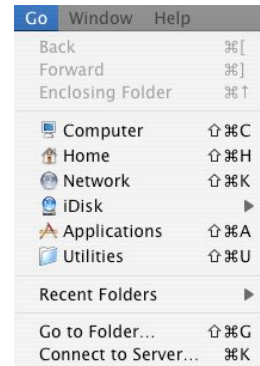


## Connecting to the Student Server

Students can now save/back-up files to a network server. This server is accessible from anywhere on Kapalama campus. Follow the steps below to use the student server, ksstud1.ksbe.edu.

1. Go to the **GO** pull down menu and select **CONNECT TO SERVER**

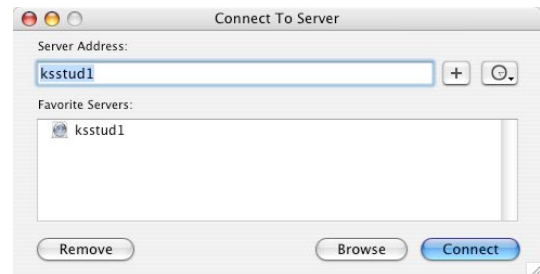


- a. If there is no GO Menu available, make sure you are in the **FINDER** Mode



2. The "Connect to Server" window appears.

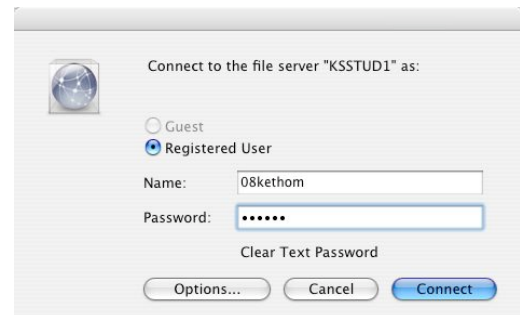
- a. The server you will connect to is called **ksstud1**
  - i. There are 2 ways to reach the server
    - (1) Type in **ksstud1** in the blank beneath "Server Address:"
    - (2) Select **ksstud1** from the "Favorite Servers:" box



- b. Click **CONNECT**

3. The log-in window appears

- a. Type in your user name (your e-mail address **without** the @ksbe.edu)
- b. Type in your password
- c. Click "Connect"



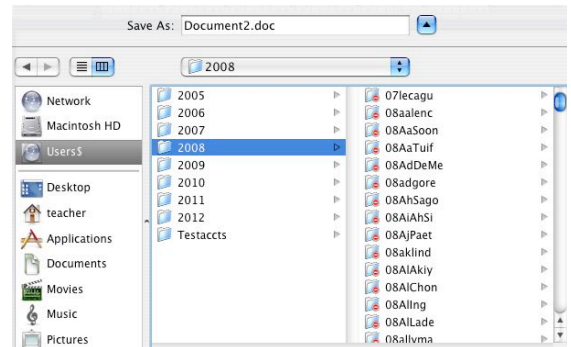
4. Select the Volumes to connect to. You can select Users or Public
  - a. Users\$ = Go here to save to your folder. No one else has access to your folder
  - b. Public = Go here to retrieve documents from your teachers
  - c. Click OK.



5. Once connected to the server, the Users' server icon will appear on the desktop.
  - a. You can now access files or save to the server.



6. To **OPEN** an existing file on the server:
  - a. Open the “Users\$” folder on the Desktop
  - b. Double click on the folder named the year you will graduate
  - c. A list of folders will appear
  - d. Find the folder with your user name
  - e. Double-click on the folder to view the contents or copy files to the folder.
  
7. To **SAVE** to your server folder from an application (Word, AppleWorks, PowerPoint, etc):
  - a. Go to File > Save As...
  - b. Click on “Users\$” in the left-hand side of the Save window
  - c. Browse for your folder in the list that appears to the right
  - d. Click on your folder and select you name from the list that appears on the right.
    - i. Make sure your user name appears at the top of the Save As window.
  - e. Name your file and click Save.



8. **\*\*IMPORTANT: Log off from the server**
  - a. Drag the Users\$ server icon to the trash.
  - b. Do not drag the “Users alias” icon to the trash.



X