## **How to make an ICAP folder in your H: Drive:**

- 1. Login into your account.
- 2. Go to My Computer and then to your H: Drive.
- 3. Right click in your H: Drive and select New → Folder.
- 4. Once the folder has appeared, rename it 'ICAP'.
- 5. You are done.
- 6. Save your ICAP plan to this folder.