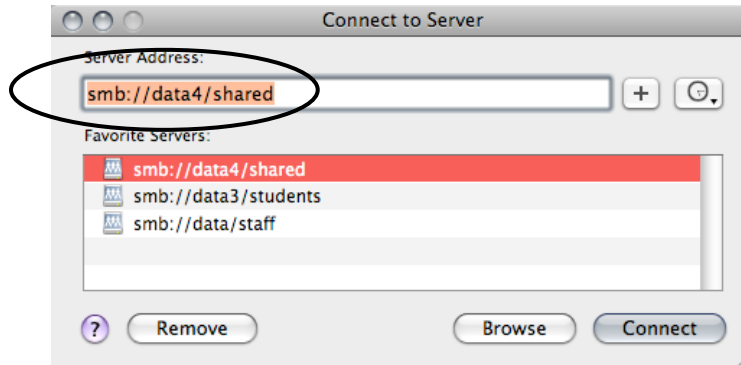


# Middle & High School Students Using a Projects Folder from a Mac

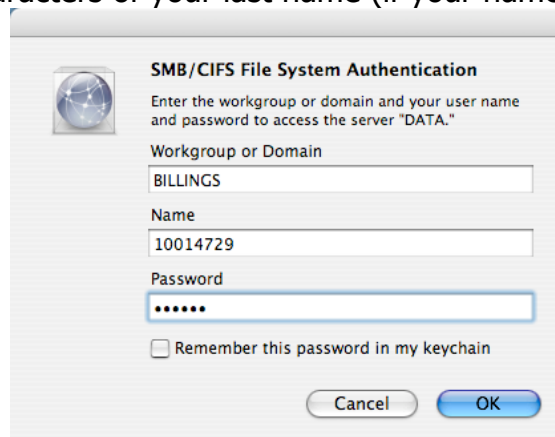
In order to use a project folder, your teacher will have to create one on the server

## Accessing your Server Folder:

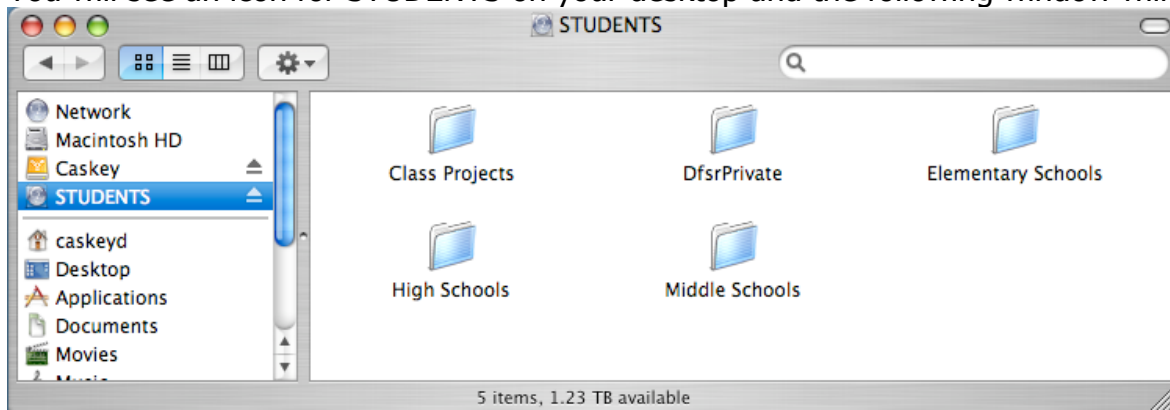
1. From the Finder, go to the **Go Menu** and choose **Connect to Server**
2. In the Server Address bar, type: **smb://data4/students**
3. Click **Connect**



4. Input your log on information as follows:
  - a. Workgroup or Domain (if needed) = BILLINGS
  - b. Name = Your Student ID #
  - c. Password = first 8 characters of your last name (if your name is shorter, just type it)



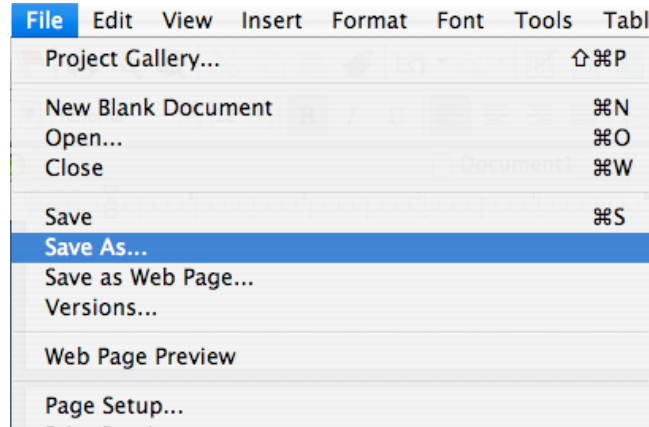
You will see an icon for STUDENTS on your desktop and the following window will open:



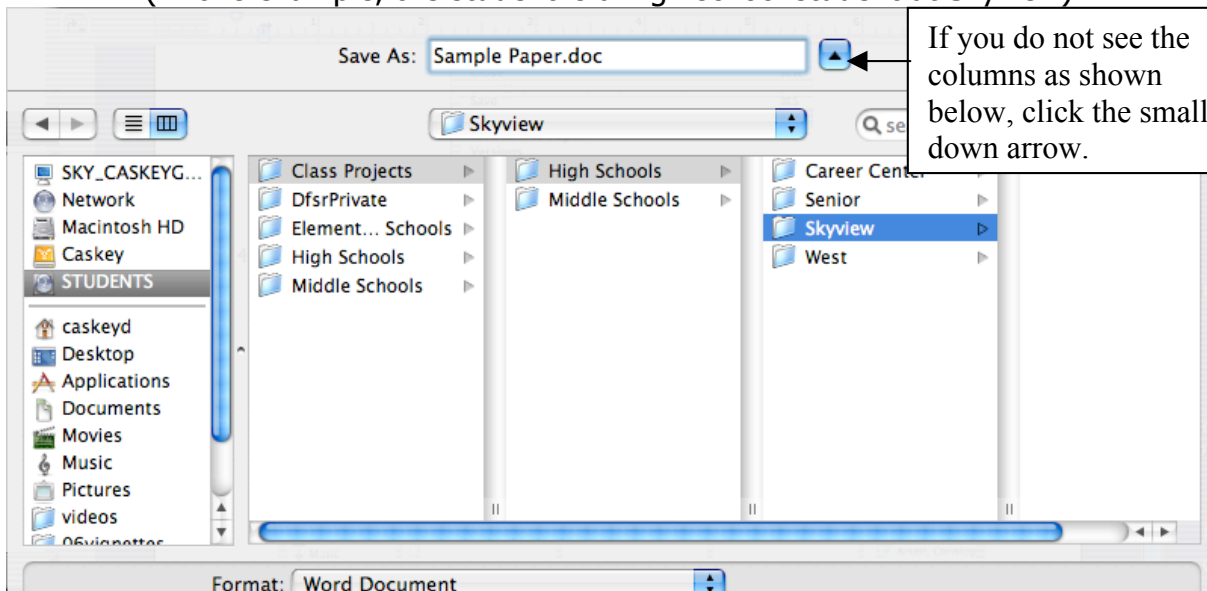
5. Double-Click on the **Class Projects Folder**
6. Double-Click on your **school level** (Middle School or High School)
7. Double-Click on **your school name folder**
8. Find the folder that your teacher has created and open it.

## Saving to your Server Folder

1. Connect to the Student Server as described above
2. Open the program you will be using (ie: Word)
3. Go to the **File Menu** and choose **Save As...**



4. From the Save Window, **navigate to the appropriate project folder**  
(In this example, the student is a high school student at Skyview)



5. Once you have navigated to the folder that your teacher has created for a class project, name your file appropriately and click **Save**