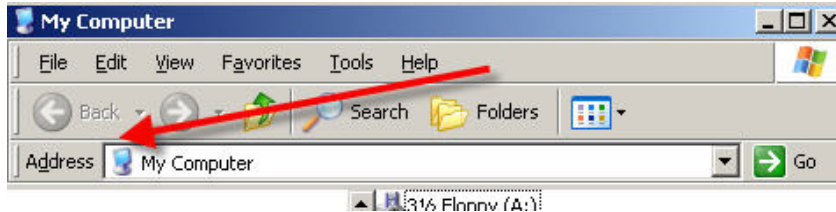


Accessing you Personal Directory (P-Drive) from the Web Using Windows XP

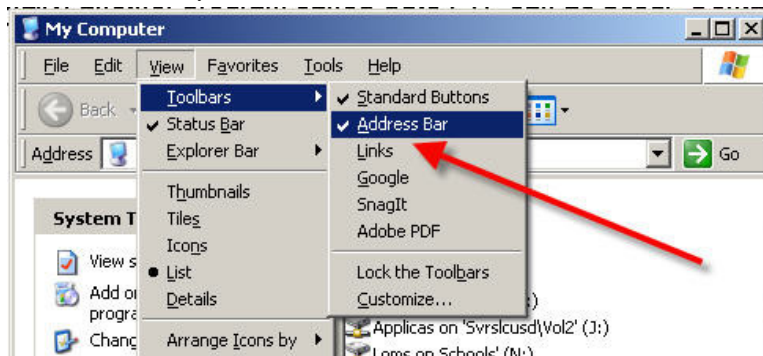
Important Notes:

This is a fairly advanced procedure that requires solid skills in file management. It is also recommended that you have a broadband Internet connection and an up-to-date Windows operating system.

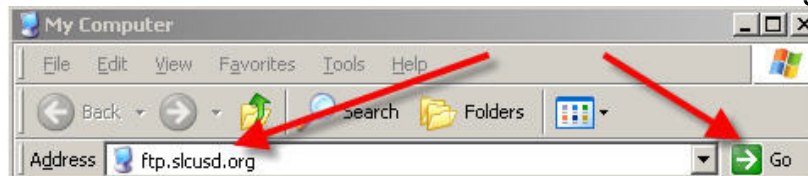
1. Double click on **My Computer** and make sure your **address bar** is visible.



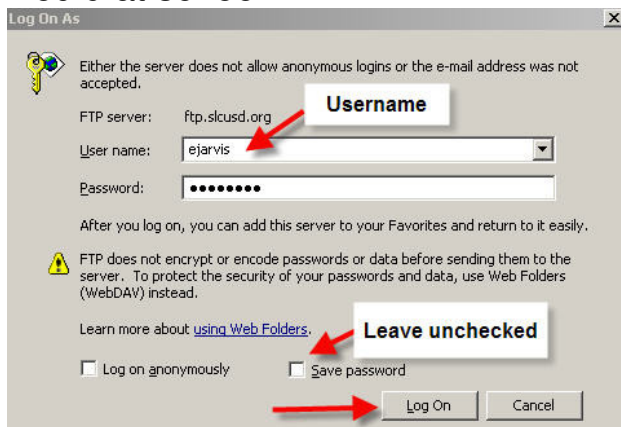
2. If you do not see your **address bar**, click **View** ⇒ then **Toolbars** ⇒ then select **Address Bar**.



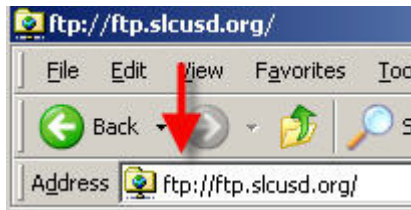
3. Within your **Address Bar**, type the following: **ftp.slcsud.org** and press your **Enter Key** or click the green arrow next to **Go**. Note: You must be connected to the Internet to gain access.



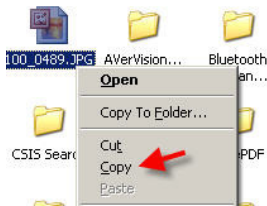
4. Type in your Novell username and password exactly like you would at school.



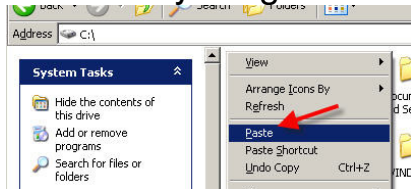
5. Once you click Log On, your windows explorer will show your P-Drive! The address will look like this ftp://ftp.slcsusd.org



6. You may copy and paste documents to and from your P-drive from any location with Web access.
7. Right click on the file you'd like to copy to your home computer. Then select **Copy** on your file menu.



8. Open your home computer's C-Drive or My Documents folder or directory. Right click and select paste.



9. Simply reverse the process to move a file from your home computer to your P-Drive.