Connecting the Laptop to USB Devices

Locate the USB ports on your Laptop. USB ports look like small, rectangular openings with 4 metal contacts inside. The ports will have the USB logo next to them, which shows a circle and a 3-pronged arrow.

Plug the USB cord into your USB port. The connector should fit easily and snugly into the port; it will only fit in one (01) direction, so flip the connector around if the fit seems wrong.
Wait for any drivers to install. If attaching the drive for the first time, your operating system may search for and install the necessary drivers. You will see a prompt after a few seconds that the drivers have been installed and that the device is ready for use.
Disconnect the USB drive when done. You can right-click on the drive’s icon in Explorer and select “Eject.” After doing this, physically remove the external drive by pulling on it gently.