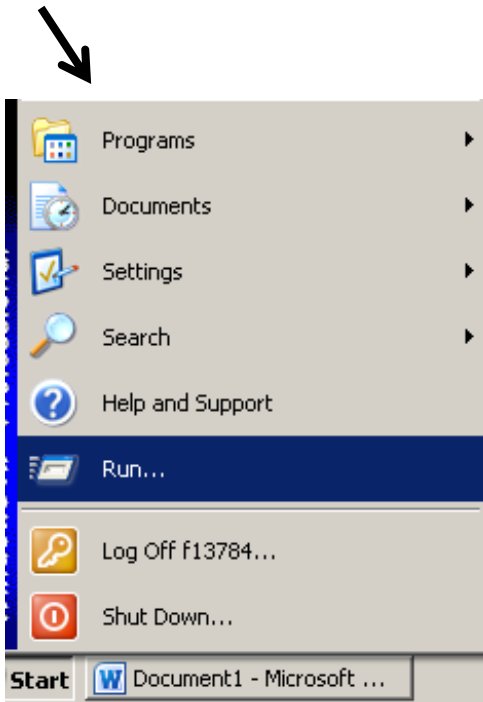


Saving Files to the SCHOOL SERVER

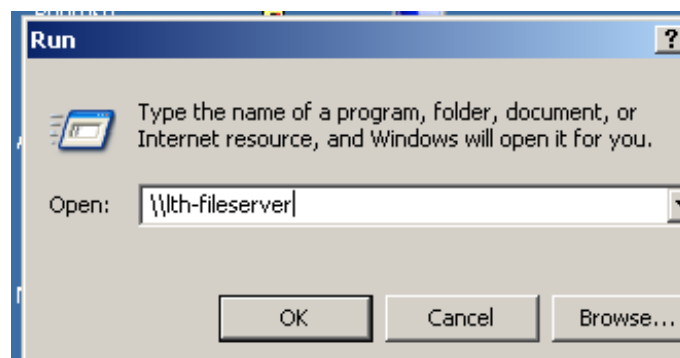
On a PC



Choose **RUN** from the **START** menu (lower left hand corner of PC screen).







If not automatically listed in the box, type in: **\\lth-fileserver**



You will be taken to a list of several local folders on the server.

The one you will use frequently is **STUDENTS** or **LATHROP SHARED**.

-  Skills
-  Staff
-  Staff_Shared
-  Students