

How to access your home directory folders from any on campus or off campus location

1. First you want to begin by opening an Internet browser by clicking on the icon of the internet browser
2. Inside the internet browser where your web address is located type in <http://mydrives.ccsd.cc>(Not :http://www.mydrives.ccsd.cc)
3. If a security alert window appears, click on Yes (Yes just means your home directory is protected by a secure server

4 **When logging in using a computer ON CAMPUS** the internet browser will open a page which is known at the netStorage page, This is where your home directory folders will appear

5 **When logging in at home or any other OFF CAMPUS location** you would first begin by :

- Typing in the web address <http://mydrives.ccsd.cc> and press enter. You will be prompted for your Novell Network username and password. If you have entered them correctly your directory folders will appear. Once you are finished it is important to remember to log out. The logout button in on the top portion of the webpage

How to access documents as well as upload and modify files to your home directory:

The two major folders you have are NetStorage and Home@central :

1. Clicked on Home@central folder than you will reach your Personal folders and documents in your home directory.

To Open: you can double click on the document you want or you can go to File and scroll down the drop down menu and click on Download and click on open for the file to open again.

To Save:

- First save the file that you are working on, on the computers desktop.
- Then close out of the program
- Go to File, Scroll down the drop down menu and click on upload.
- This will bring you to Upload file screen page, click on browse where you will choose to upload the file you were working on and click on open.
- Be aware that overwrite existing files are checked, click on upload and this will allow your document to be uploaded to the server.