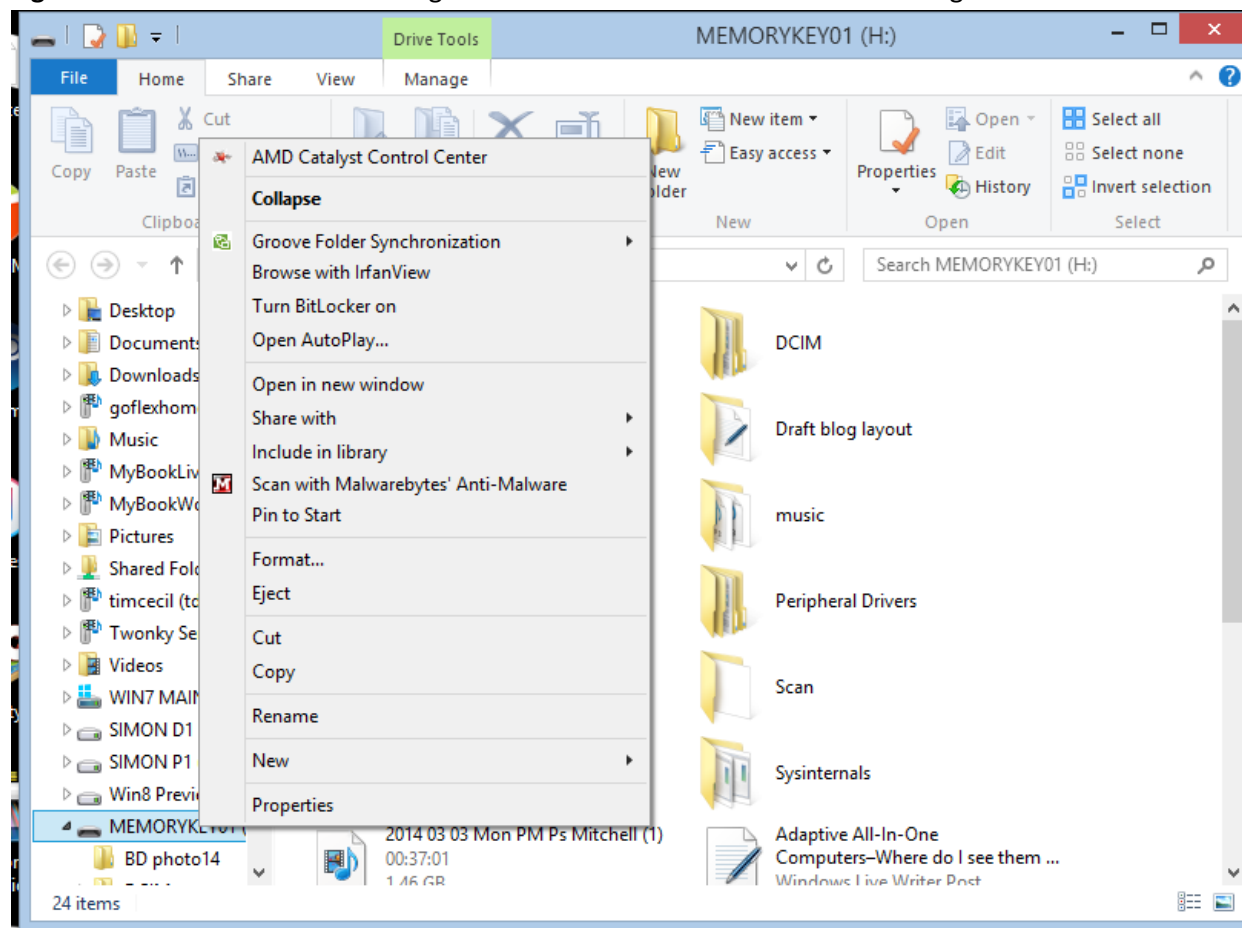# HomeNetworking01

Info — Information to help with the connected home and small-business lifestyle
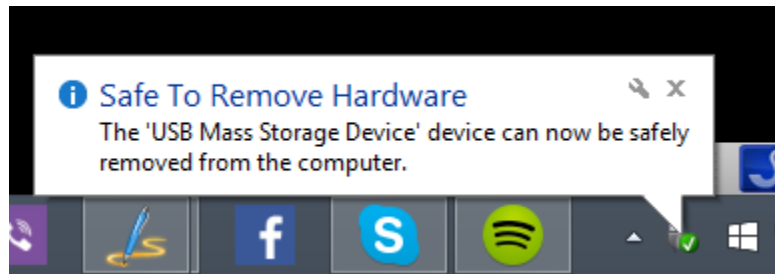
Reference Sheet

How to safely remove a USB flash drive, SD card or other removable media

Operating System: Windows 7, Windows 8 / 8.1 /10 Desktop

1. **Close and save any files that you are working with if the files are on the removable medium**. If you are working with the files in Windows Explorer, My Computer or File Explorer, close the windows corresponding to any folders on the removable disk.
2. **Within Windows Explorer, My Computer or File Explorer**
   a. **Right-click on the drive icon** relating to the USB drive or other removable storage

b. You will see a list of options come up relating to what you can do with this disk
c. **Click "Eject"** to start the safe-removal process.
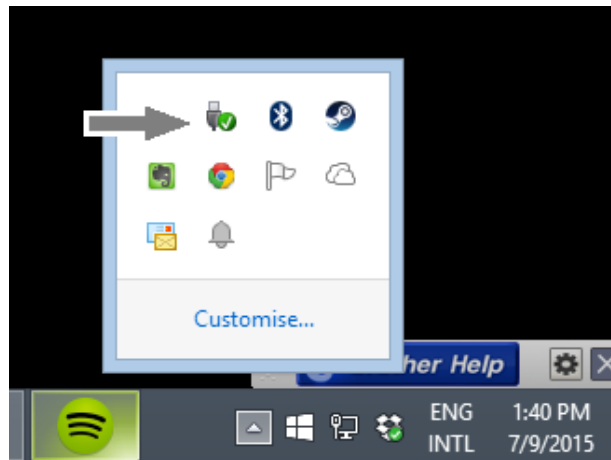d. **Wait** until a message pops up saying it is safe to remove the hardware.

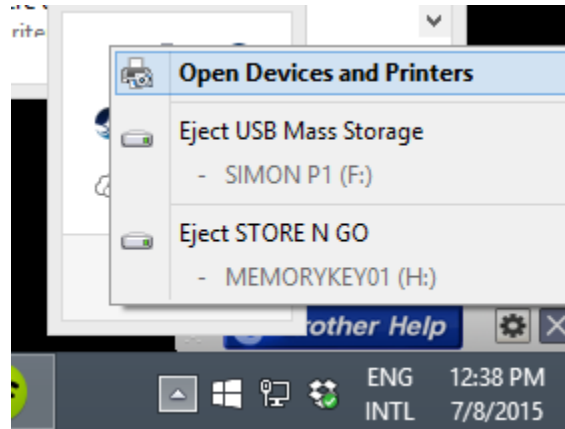e. **You can now remove the removable storage**

3. **From the Desktop**
   a. **Click on the "Safely Remove Hardware And Eject Media" icon** in the Notification Bar at the bottom right of your Screen on the Taskbar.
   If you can't find the "Safely Remove Hardware And Eject Media" icon, click the small upward-pointing arrow dividing the Notification Bar from the Taskbar. You will see some more icons including this one.
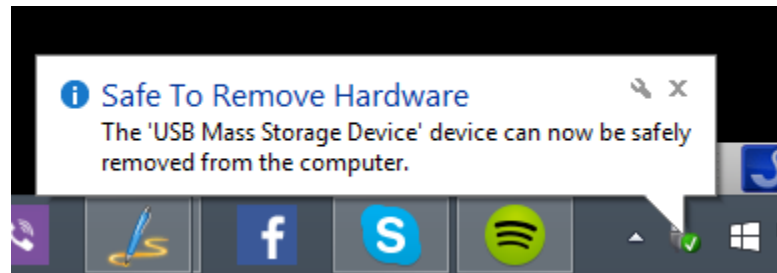
b. **Click on the "Eject *device-name*" text or the *drive name* written in normal text** to start the safe-removal process. The drive name will also have the drive letter written beside it.

If you are dealing with a device like a camera which has integrated storage and removable storage like an SD card, click on the drive name that is written in normal text to eject the SD card or click on the device name to safely remove the device.

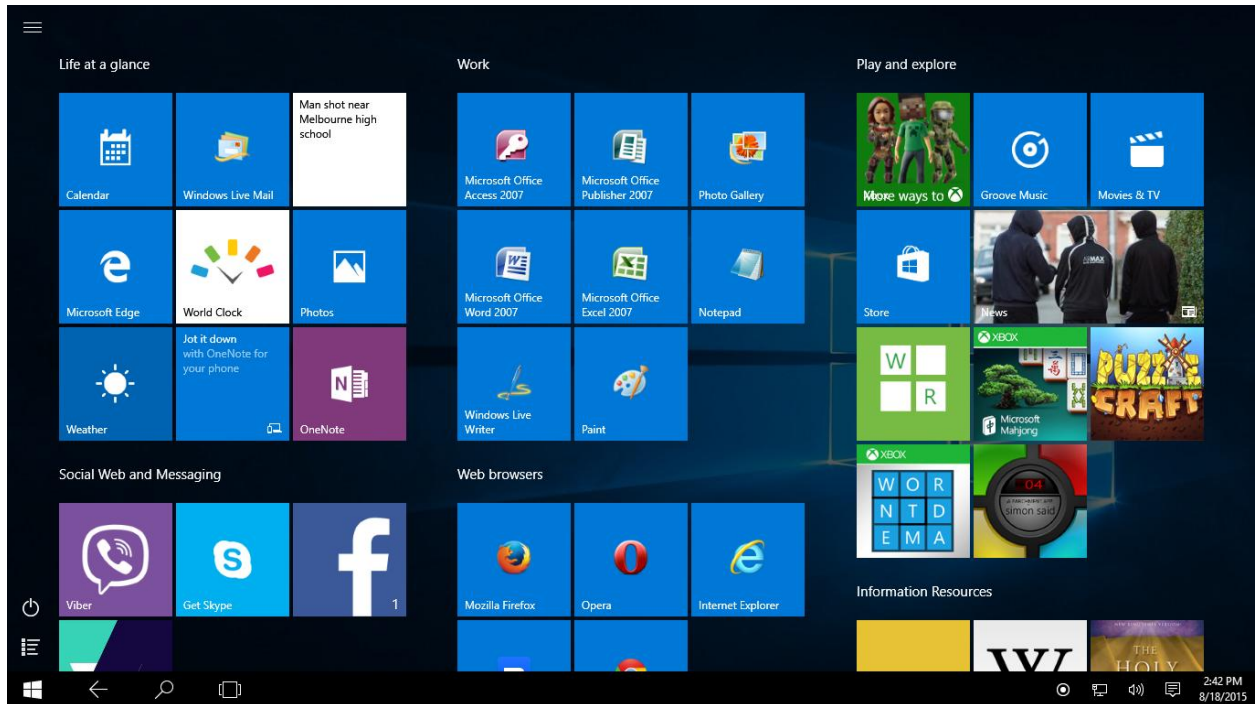c. **Wait** until a message pops up saying it is safe to remove the hardware

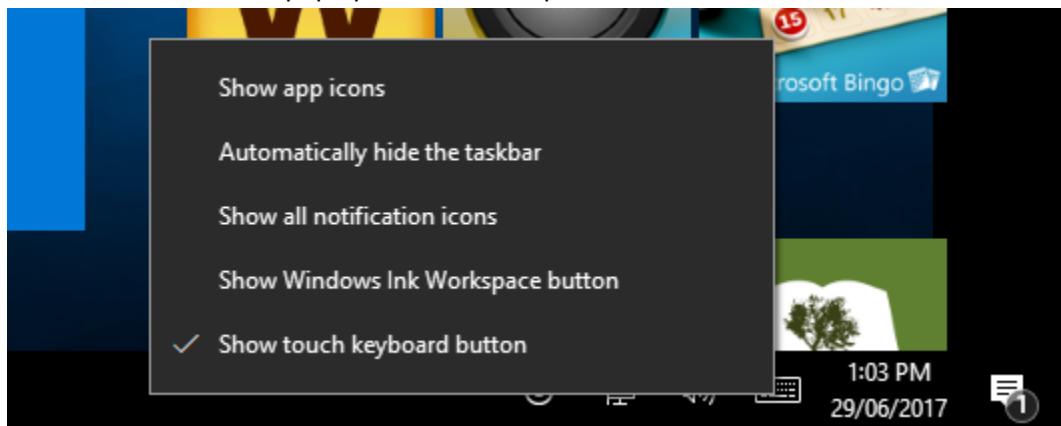d. **You can now remove the removeable storage**

To enable this function to work in Windows 10 Tablet Mode

If you are using a tablet or 2-in-1 in "Tablet Mode" or decide to use your desktop or laptop computer this way for a neater simpler look, you may find it hard to find the icon to safely eject your removeable media like that SD card.
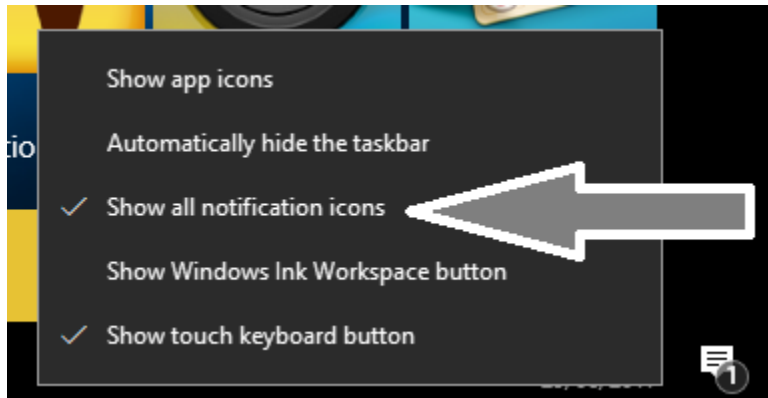
1. Tap and hold or right-click on an empty space on the Taskbar at the bottom of your screen

2. You should see a menu pop up with a list of options

3. Check the "Show All Notification Items" option and you should eventually see an upward-pointing arrow added to your Taskbar

4. Tap or click on the caret to bring up more icons including the one to safely remove removeable media
5. The process to eject that SD card or USB drive is the same as what you would do from the Desktop.

If you want this reference sheet to be branded to reflect your organisation's needs, please feel free to contact Simon Mackay at Simon_Mackay@bigpond.com or use the Contact Form on the HomeNetworking01.info Website.