Instruction: formatting USB or external hard drive

This instruction is intended to prepare you for digital exams that permit the usage of external storage devices, such as USBs and external hard drives.

The connection of the external storage device should be USB-A.

Exams on campus use Windows PCs. To ensure your USB or external hard drive is accessible and compatible, the format must be **NTFS** or **exFAT**.

Please note! Formatting will delete all files from your external storage device. Make sure you have these files saved on another device if you wish to keep them.

Tip: test whether your external storage device works as intended on a campus PC well in advance, so that you can try to procure another device should you need to.

Apple
Follow these instructions if you have a Mac.

1. Connect the external storage device to your laptop or desktop.
2. Open **Disk Utility**. You can find this application through the Spotlight-menu (**cmd + space**).
3. Select the relevant external drive on the left of the screen.
4. Click **Erase** on the button bar at the top of the screen.
5. A new screen will open. Under **Structure**, select the format **ExFAT** and click **Erase**.
6. After the storage device has been formatted, you can once again place or save files in it.

Make sure to use the function to safely remove the storage device ( ) before you physically remove it.

Windows
Follow these instructions if your laptop or desktop has a Windows operating system.

1. Connect the external storage device to your laptop or desktop.
2. Select **File Explorer** (Windows Explorer in earlier versions of Windows) in the task bar.
3. Find the relevant external drive and right click its icon.
4. Select **Format…**
5. A new screen will open. Under File system select **NTFS** or **exFAT**, then click **Start**.
6. After the storage device has been formatted, you can once again place or save files in it.

Make sure to use the function to safely remove the storage device before you physically remove it.