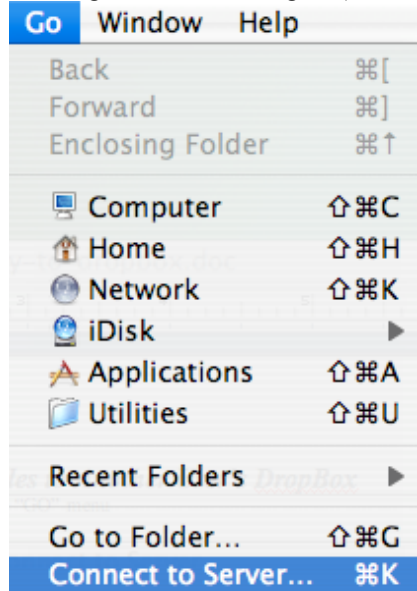


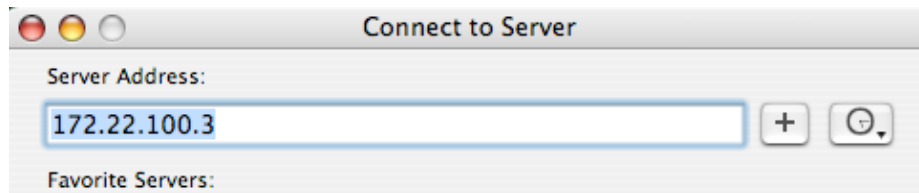
How to Login to another users Drop Box

1. **First, make sure you are logged into your digital locker.**

2. Now login to the server again (Under the “GO” menu)

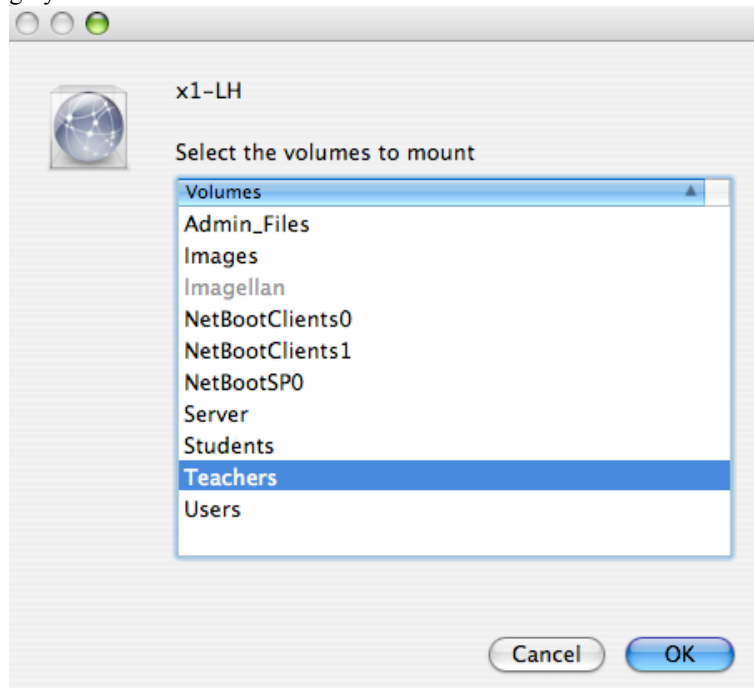


3. A dialog box will appear. Enter the IP Address of the Server

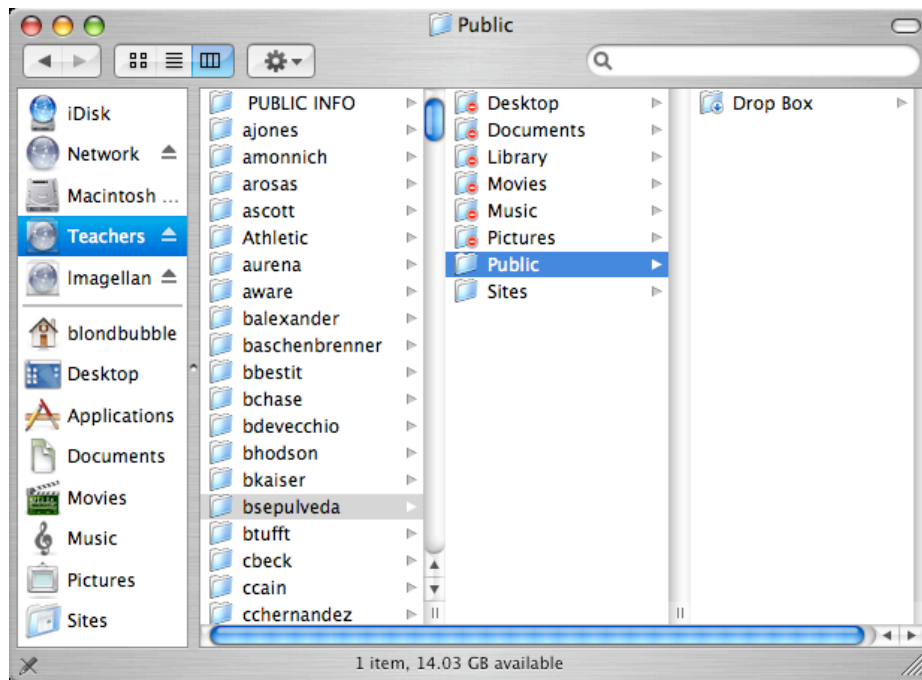


Click on the “**Connect**” button

4. A dialog box will appear. Notice that (if you are already logged into your Digital Locker) your Digital Locker is gray in color and cannot be selected. Select the “Teachers” server and click on the OK button.



5. In a moment the “Teachers” server will open in a new window. Select the person’s Digital Locker and click to open it.



Please notice that there is one folder titled “Public”. There is also a folder titled “Drop Box” inside the “Public” folder.

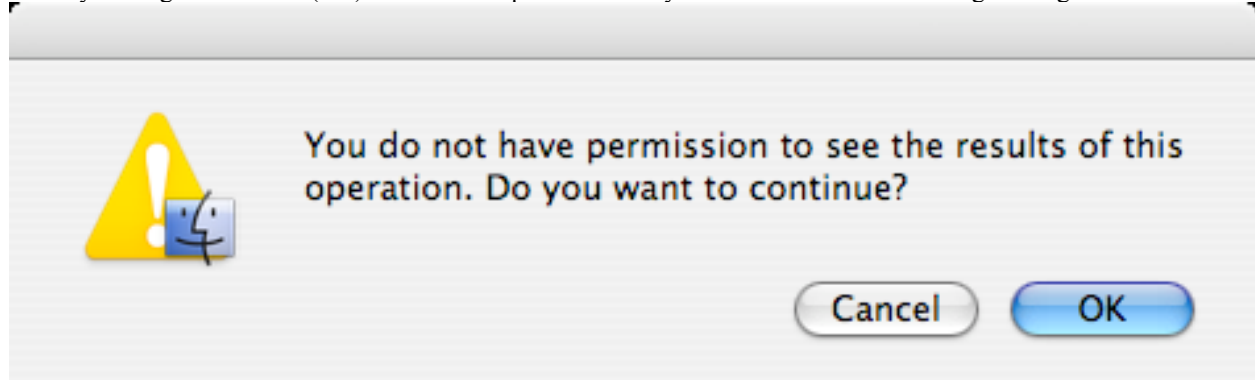
Documents placed in the “**Public**” folder are viewable by anyone logged into the server. This is where you place documents that you want to share with others.

Documents placed in the “**Drop Box**” folder are only viewable and useable by the owner of the folder – you. This is where you put documents that are for the Digital Locker owner’s eyes only.

6. You can open the document (file) that is in the **Public** folder.

7. You can drag documents that you want only the owner of the Digital Locker to see into the “**Drop Box**”
NOTE: The document that you drag into the “Drop Box” folder **will not be copied** – so if you want to have a copy of the document, you must duplicate the file first.

When you drag a document (file) into the “Drop Box” folder you will receive the following message:



Click on the OK button to have the document placed into the “Drop Box” folder.

Remember → you will not be able to actually see inside the “Drop Box” folder, but your document (file) has now been placed inside the folder.