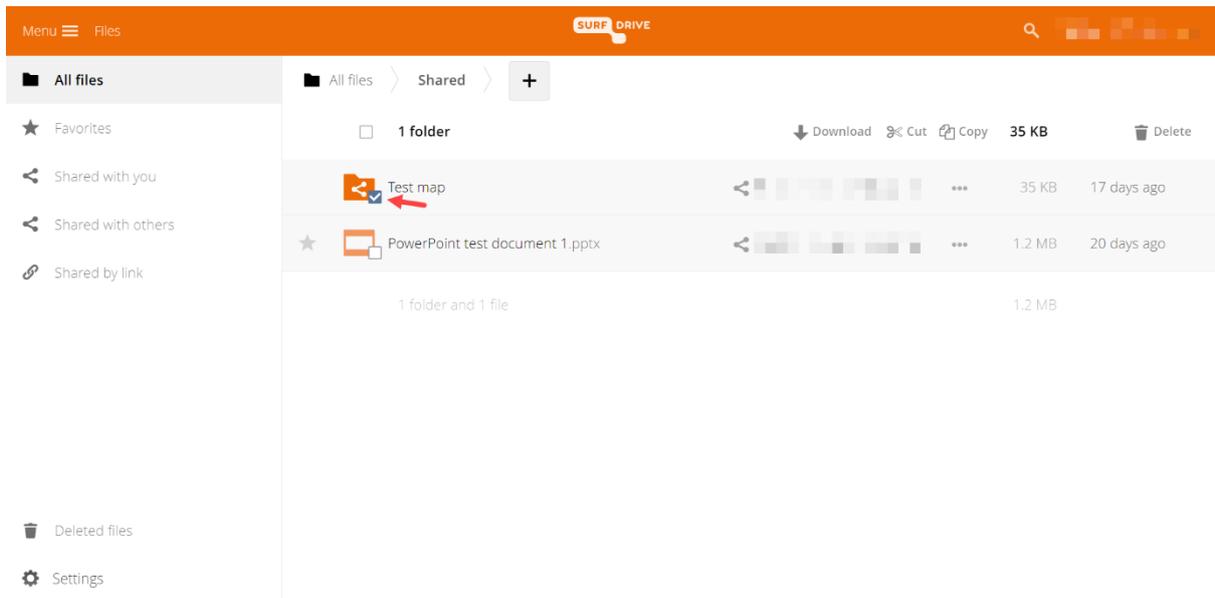
3. Check whether there are folders/files from colleagues who are no longer working at UU. If so, secure this data according to the following steps.



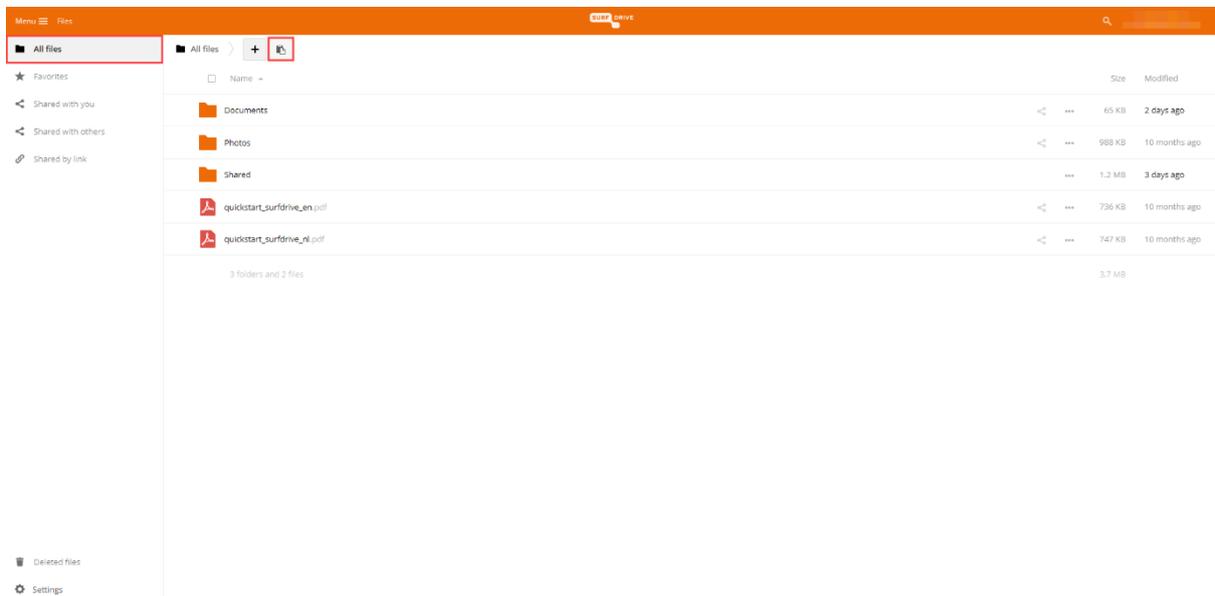
4. Go to 'All files' and select the folder 'Shared'.



- Next, select the folders/files you want to secure by checking the relevant box/boxes. Click 'Copy'.



- Go back to 'All files' and select the 'Paste item(s)' button at the top.



7. The folders/files will be copied to your personal folder and are secure.

