# Subject: how to log on and upload to the Public Drop Box for Mary Ann

Connect to the server from the drop down menu "Go"

Select GO and then At the very bottom "Connect to Server" you should see this:

your address is

design.sheridanc.on.ca



## Connect to server as a GUEST

### Click the guest box:

00	0	Connecting To Server
	Conne	ecting to afp://design.sheridanc.on.ca
		Country Count
	0	Connect to Server
		Connect to the file server "design."
		Connect as: 💽 Guest
		Registered User
l		
ŕ		Cancel Connect

Select the Volume "Users"

NOT Handout, to drop work off in Mary Ann's box connect and mount on your desk top the Volume (shared volume) "Users"

000	Connecting To Server	
	Connecting to afp://design.sheridanc.on.ca	
000		
	design Select the volumes to mount Volumes Groups Hand-Out Public Users	*
	Cancel	ок

#### In Users find the name "maryann"

you can put your work in Mary Ann's drop box it is found inside the "Public" folder

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### IMPORTANT NOTE !!

When you drop your work in Mary Ann's drop box you will see this message IT means you do not have the permission to look into the drop box to see what's there BUT your work will be transfered there any way!!! Just click OK and you are done. Don't forget to put your name in the title of the file.

HINT: Entire folders can be copied into the Drop Box and you might want to name a folder withy our Name and then put the assignment IN the folder and copy the folder AND the assignment into the drop box.



Clcik OK!

and you are Done.

You cannot change or remove anything that goes into the drop box but you can add other files with more to date versions of the assignment at a later time if you like, just make sure you change the name of the file and the folder so it is not the same name.

if you have any problems e-mail me at

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