



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

SmartCape USB use guidelines

Making progress possible. Together.

Before starting, please note:

- any USB device that requires special Microsoft Windows drivers will not work; and
- Any USB device that is not formatted as FAT32 or FAT16 might not work as expected

Accessing your USB storage device via the file manager:

Make sure you are logged in first. Do not insert the USB storage device before being fully logged in, then:

1. Insert the USB storage device into the USB connector.
2. Double click on the "Removable storage" icon
3. The file explorer will open up.
4. In the "Drive/Explorer" folder, you will find a folder that represents your USB storage device.
5. The content of your USB storage device is available in that folder.

Please note: Do not save any files directly to the "Drive/Explorer" folder as this will be deleted when your session ends.

Attaching a file from your USB storage device to an email:

Make sure you are logged in first. Do not insert the USB storage device before being fully logged in, then:

1. Insert the USB storage device into the USB connector.
2. In your mail program, click on "Browse".
3. Double click on the "Flash drive" folder.
4. In this folder, you will see a folder that represents your USB storage device. The name of this folder depends on your USB storage device.
5. Double click on your folder.
6. Select the file and click "Attach".
7. The file location will now appear on the screen.
8. Click "Add" to attach the file to your email.

Saving an email to your USB storage device in SmartCape Webmail:

1. Make sure you are logged in first. Do not insert the USB storage device before being fully logged in.
2. Insert the USB storage device into the USB connector.

3. View the email you want to save.
4. At the bottom of the email, click on the "Download this as a file" link.
5. A window will pop up asking you to save the file.
6. Click on "Save".
7. Double click on the "Flash drive" folder.
8. In this folder, you will see a folder that represents your USB storage device. The name of this folder depends on your USB storage device.
9. Double click on your folder.
10. Click on "Save" to save the file to your USB storage device.