

**BROCKTON PUBLIC SCHOOLS**  
**Instructional Technology Department x7568**

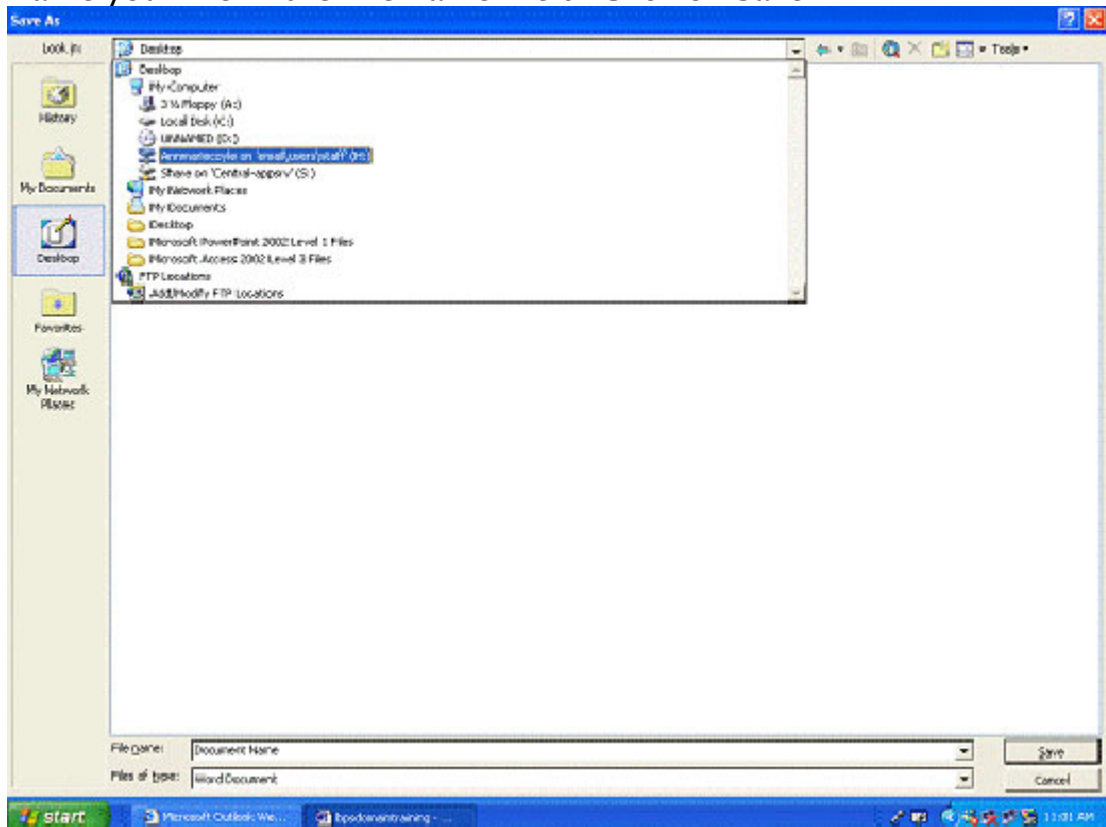
**How to Save and Retrieve to the H: Drive (Your Home Directory)**

Your computer is now part of the BPS network. Your access to this computer and to all computers in the network, in any of the schools, will be your **BPS email username and password.** You will be able to logon to any computer in the network, at any school and access your H: drive where your files will be stored.

It is very important to continue saving your files and folders in your H: drive. This action will protect your files in case your computer fails and has to be replaced. This will allow you to access your files away from your office, classroom on any BPS computer.

**HOW TO SAVE TO THE H: Drive**

1. Create your document.
2. Go to File, click on Save As.
3. In the Look In: window, click the drop down arrow.
4. Look down the list until you see H: Your Name on School Name Server.
5. Click on your name, this will display in the Save As window.
6. Name your file in the File name: field. Click on Save.



## **HOW TO RETRIEVE FILES FROM YOUR H: DRIVE**

1. Open My Computer. Be sure you are on your computer under your own logon. If you are using a colleague's logon you will not have access to your H: Drive.
2. Scroll down until you see an icon of a hard drive with your name on it.
3. Double click on the icon.
4. You will now have access to all your files.

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