

Desktop and Drives

Logging in to the computer:

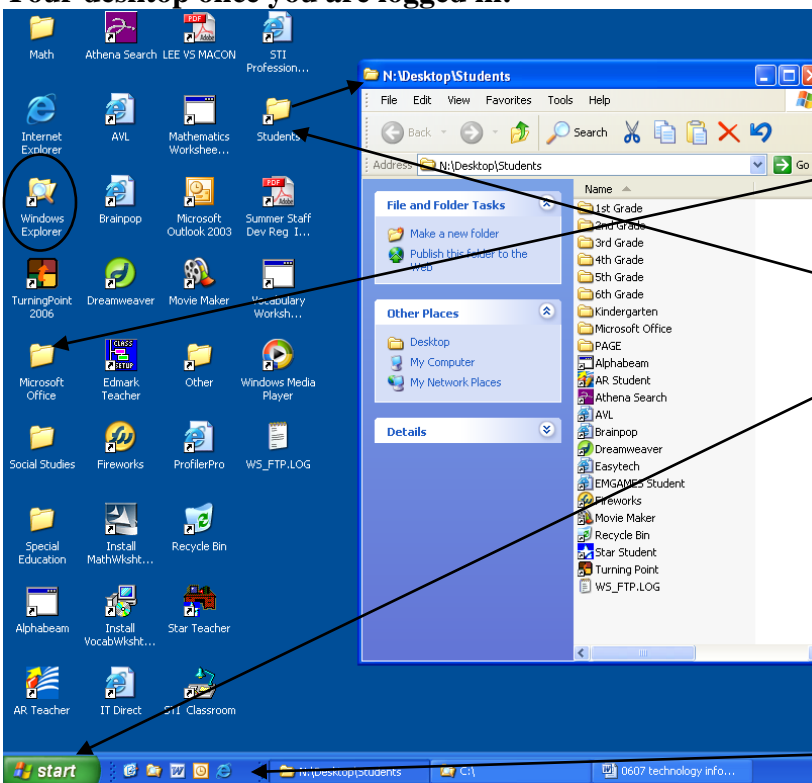


When you turn on your computer, you will see a message telling you to press ctrl, alt, delete. Hold down ctrl and alt and press the delete key. You will then see the Windows login screen. Your user name is your last name first initial, and your password is whatever you set it as.

To restart or shut down your computer without logging in, press the Option button, and then choice shut down or restart.

To lock your computer without closing your work, hold down the windows button and press L. You will need only type in your password when you return to your computer.

Your desktop once you are logged in:



Staff icons are on the desktop.

Word, Excel, Access, and PowerPoint are in the Microsoft Office Folder.

Student program icons are in the Student folder.

You can also get to your programs by going to Start/Programs on the task bar at the bottom.

Click here to safely remove your pin drive.

Click here to make sure your volume is not muted.

Right click the taskbar to show the desktop or unlock the taskbar so you can drag quick start icons for your favorite programs.

Drives on your computer:

C:\	Your computer's local harddrive
E:\ F:\	A CD-R you have put in your computer\The Writable CD Drive.
F:\ H:\	Your external pin drive or hard drive will appear on F or H when you plug it in to your computer. If you do not have an external drive plugged in to your computer, the extra drive will not show up on your computer.
G:\	Your personal drive labeled with your last name first initial—This is the drive in which you should save your files. You can access them from any school in Mountain Brook Schools. This drive is backed up.
H:\	Students Home directories. You can look at student files, but you can't edit nor change them.
R:\ Intranet	Files related to school stuff like handbooks, forms, All faculty and staff can view files in the Intranet Drive. Office Personnel can place files in this drive so that all teachers can view them.
S:\ Temp	Staff: (for teachers) Each PLC has a folder. This is a Shared file storage location for just your group.
	Students: (for students). Students and teachers can save, edit, and delete from these folders. All other folders like Art, Page, Music, PE, all students and staff can see, save to, edit, delete.