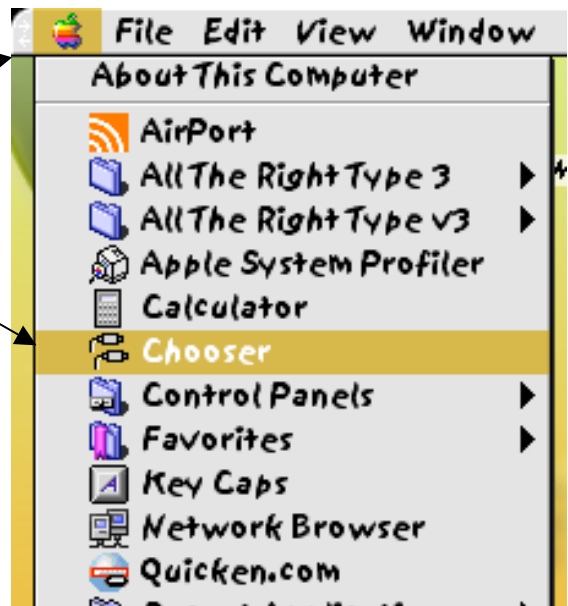


CONNECTING AND SAVING TO THE SERVER

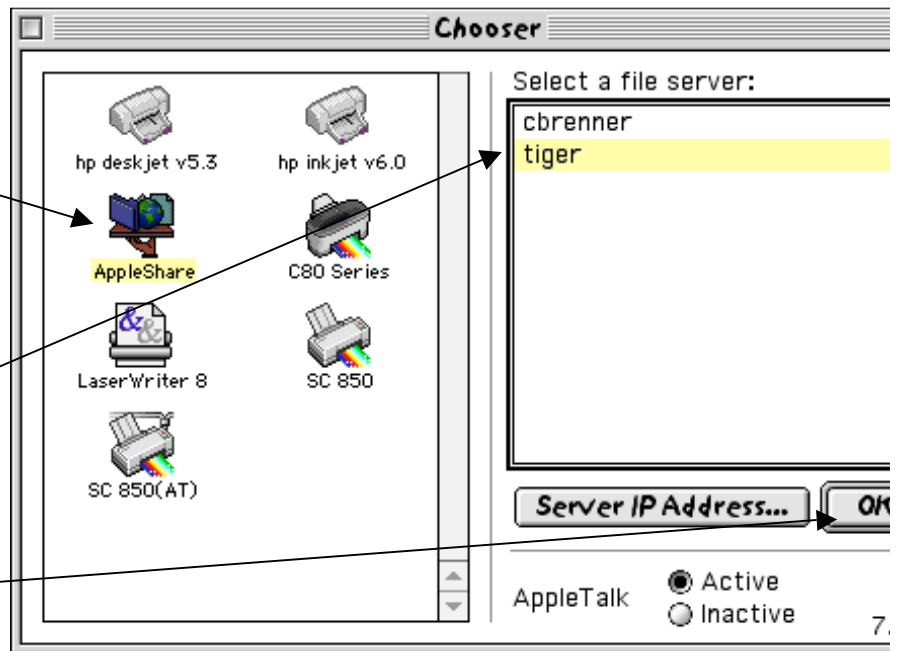
MAC OS 9

If you are using a computer that you don't login to in your classroom and you would like to pull up your documents on another computer or an icart these directions are for you.

1. Click on the Apple
2. Scroll down and click on Chooser



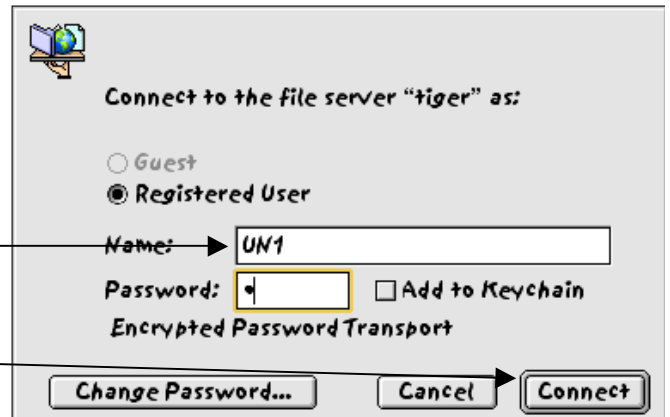
3. This is the window that will appear click on AppleShare
4. Then click on the name or your server. (UN is tiger...they are all listed at the bottom of the page)
5. Then Click OK



6. THIS IS TRICKY!!!!

Now if you want to access documents under your account or you want to be able to save a document so that when you login using your account the document is accessible use YOUR username and password.

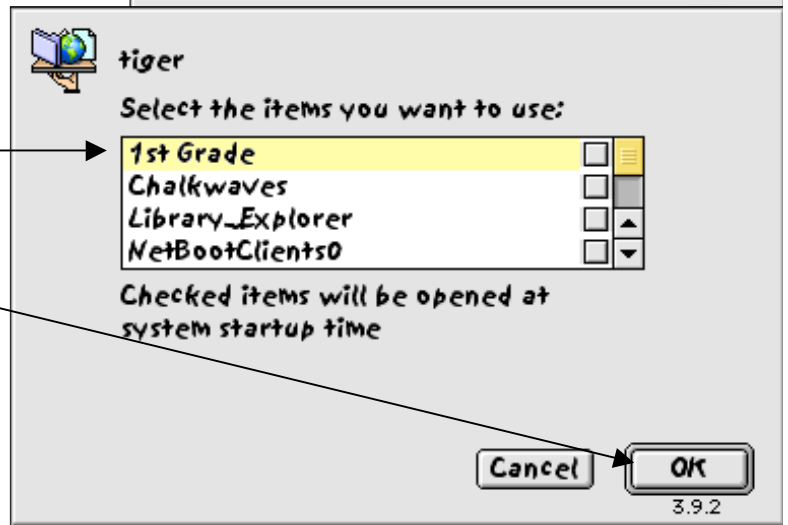
If you want this to be saved under the class account, use the grade level login.



7. Click Connect

8. Click on your name if you logged in with your account or click on the grade level if you logged in that way.

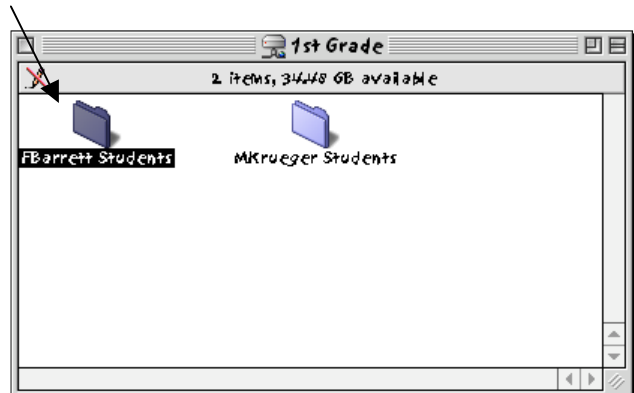
9. Click on OK



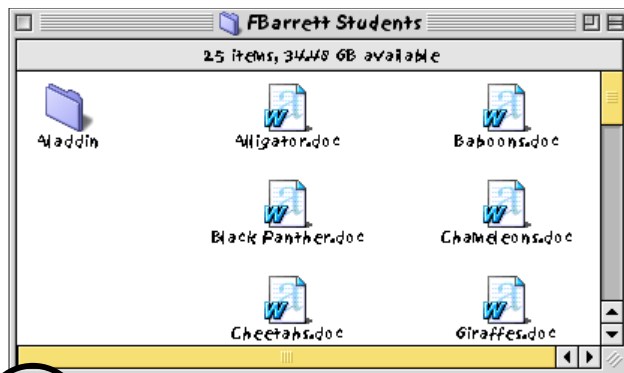
10. Now click on the icon new icon that appears on your desktop.

11. If you are saving to your personal account you may now drag any document or folder to the folder with your name on it. I would suggest that once your documents are inside the folder with your name, that you drag it to MY Documents so that you can access it easily from another computer.

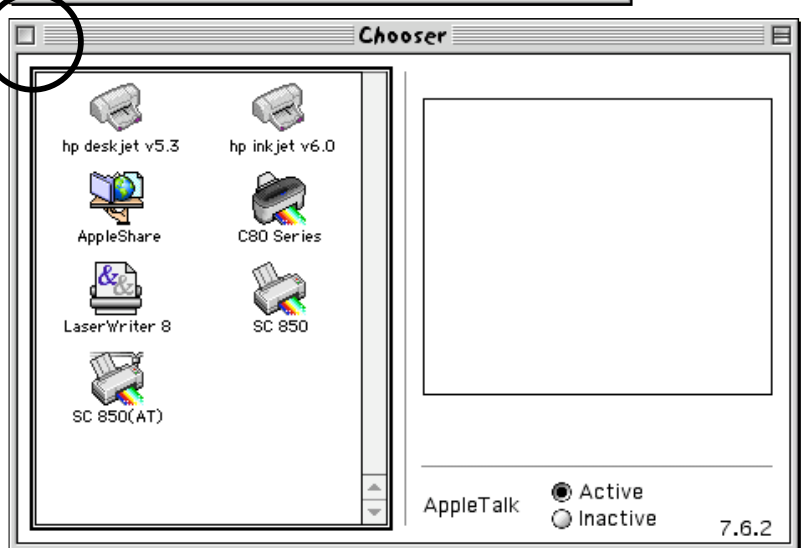
12. If you are using your grade level have students drag documents to the folder with your name on it. In this case Mr. Barrett's folder.



13. Notice the multiple files saved inside her folder.



13. Close the chooser.



SERVER NAMES:

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