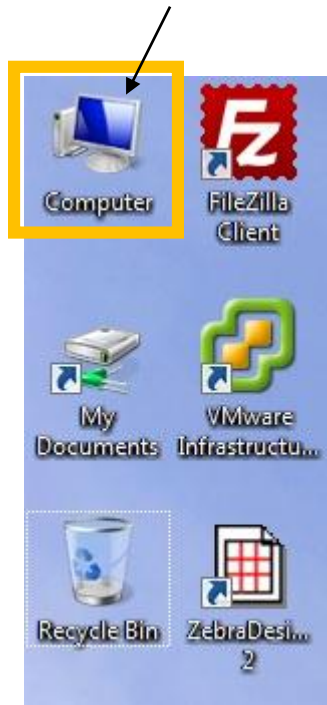
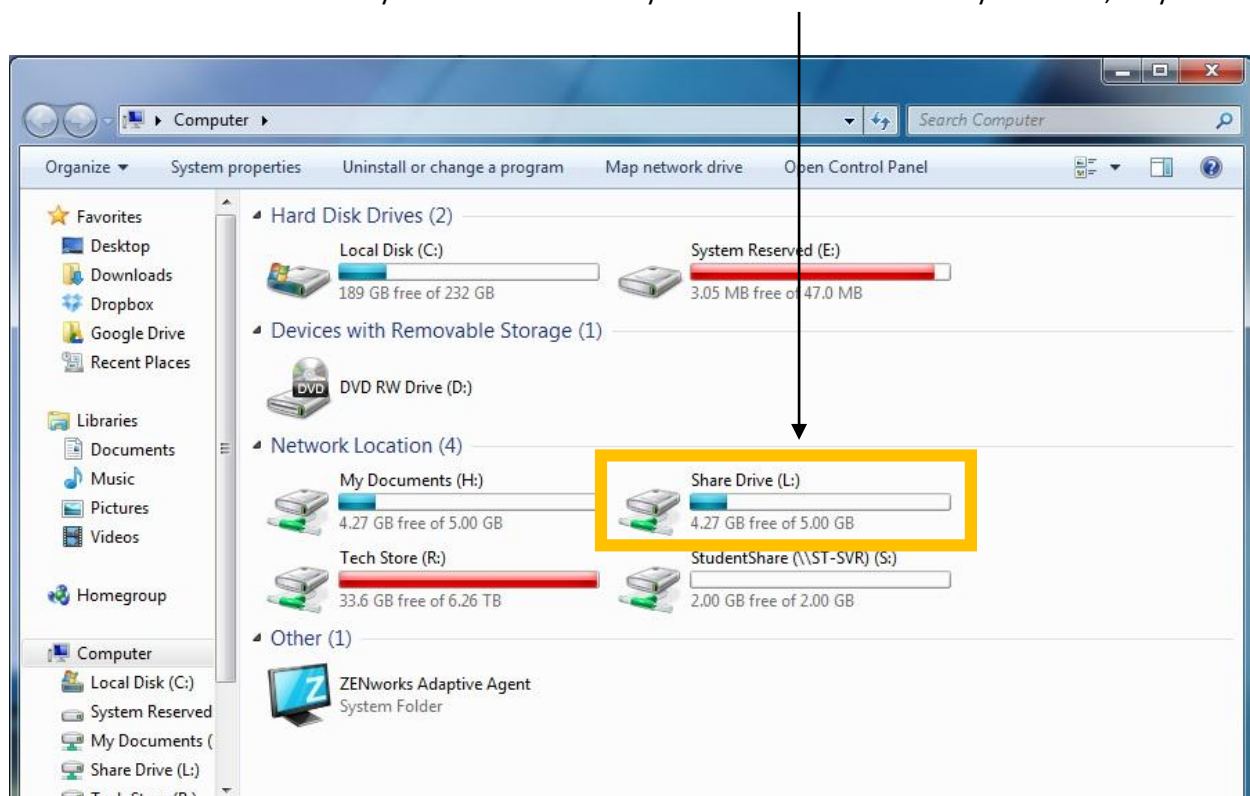


In this tutorial, you will learn how to access your shared directories (L:\ drive - faculty share S:\ drive – student share).

1. Firstly, locate the 'Computer' icon on your desktop, and double-click on it to open.



2. Then locate the drive named 'Share Drive (L:\)'. This is the drive to save to when you only want other *teachers* to view your information. They cannot edit documents in your folder, only view.



3. Now, locate the StudentShare (S:\) drive. This is the drive to save to if you want *students* to access the documents contained within it. They cannot edit these files (unless you have specifically requested access for this), but can only view.

