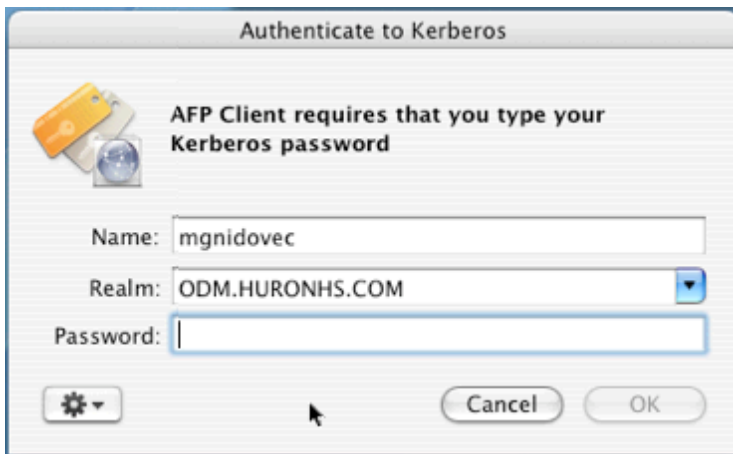


Saving Documents and Accessing Your Drop Box



To connect to your Drop Boxes on the server, you will click on the Open Drop Boxes icon in the Dock (looks like the icon to the left). **Note, however, that if someone's drop box IS ALREADY ON THE DESKTOP, you must drag it to the trash before you can connect to your drop box.**



Once you have clicked on the Open Drop Boxes icon, you will see a screen that says "Authenticate to Kerberos" like the one to the left. **You need to click the cancel button at this screen!**



Once you've clicked Cancel through the previous screen, you will get the "Connect to Server" screen that looks like the one to the left. You will need to put in your username and password that you received from your teacher or Mrs. Pena. Once you have logged in, you will see a listing of "Volumes," **CLICK**

ON THE VOLUME THAT HAS THE SAME NAME AS YOUR USERNAME. This will mount your drop box on your desktop.

Once you are finished, drag your drop box to the trash to eject it. **If you do not drag your drop box to the trash, it will be open for everyone else to see.**