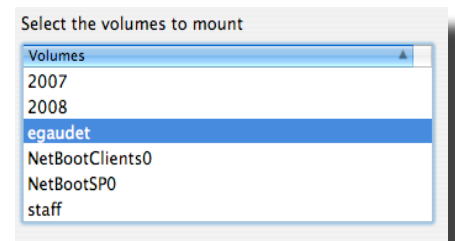
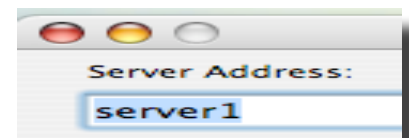
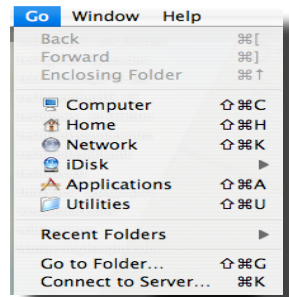


Saving to Your Network Server Account:

(The laptop will not automatically save your documents. You need to save to your server account.)

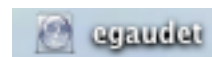
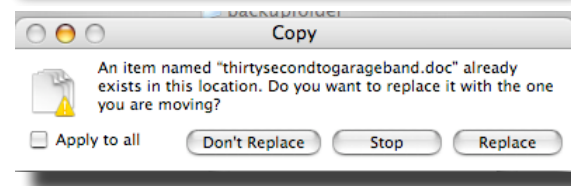
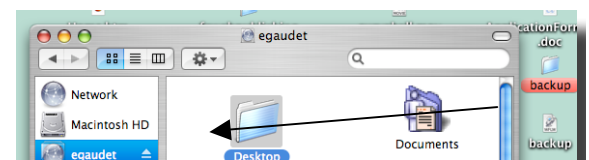
Connecting to the Server:

- Open the FINDER by clicking on the double-headed icon.
- Under GO drag to CONNECT TO SERVER
- Type the name of our server
 - *server2* (works at school only)
 - *afp://server2.noble-hs.sad60.k12.me.us* (if you want to back up from home)
- Type *username*, and *password*
- Choose the proper volume (your username) and the network icon will appear on your desktop.



Saving to the Server:

- To backup your files, drag files or folders from your computer to your account on the server. Check to assure that your server username is highlighted. Make sure to drag into a folder on the server i.e. Documents, Desktop, Pictures...
- If asked if you want to replace older files with the one you are moving, check APPLY TO ALL and click REPLACE.



TO log out, drag the network icon to the trash.

FYI: To have your account open whenever you login to your computer:

Open SYSTEM PREFERENCES. Choose ACCOUNTS. Select LOGIN ITEMS. Drag the NETWORK ICON into the window.

