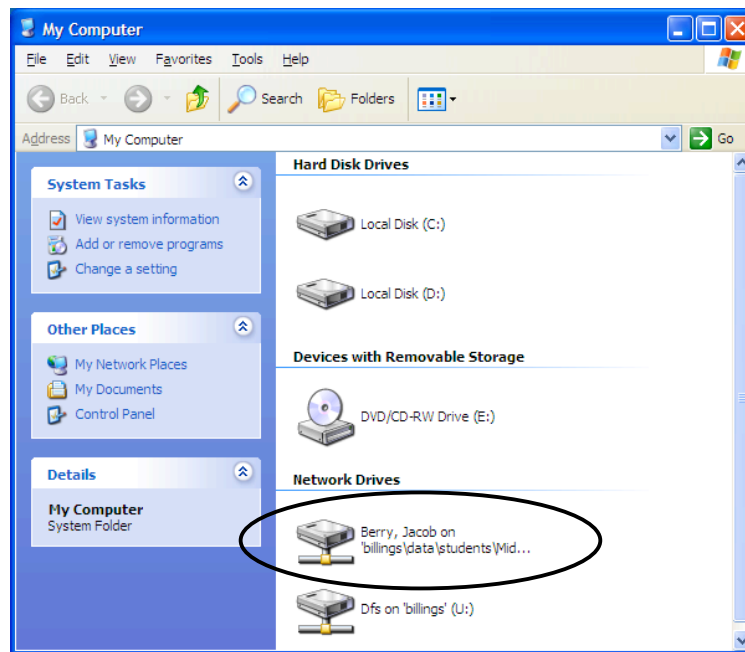


# For Middle & High School Students Using the Student Server From a PC

## To Open Your Server Folder:

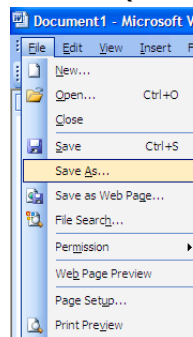
1. Log onto the computer
  - a. Username = Student ID #
  - b. Password = first 8 characters of your last name (if name is shorter, use your full last name)
  - c. Domain = Billings
2. Open **My Computer** – A shortcut to your server folder is listed as the P: drive. This will have your name as a label.



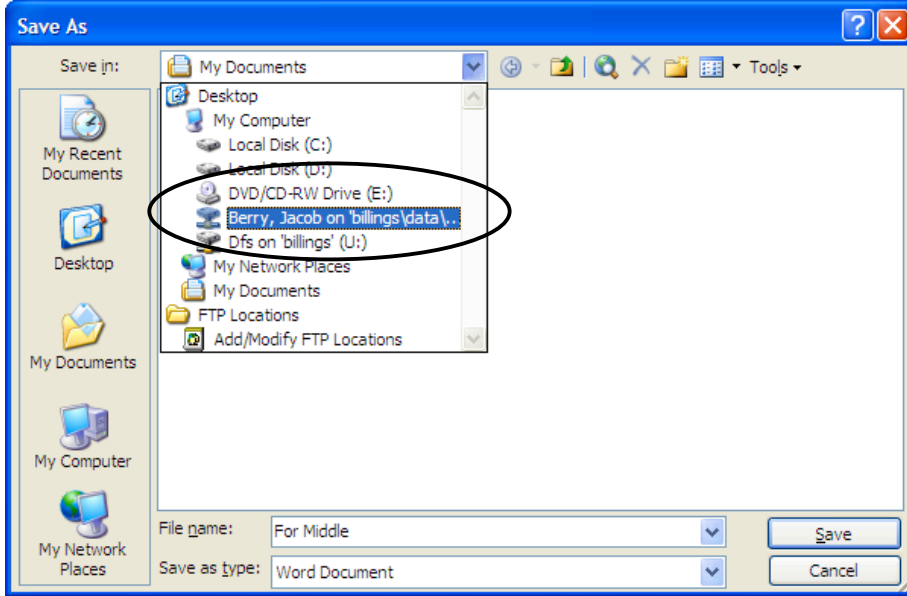
*Any Files you have stored in your server folder can be opened from here*

## To Save a File to Your Server Folder:

1. Log onto the computer following the steps above
2. Launch the program you will use to create your document (word in this example)
3. From the **File Menu**, Choose **Save As...**



4. From the Save Window, Click on the down arrow in the **Save In...** menu
5. Choose Your server folder from the menu



6. **Name your file** appropriately and click **Save**

The window should look similar to the following window before you click Save:

