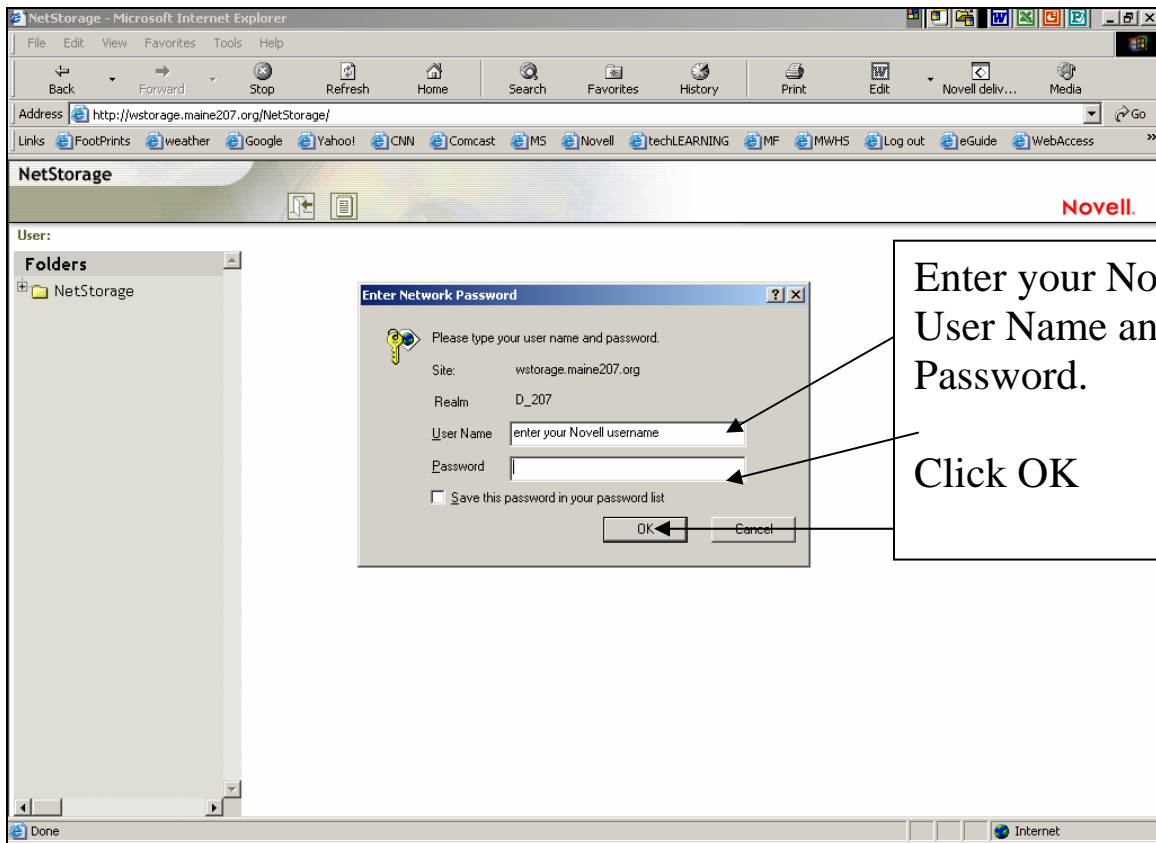
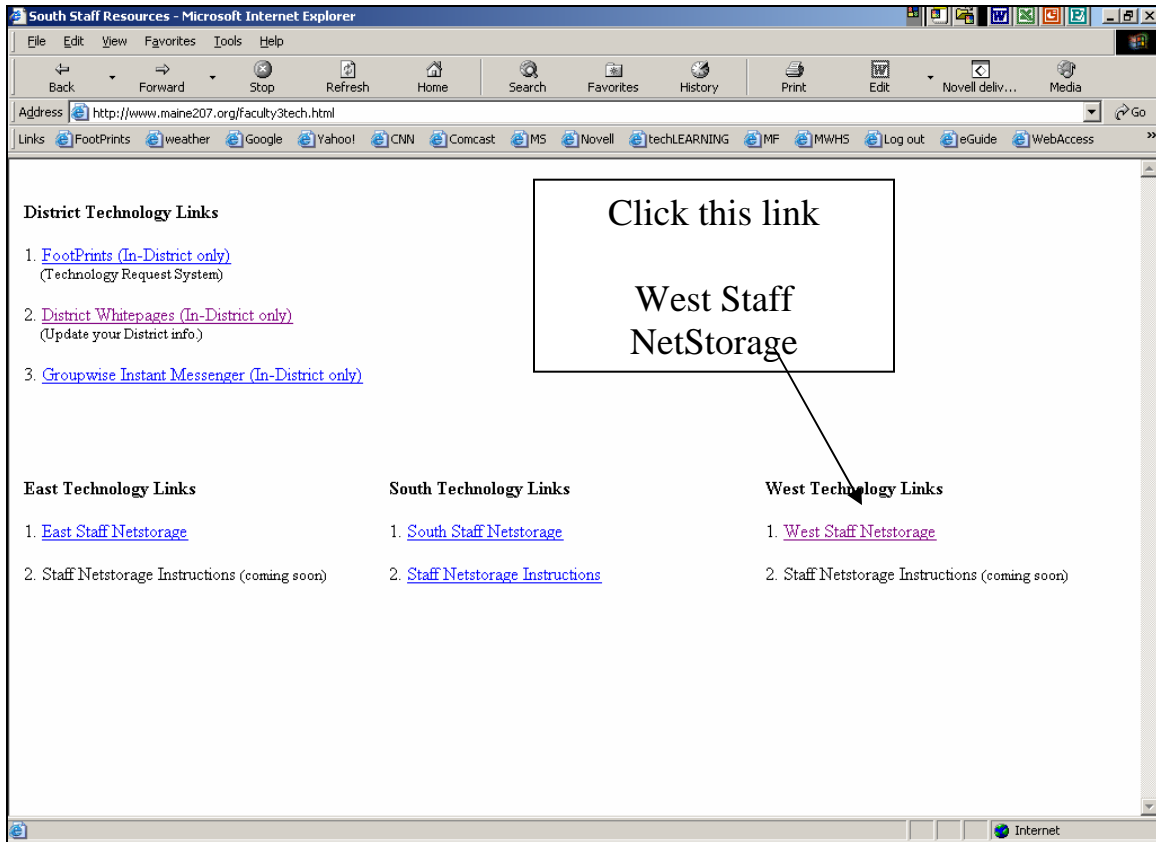
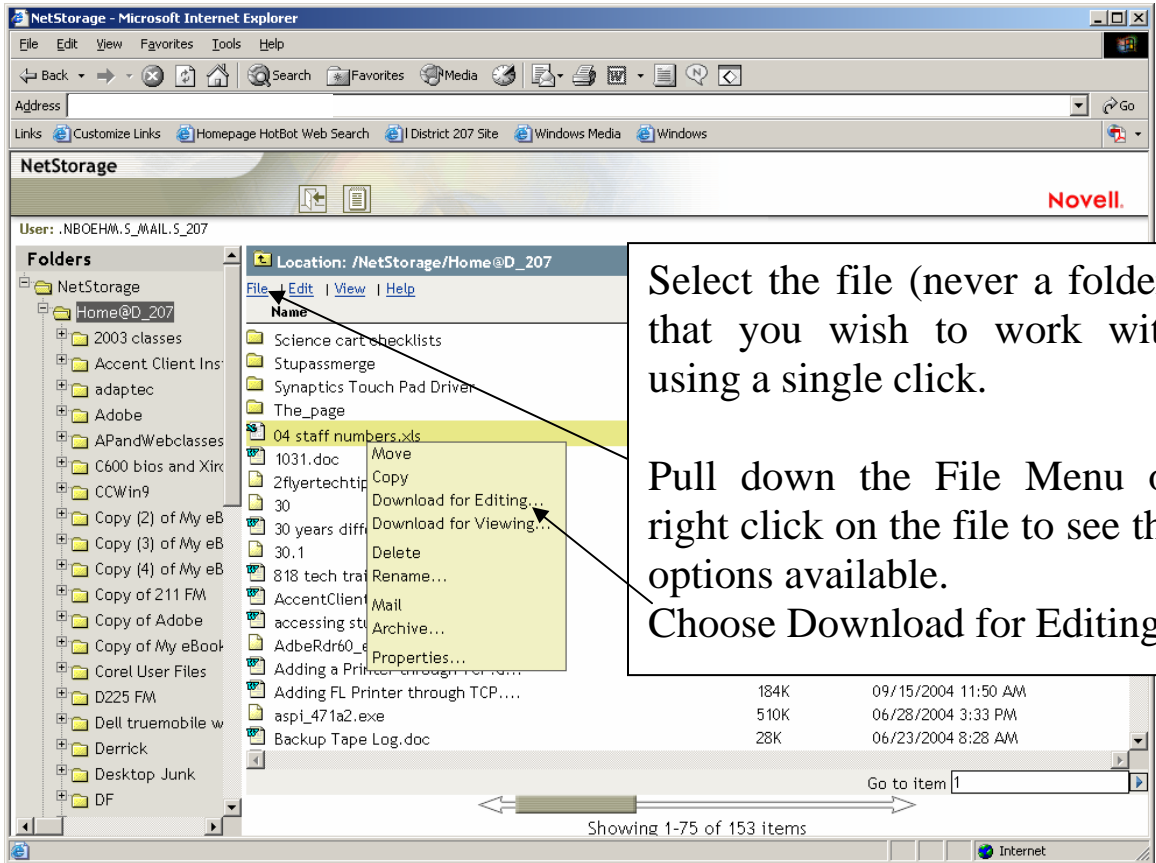
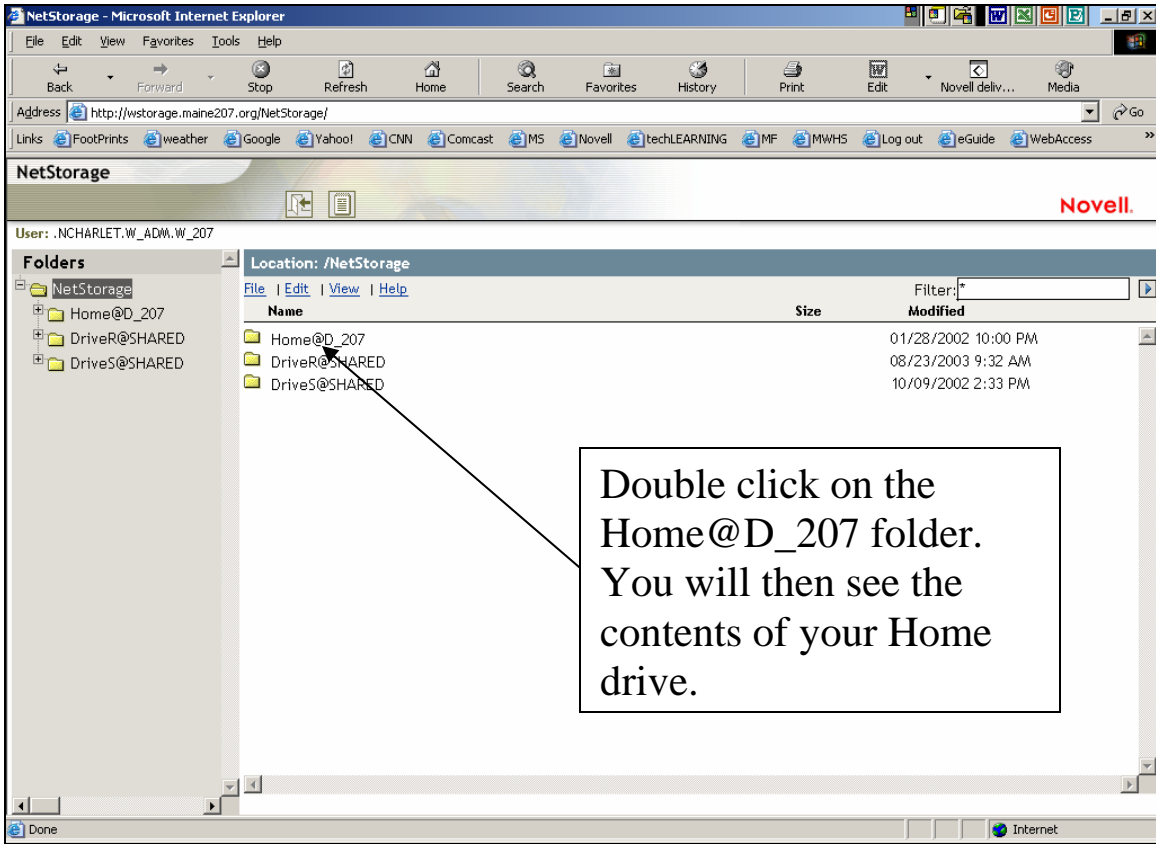
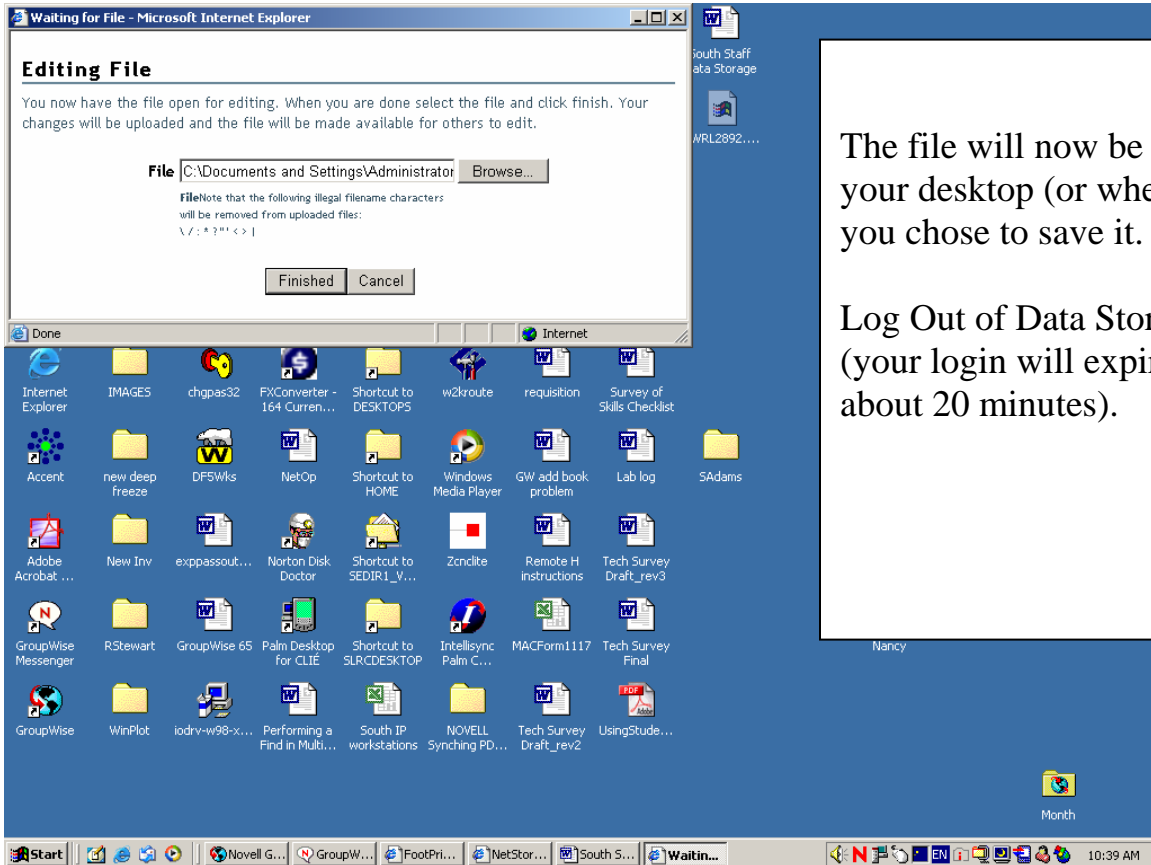
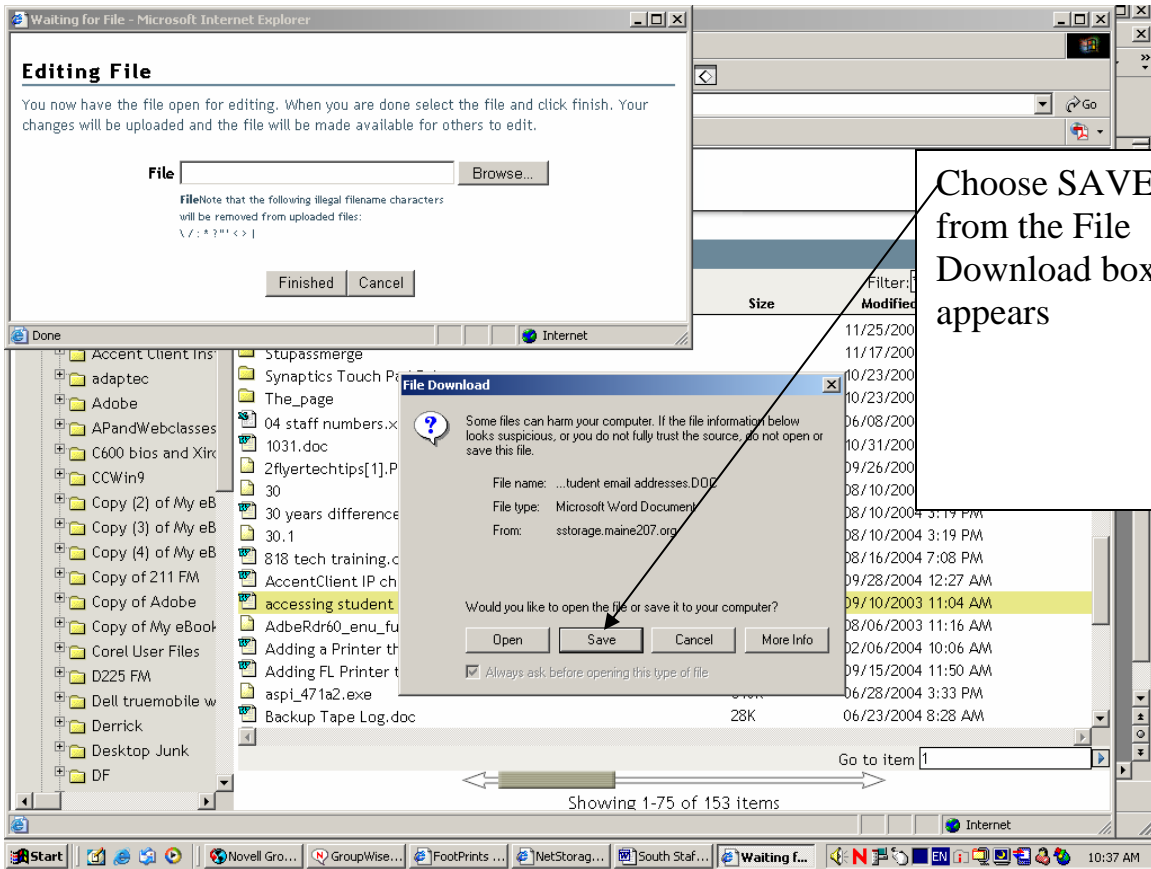


West Staff Data Storage–Remote H: drive access from Home

From your web browser, go to the following address: <http://www.maine207.org/faculty3tech.html>





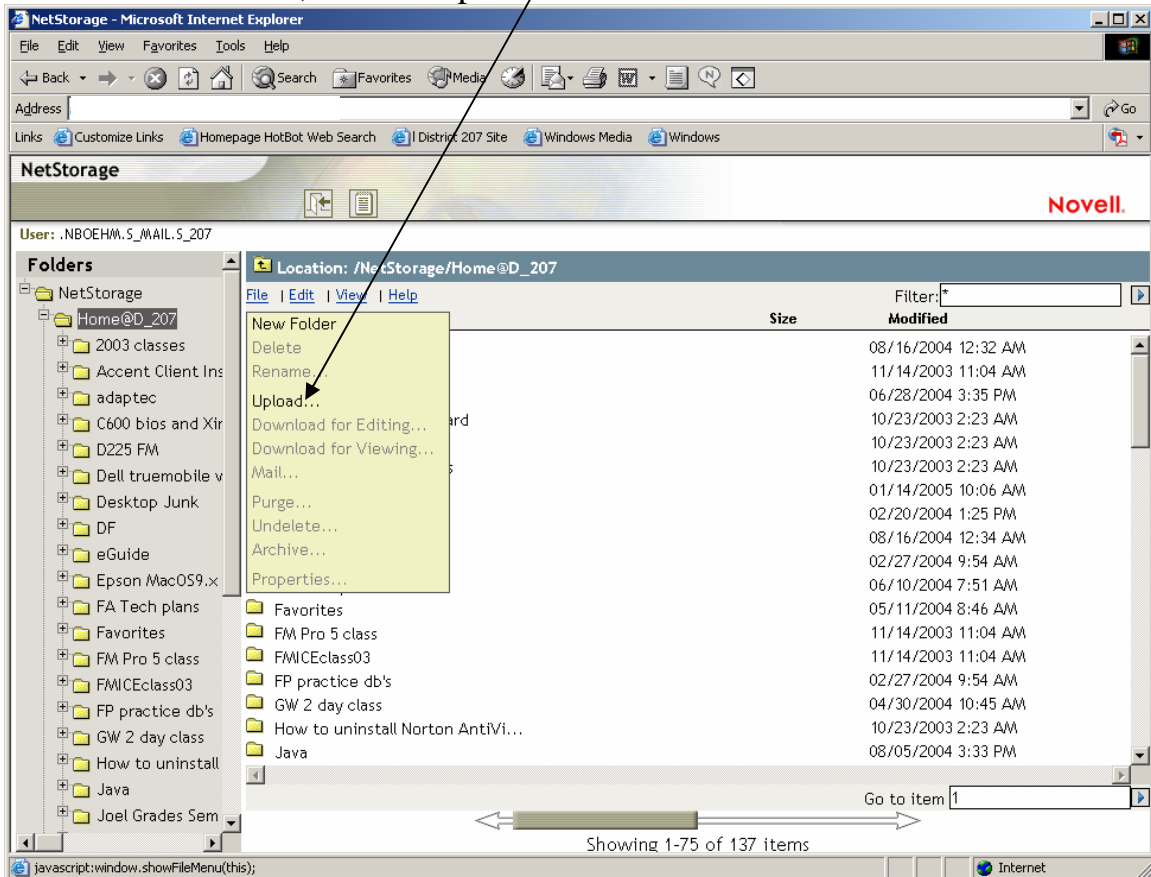


When you are finished working on the file, log back in to <http://wstorage.maine207.org>

Enter your username and password as before.

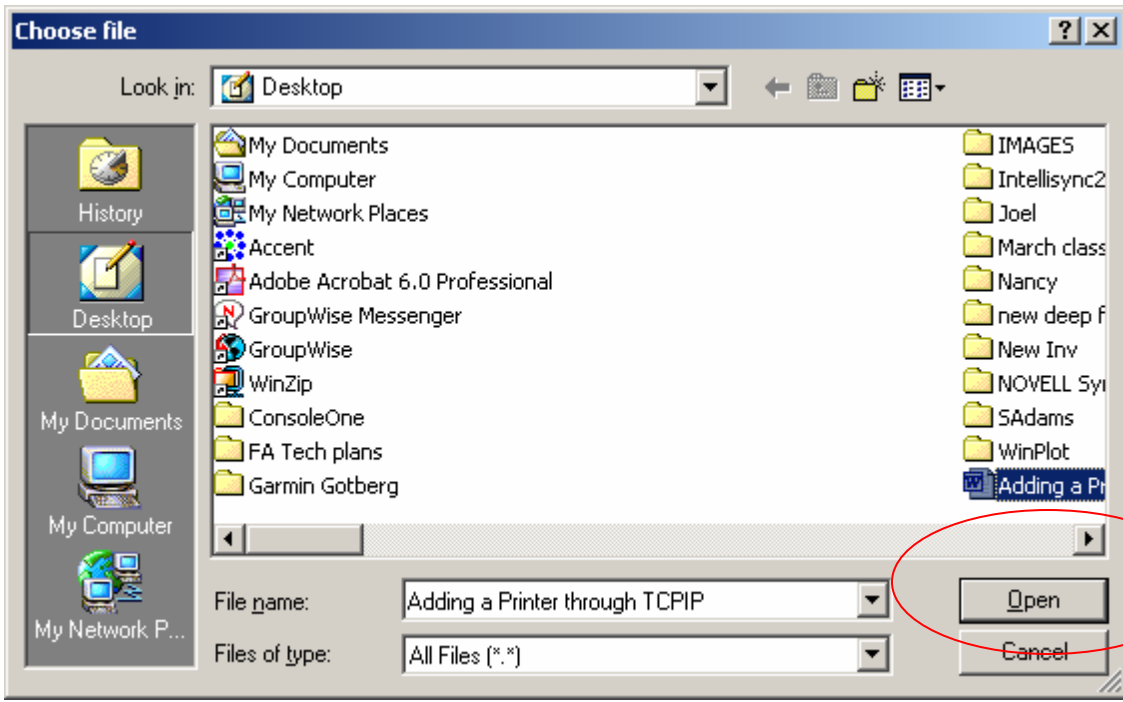
Open your Home folder.

From the File menu, choose Upload.

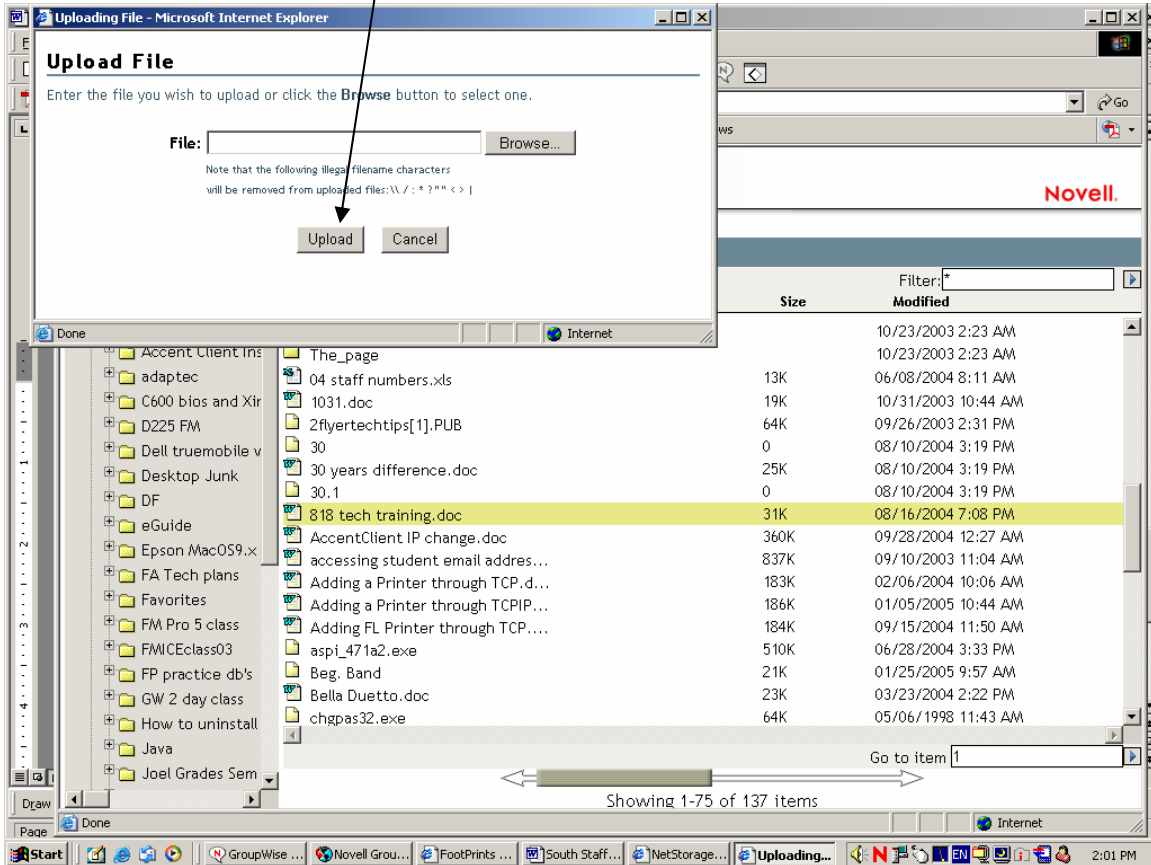


In the Upload File dialog box, click the Browse button to find the document or file you've been working on, select it so it appears in the File Name box and click Open.

(Screen Shot on next page)



The file name will appear in the Upload File dialog box.
Click the Upload button



Check the list in your Home drive to verify the file has uploaded.

REMEMBER:

You can only upload or download one file at a time and never a whole folder.

Repeat the process for multiple files.

Log out of Staff Data Storage (the door) and Close your Web Browser.

