

# How to Format a USB Flash Drive

## IMPORTANT:

1. You should frequently save your data while using the CUNY Virtual Desktop (No data is saved in this environment). Any data that is not saved before you log off or are disconnected will be lost. You must save your data to your **local device, USB device or OneDrive** to avoid permanent loss of data.
2. You may work continuously within the CUNY Virtual Desktop for up to 8 hours. Please note, sessions inactive for more than 20 minutes will automatically log off.
3. Use your CUNYfirst ID followed by “@login.cuny.edu”, and your CUNYfirst password to log in to the CUNY Virtual Desktop.

**Note:** “Local Device” is your computer, tablet or smartphone from which you are accessing the CUNY Virtual Desktop.

1. Format a USB Flash Drive on a Windows Machine (Prior to saving data).  
The steps below assume how to format a USB on a Windows machine (Formatting the USB drive will erase all data and partitions on the drive):
  - a. Connect the USB drive to the Windows machine.
  - b. Right click **My Computer** and select **Manage**.
  - c. Open the **Device Manager** and locate your USB drive name (e.g., E:\) under the “Disk Drives” heading.
  - d. **Right-click** the drive name and select **Properties**.
  - e. Choose **Policies** tab and select the "Optimize for performance" option.
  - f. Click **OK**.
2. Format a USB Flash Drive on a Mac Machine (Prior to saving data).  
The steps below assume how to format a USB on a MAC machine (Formatting the USB drive will erase all data and partitions on the drive):
  - a. Connect the USB drive to the Mac machine.
  - b. Click **Applications>Utilities**.
  - c. Launch “Disk Utility”.
  - d. Locate the drive name (e.g., E:\) from the left hand side of Disk Utility and **click** on the drive name.
  - e. **Click** on the “Erase” tab across the top.
  - f. Next to “Format:” click/select from the menu that displays: **Mac OS Extended (Journaled)**.
  - g. Name the drive if you desire (name can be changed at any time).
  - h. **Click** the “Erase” button and confirm again (**Click** the “Erase” button) on the pop-up window that displays.