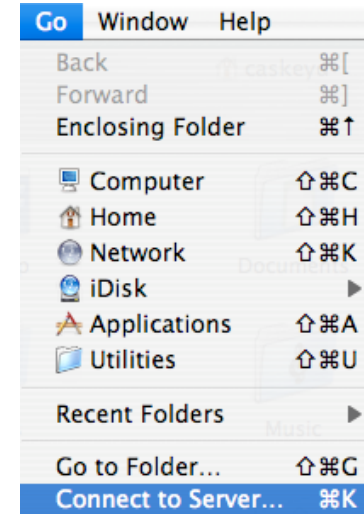


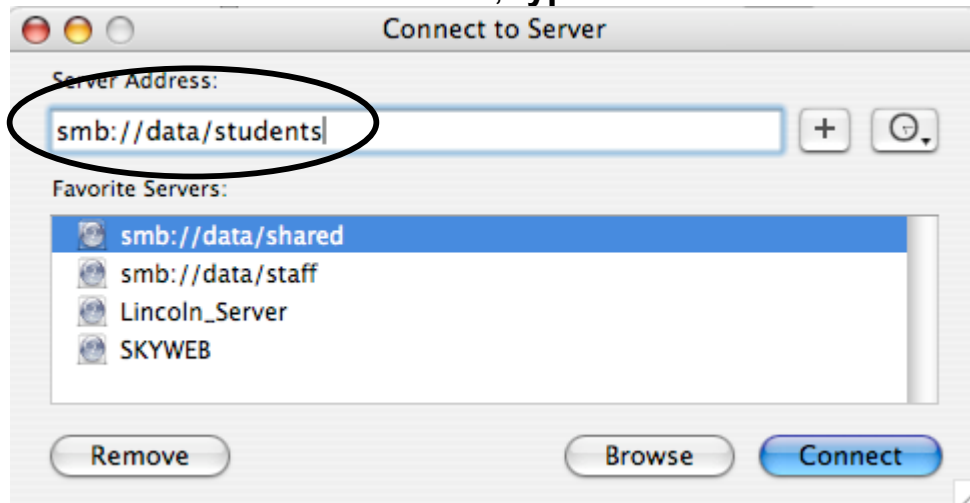
For Elementary Staff

Accessing Student Files and Folders on the Server From a Mac

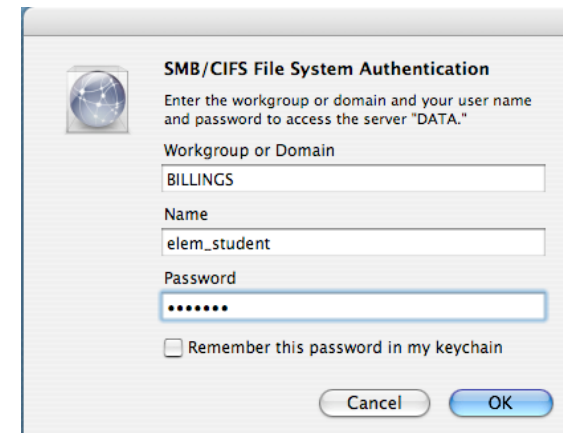
1. Make sure that you are in the Finder environment
2. Access the **Go** menu and choose **Connect To Server**



3. In the Server Address Line, type **smb://data/students**

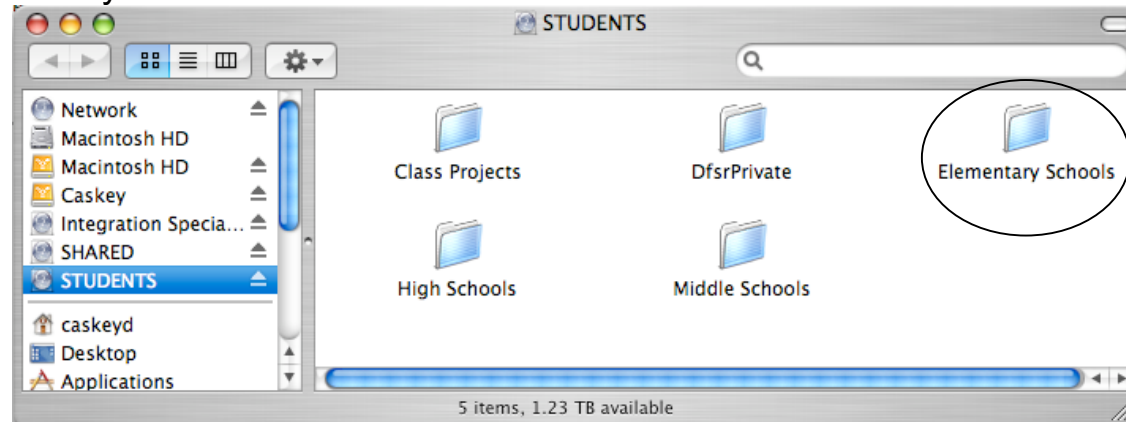


4. Fill in the following information:
domain = BILLINGS
username = elem_student
password = student

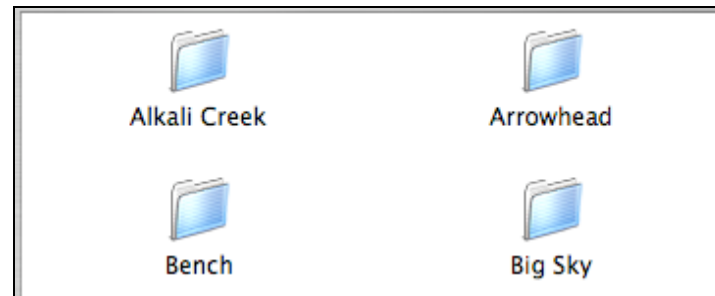


5. Click OK

6. Double-Click on Elementary Schools



6. Double-Click on your school folder:



A Staff member can create a folder for their students to save into