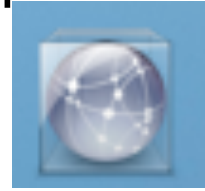


Re-Connecting to the Server

If you get a message saying you are disconnected from the server and if you see a globe next to the trashcan, click on it. This may put the grade level icon back on your desktop and re-connect you to the server. If not, follow the directions below before saving student work.

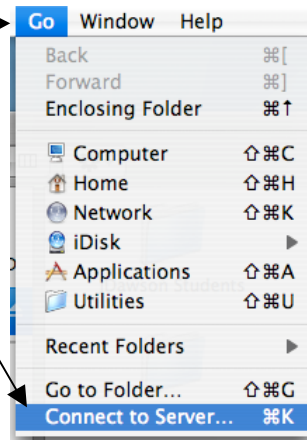


1. You will need to see this menu bar in the upper left hand corner of your desktop. Also, make sure you are connected to the airport. (see airport directions if necessary)



2. If you do not see the word **Finder** in the menu bar you will need to click somewhere in the blue part of your screen.

3. Click on **Go** in the menu bar



3. Scroll down to **Connect to Server**

4. Type in the name of your server

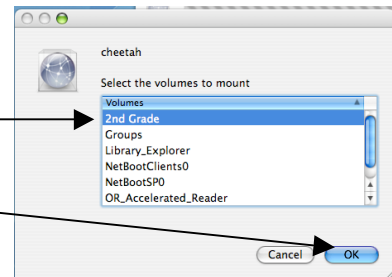
EE- lynx
EH- jaguar
MS- cougar
NM- bobcat
NW- puma
OR- cheetah
PB- panther
UN-tiger



5. Click **Connect**

6. Make sure the correct grade level is highlighted

7. Click **OK**



8. Now you should see the appropriate server icon on the desktop.

