

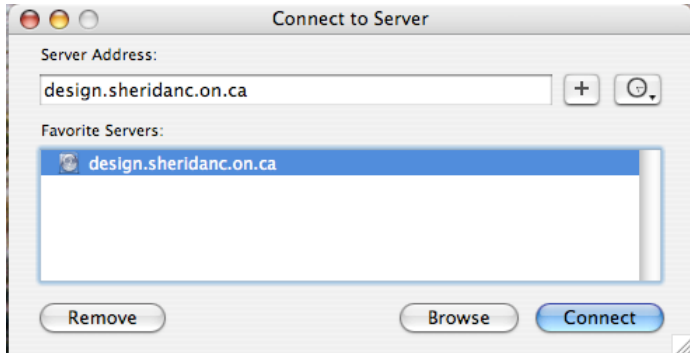
Subject: how to log on and upload to the Public Drop Box for Mary Ann

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:

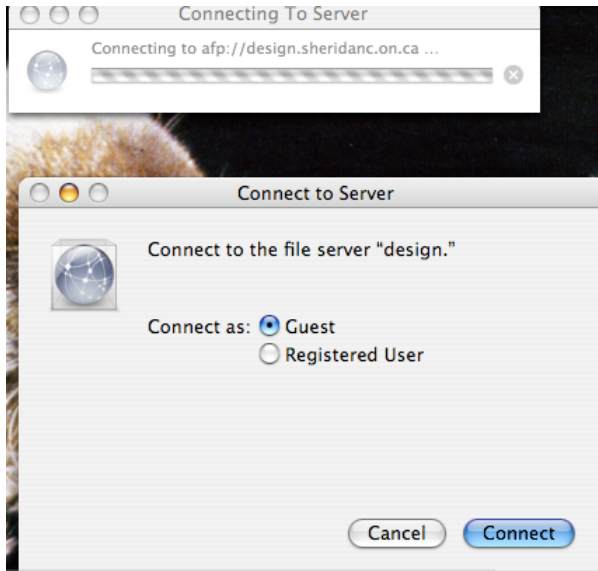
your address is

design.sheridanc.on.ca



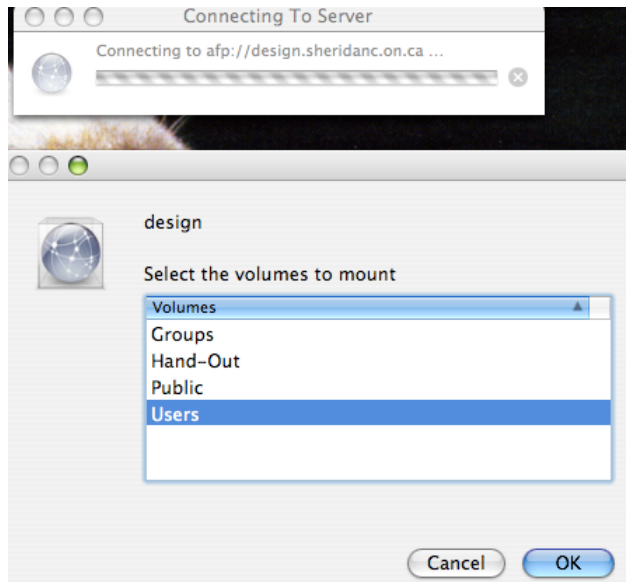
Connect to server as a GUEST

Click the guest box:



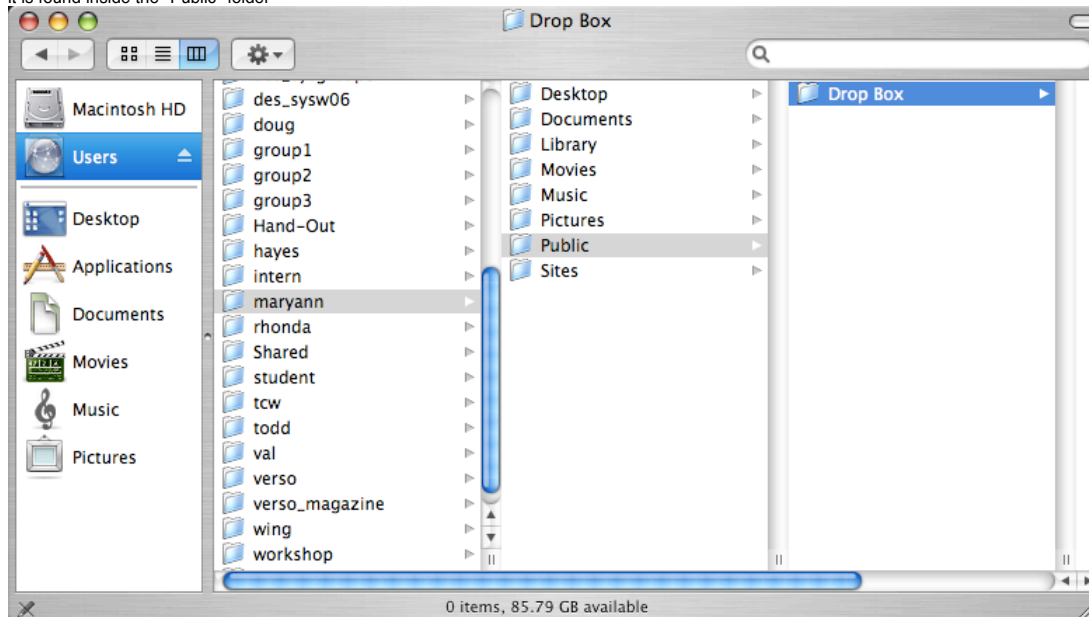
Select the Volume "Users"

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



In Users find the name "maryann"

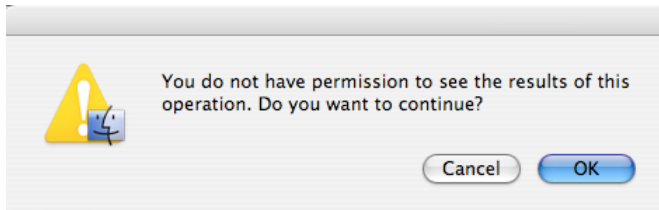
you can put your work in Mary Ann's drop box
it is found inside the "Public" folder



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 transferred 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.



Click 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

tom.wilcox@sheridanc.on.ca