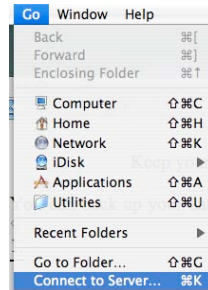


# Don't Lose Your Files!

Keep your work safe by backing up to your network account

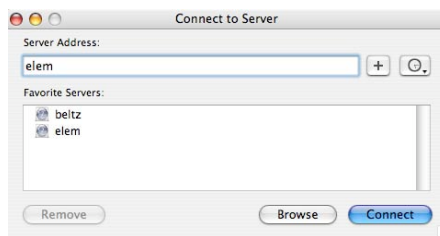
You can back up your data by following these 6 simple steps weekly.

1. In the finder menu click GO > CONNECT TO SERVER

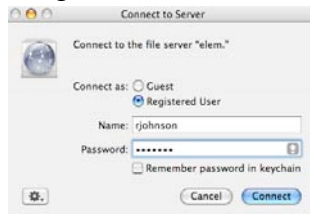


2. If you are @ Beltz type in **beltz** or choose beltz from menu  
If you are @ the Elementary school type **elem** or choose it from menu

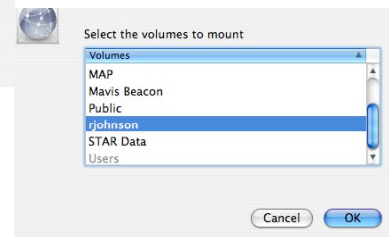
Click CONNECT



3. TYPE YOUR USERNAME AND PASSWORD (as assigned by district – if you don't remember this or have your slip contact Robin, Matthew or Sergio for a password change)

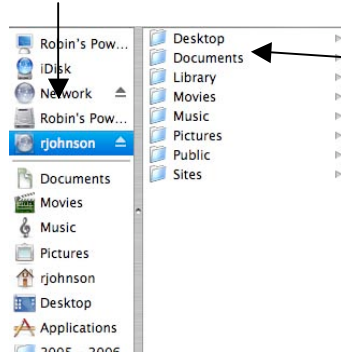


4. Find your USERNAME –select it and click OK

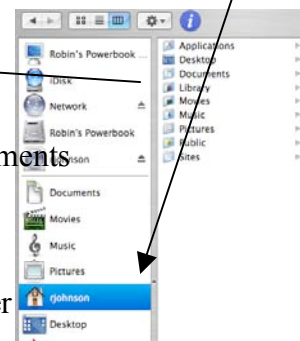


A Window will now open showing you your network folder – and your home folder

NETWORK FOLDER



YOUR COMPUTER



Open a new window by  
Clicking on your Hard Drive

To back up simply drag your documents  
From YOUR COMPUTER to your  
NETWORK Folder – drop them  
Into your documents folder. You  
Can also just drag then entire folder  
and replace.