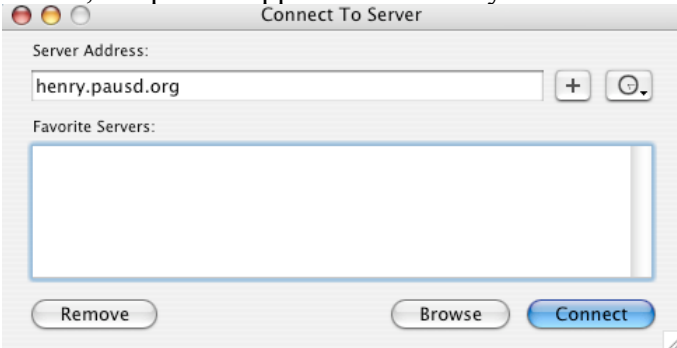


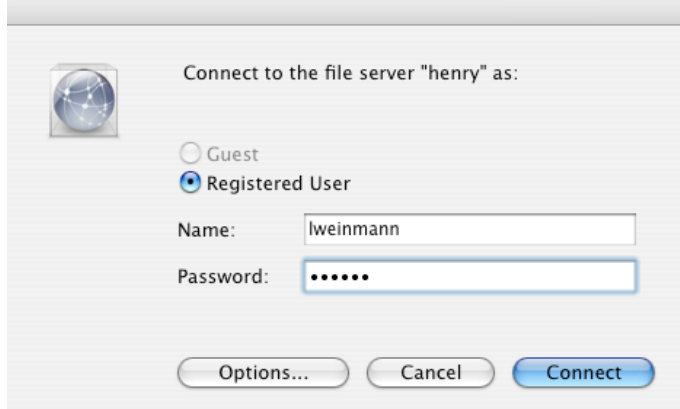
Connecting to your digital Locker “Henry” at school Using OSX

1. To log into your school locker you must click “Go” on the menu bar and click on “Connect to Server,” or press “Apple K” on the keyboard which will bring up a connect to server window:

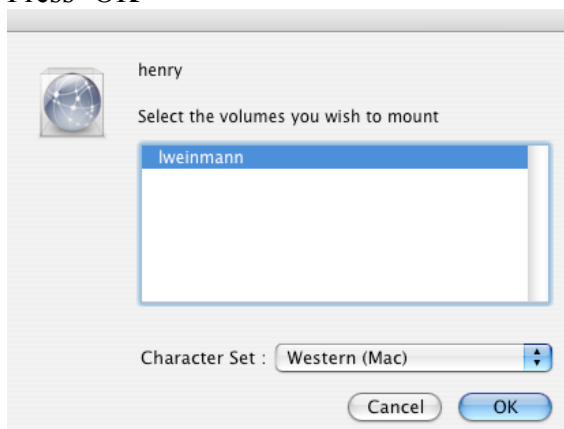


The address to access your locker is henry.pausd.org

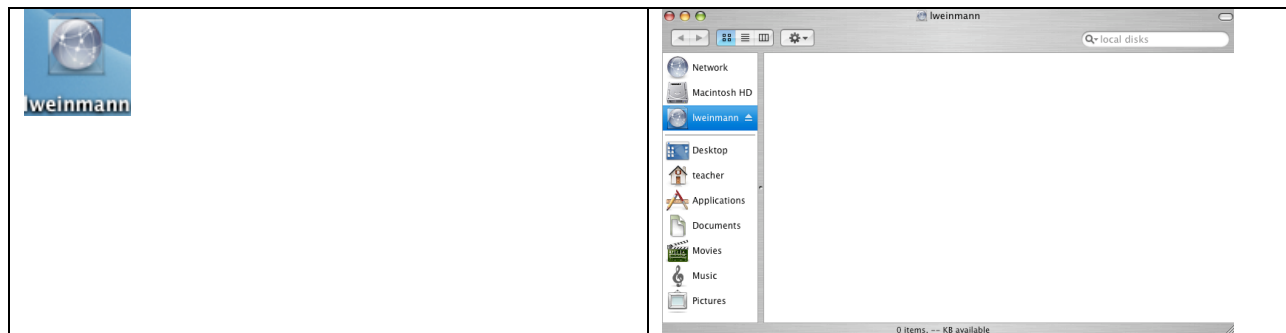
2. You will then type in your user name and password to access your locker



3. If you username and password are correct you will see a window like this with your ID#
Press ‘OK’



3. The icon below should now be on your desktop and an empty folder will probably open up as well.



4. To add items to your locker you must drag them from their location into this little globe icon.
**(Be sure to keep your locker neat and organized, create folders within your locker to separate your classes and help you locate specific items)

5. Logging out. When you are done moving files in or out, close the window and drag the globe icon into the trash.