

# Server Accounts

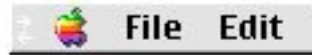
A **server account is simply a password-protected folder** on a computer that can be **accessed through our network**. The most basic of uses is: **Backing up** important document files (not software applications like Word, AppleWorks, etc.) for that inevitable moment in time when your regular computer hard drive **will crash**. Did you see that?...**your hard drive WILL crash someday**. Yes, there are only two basic kinds of hard drives:

- Hard drives that have failed.
- Hard drives that will fail.

**A. Accessing your server account** (for most of you---OS X users should see us individually if they need additional help).

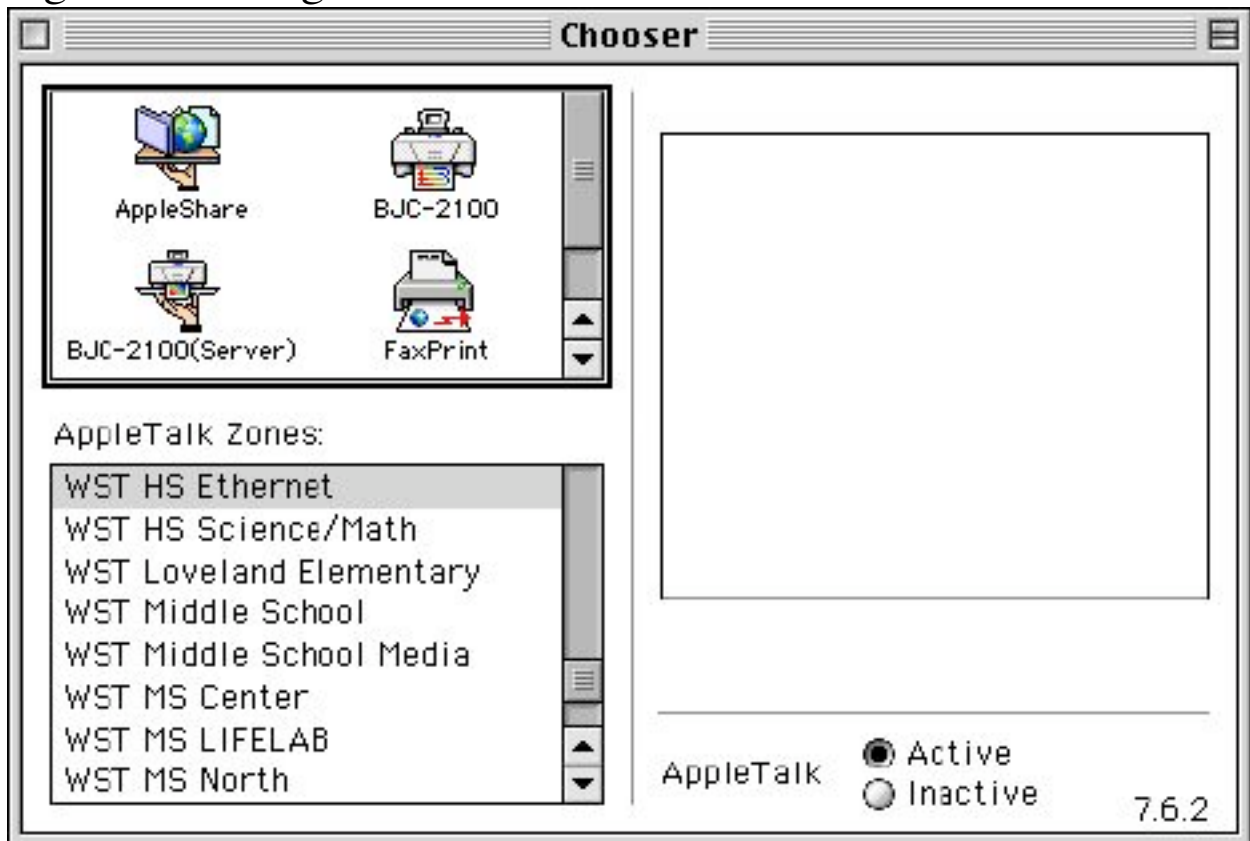
## **1. Open Chooser:**

**Click** on the multicolored **Apple** in the upper-left hand corner of your Macintosh computer screen..



↑  
APPLE  
MENU  
ICON

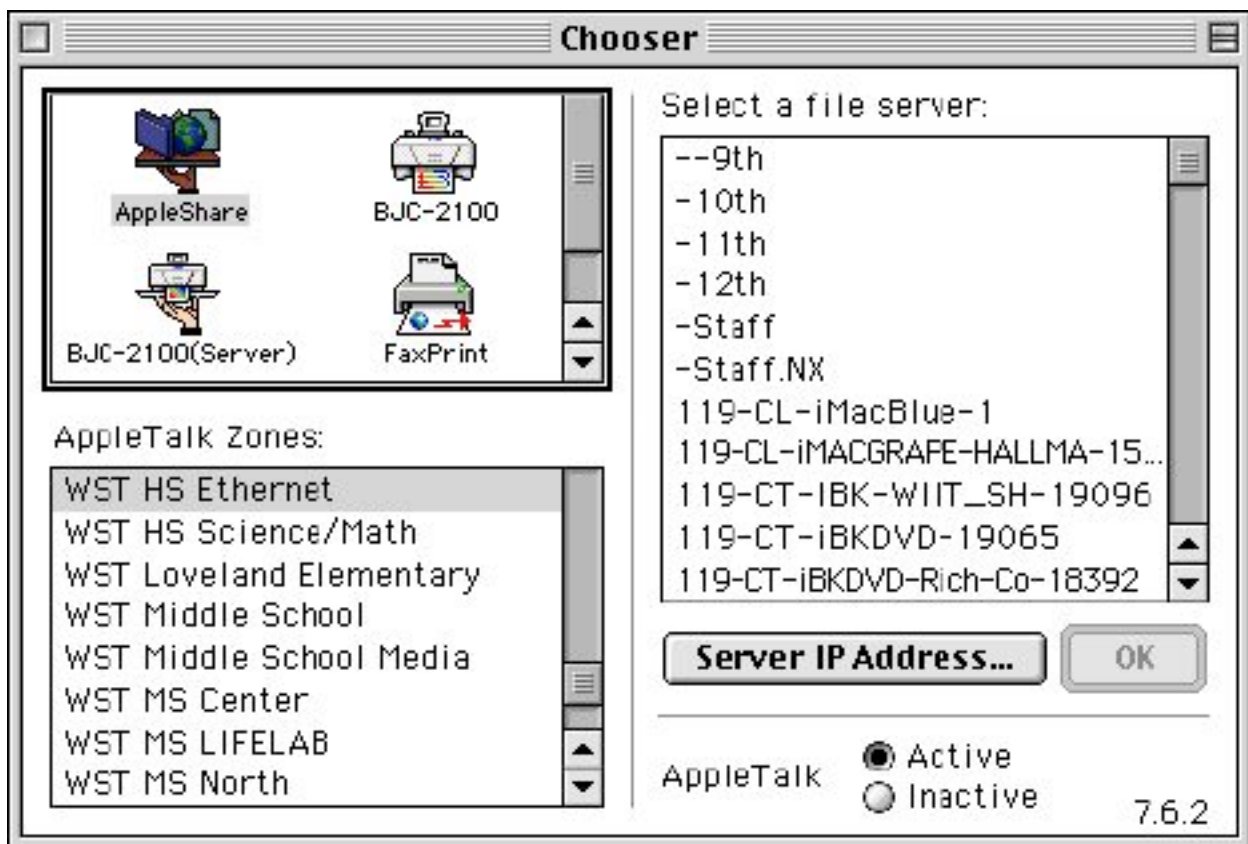
The “Apple Menu” will appear...locate and **drag down to the “Chooser”**...then **release** your mouse button. This will open up your “Chooser”, which is useful for selecting printers and servers on our building network. A picture of the Chooser appears below. Please note the three distinct regions of the chooser; an upper and lower region on the left and a single, large region on the right.



The **lower-left region shows various network zones** that are available throughout the ESU#3 region. Normally the **WST HS Ethernet Zone** is already **selected**. If it is not highlighted in your Chooser you should scroll to find it and highlight it now.

## 2. Show Servers:

The **upper-left region** contains icons representing printer driver software and fax driver software, as well as an **AppleShare icon**. The AppleShare icon was designed to look like a waiter's hand as s/he is **servicing** you. **This is the icon**, therefore, that we **click on** to see computers that function in some way as **servers**. Please do this now.



The **right-hand region** of the Chooser will now **display the names** of a variety of **computers** that potentially could be **accessed through the network** (if you had the appropriate login and password information).

### 3. Select Server:

The computer we are currently interested in accessing is named “-Staff.NX”. The “.NX” simply distinguishes the new server from the old “-Staff” server. Place your mouse over “-Staff.NX” and double-click. The server login screen will appear....



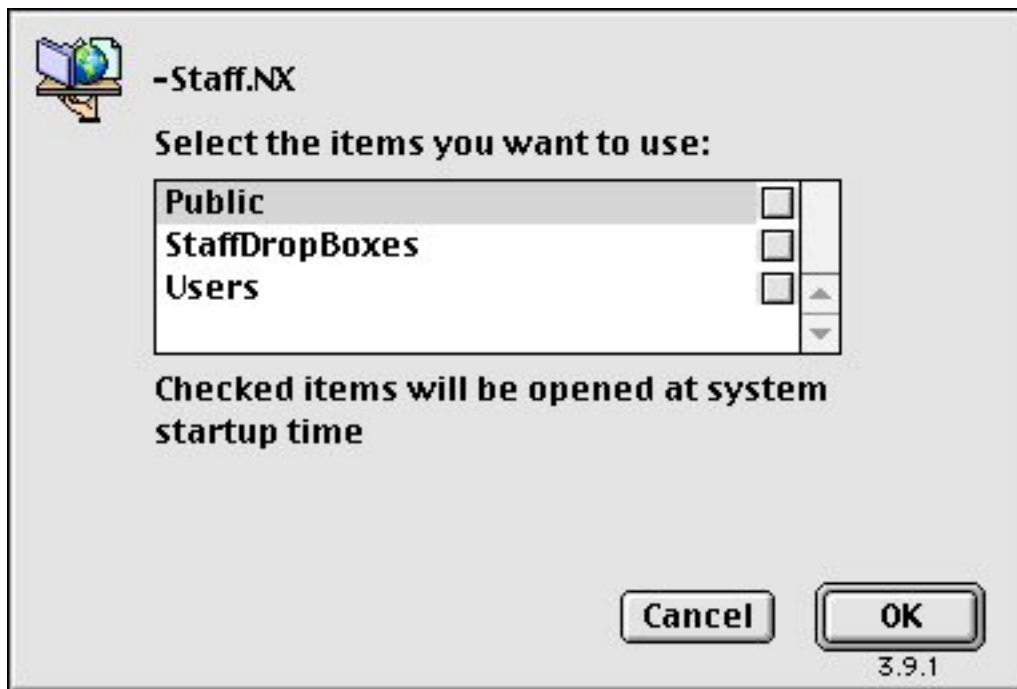
### 4. Login:

Your login Name and Password are the **same as your login and password for PowerSchool.....mostly**. Exceptions include:

**Server account login names on this server cannot exceed 8 characters** in length--so if you have a long name you will have to trim it down to a total of 8 letters (note my “trimmed” login above).

**Server account passwords are case sensitive.** While PowerSchool is usually forgiving as far as upper and lower case...the staff server **will not** be.

Enter each into its respective area and click the Connect button. The following screen should appear (if it gives you an “incorrect password or “incorrect login” message, contact us) ....



## 5. Select Server Resource:

See how “Public” is highlighted? Using the Public and the StaffDropBoxes volumes will be for a later lesson; for now click instead to highlight “Users” (you **do NOT** need to **check the box**) and click the OK button.

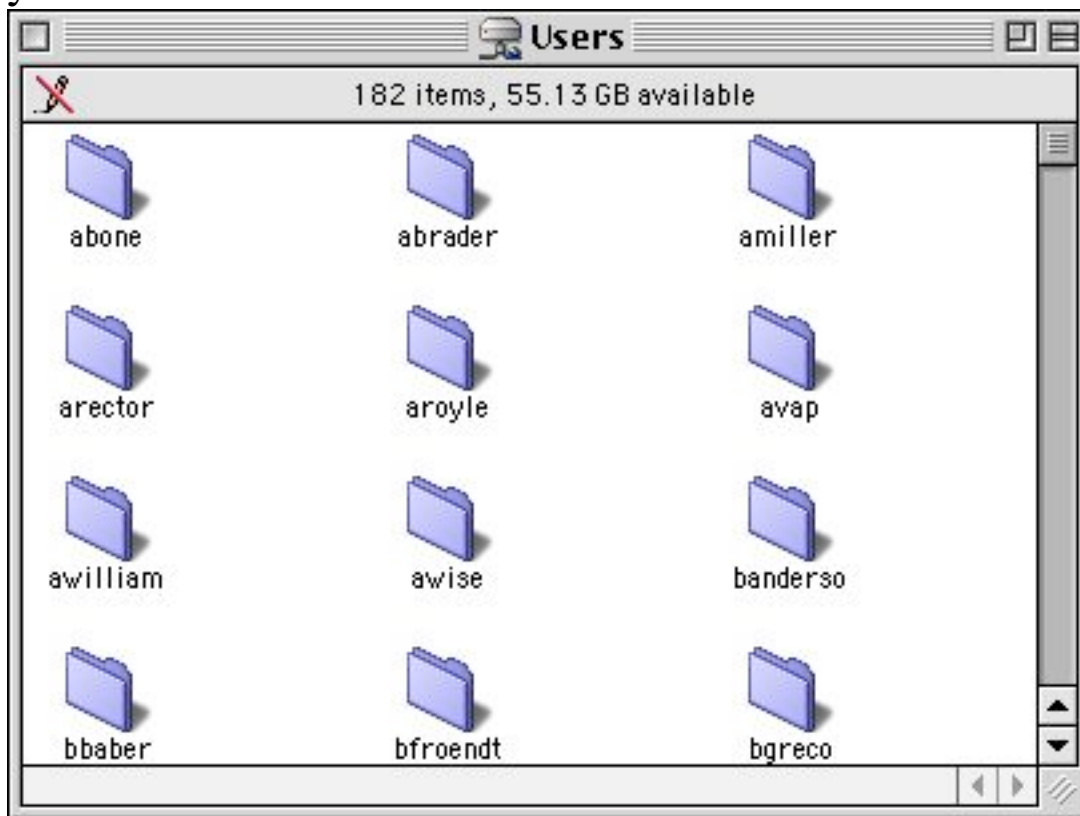
At this point an icon labeled “Users” will appear somewhere on your desktop.



Double-clicking on the “Users” icon will open a window that contains a folder for every staff member. You will not see them all at once...but they are there. The folders are labeled by each individual’s login name (which generally consists of the first letter of their first name followed by up to 7 letters of their last name).

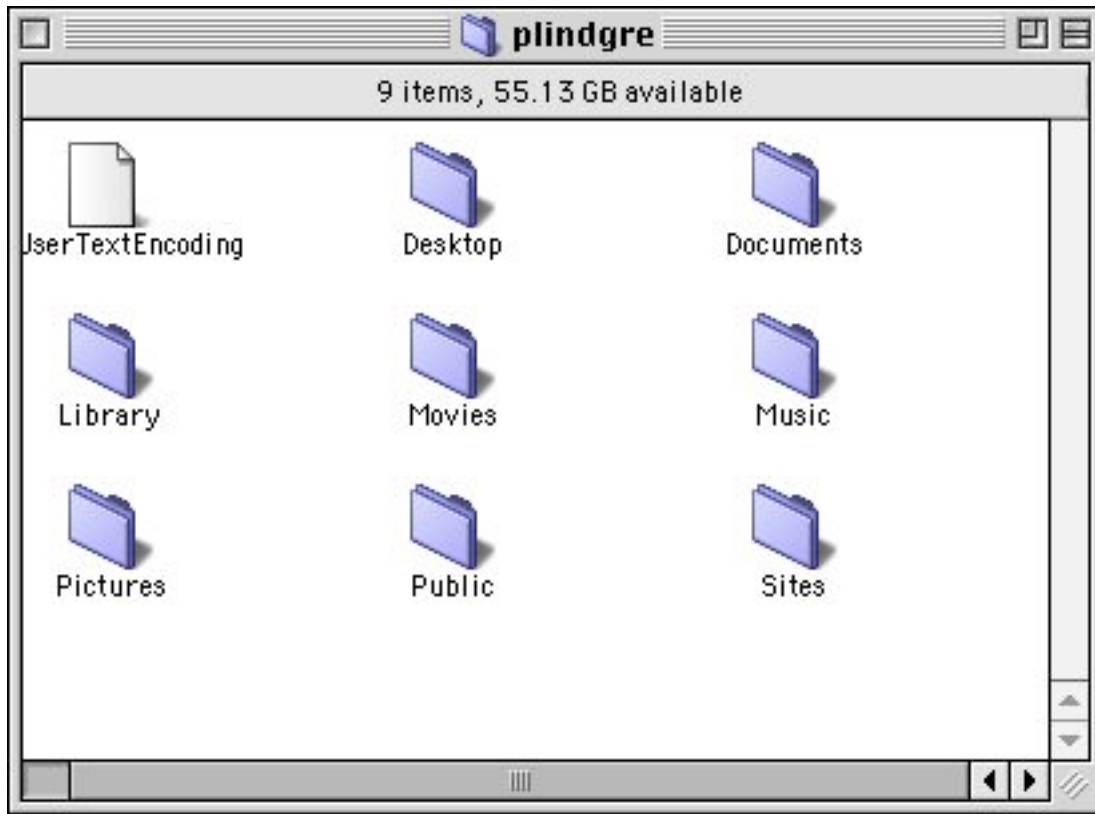
“Good grief!” You may be thinking. Am I going to have to scroll around all over the place in this window to find my folder? What if my first name happens to be Xavier?

Relax. Simply begin to type the first two or three letters of your login name...the window should immediately jump to/select your folder.



The folder labeled with your login name is your server account storage area.

Double-clicking your folder will open it to reveal a window similar to this.....



## **B. Server Account Use:**

### **1. Folders**

You may drag the folders labeled Movies, Music, and Pictures to the trash right away if you wish...it is ok to leave them, too. The rest of the items are best left in place.

The best place to store your normal, everyday documents is in the Documents folder (trust me--I have my reasons). Any sub-folders that you need for organization should be created in there.

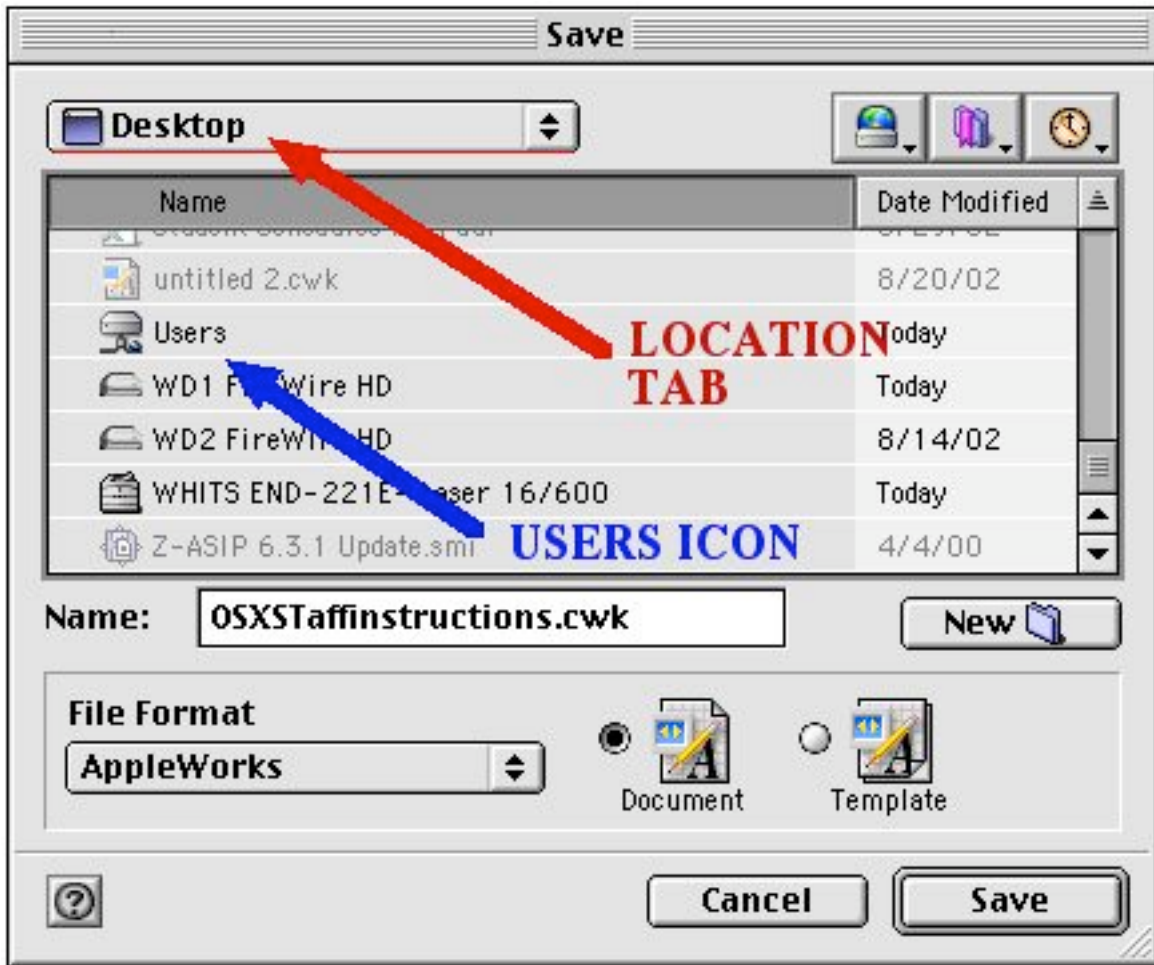


## 2. Dragging Files to Your Server Account

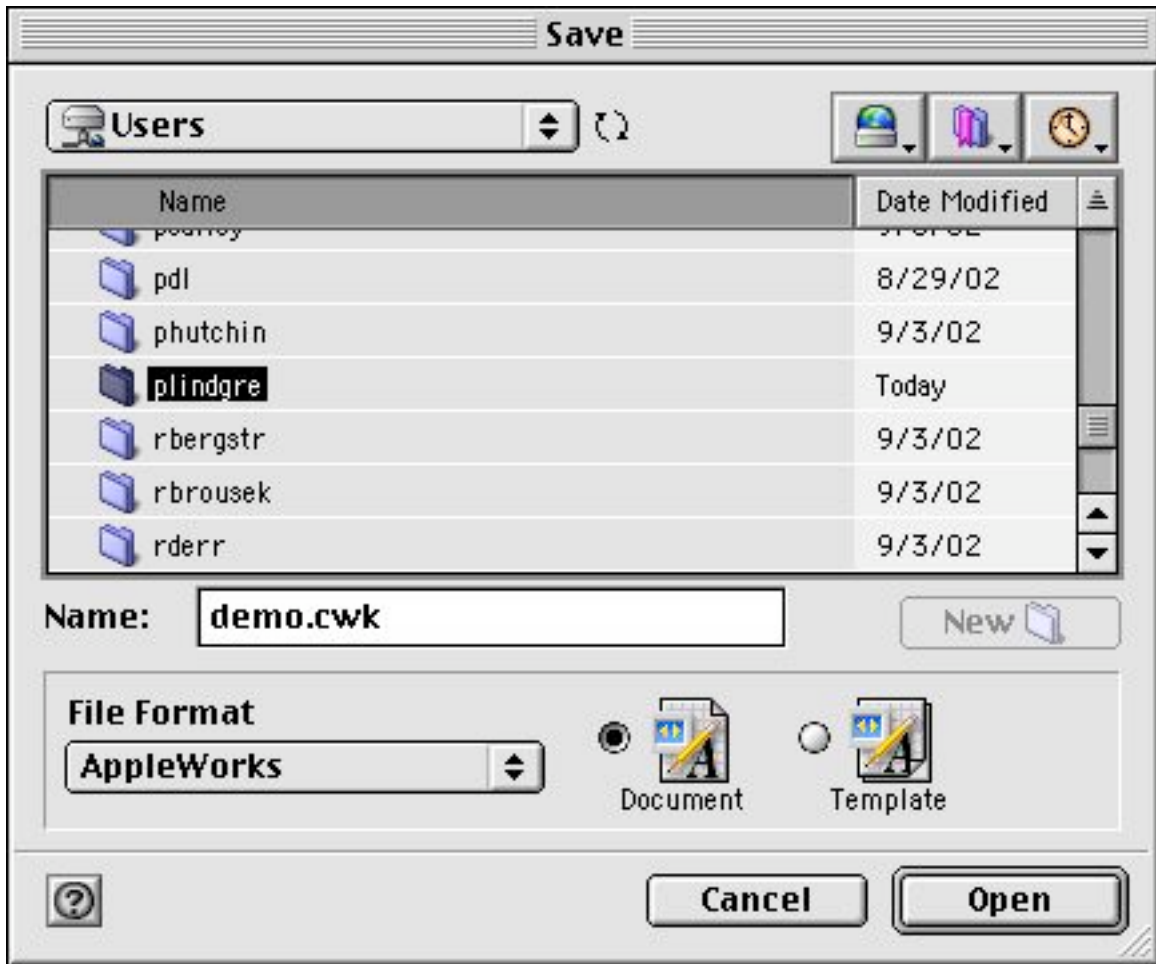
Once your server account is open simply click on a file or folder and drag it onto or into your Documents folder. Then release your mouse button. A copy of your item will be moved to the Documents folder in your server account.

## 3. Saving Directly to Your Account From Within an Application (i.e. Word, AppleWorks, etc.).

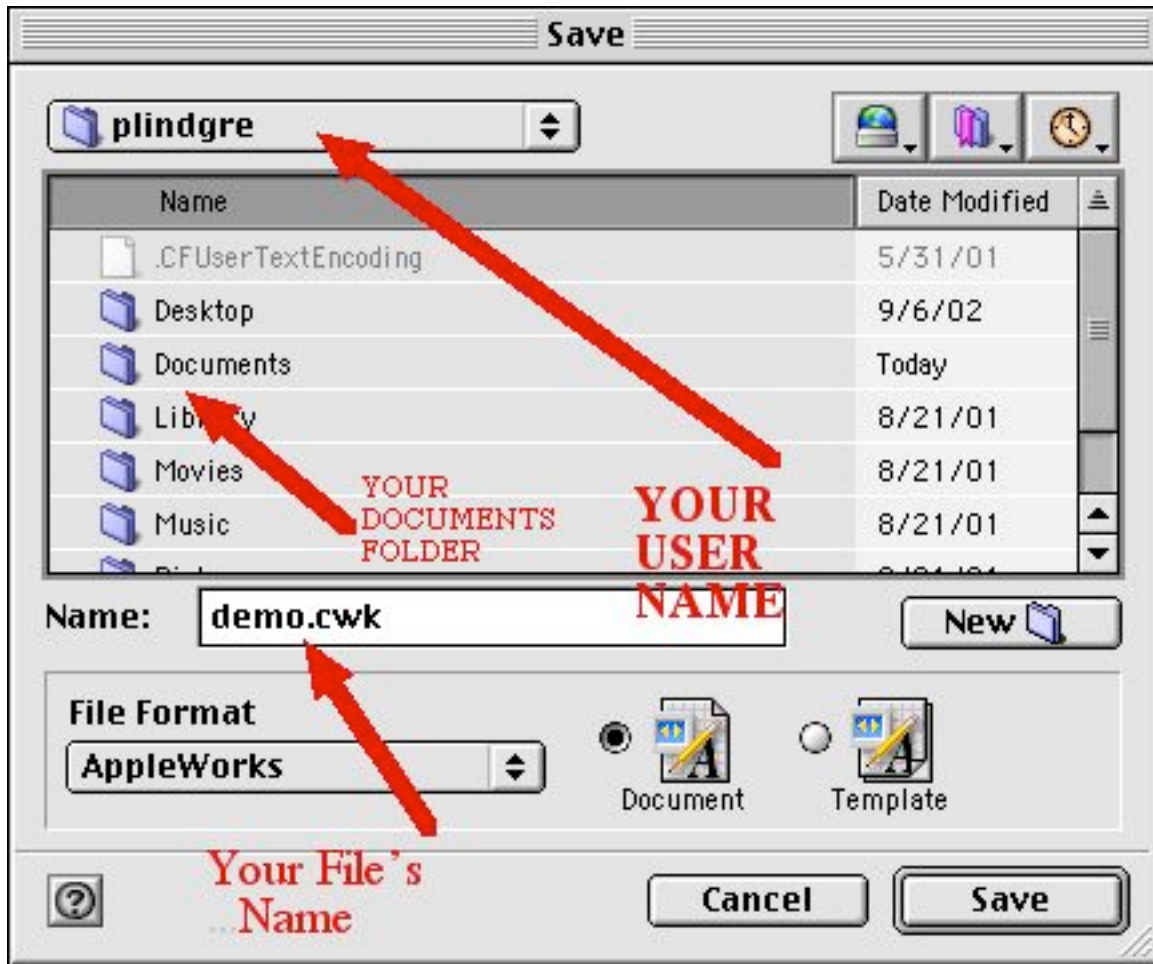
This process would involve pulling down SAVE AS from the file menu of an application. A screen similar to the one shown below will appear. Note: If you have a large number of items on your computer desktop you may have to scroll up/down to see the Users folder.



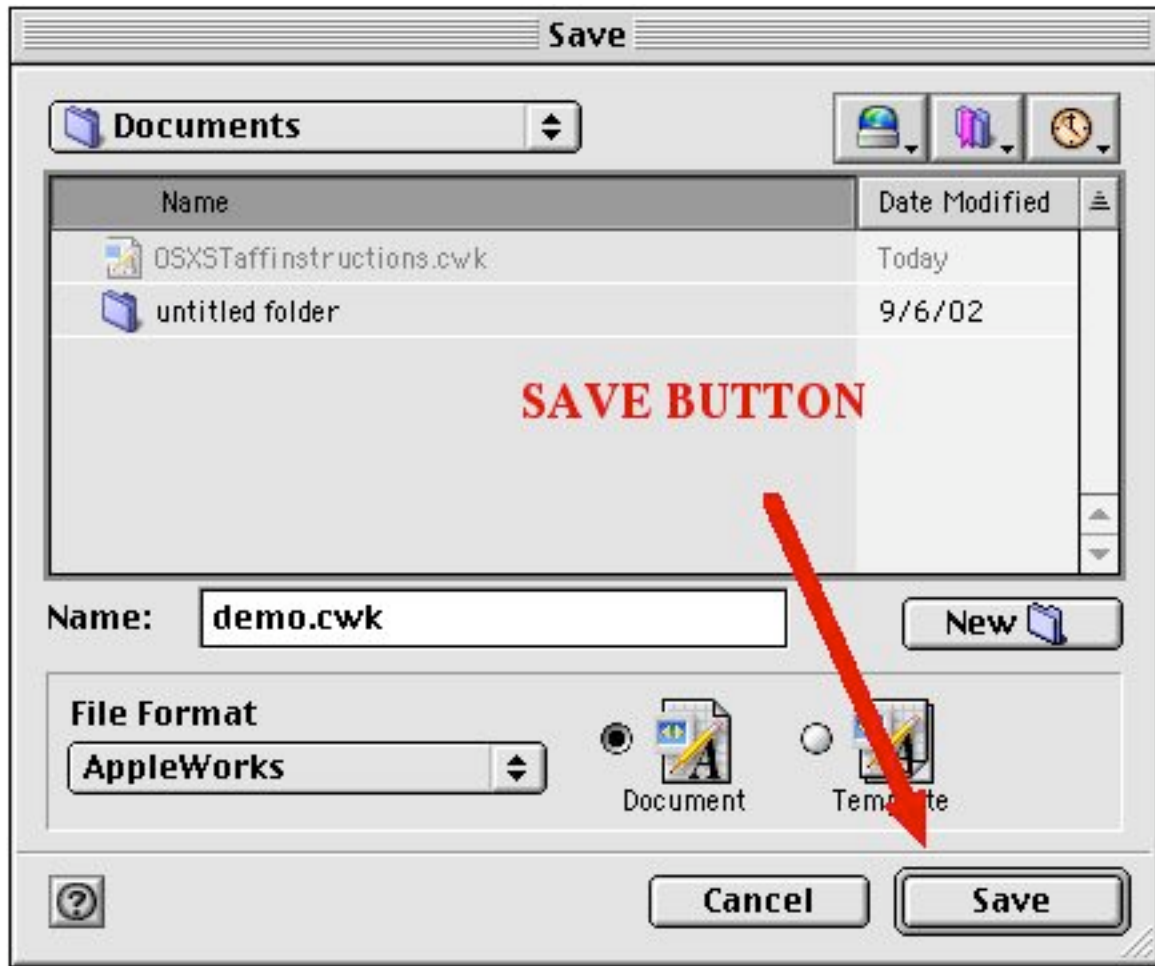
If the tab at the top of the screen (marked here with a red arrow) does not say “Desktop”, click on it and drag down to Desktop. At this point you should be able to use the arrows at the right-hand side of the window to scroll up or down to locate the Users icon (marked here with a blue arrow). Open it by double-clicking on it.



Use the arrows on the right of the window to scroll to find the folder labeled with your username. Double-click on it to open. You can also try to quickly type the first 2 or 3 letters of your login name...the window will often jump right to your folder.



Double-click on your server account's Documents folder to open it, check to make sure the document is named as you wish (in the example above my file is named "demo.cwk"), and then click the SAVE button.



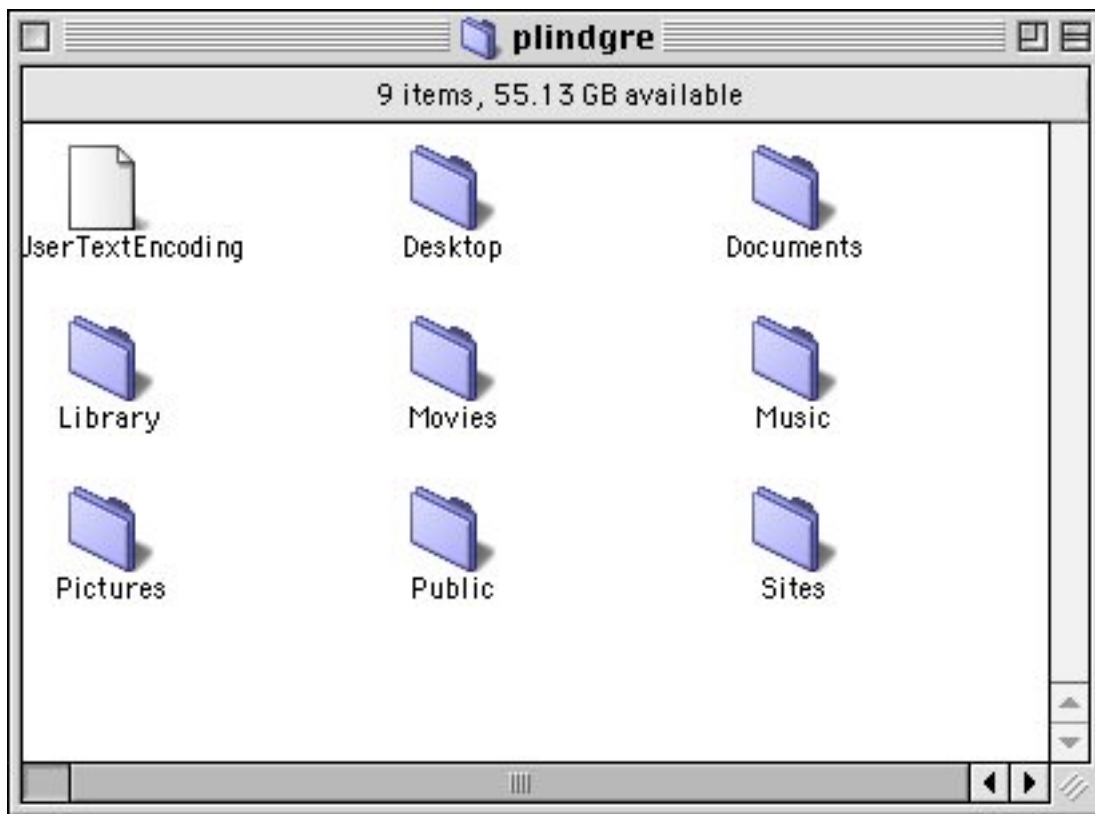
#### 4. Sharing and Collecting Files

One of the advantages of the new server is that a “Public” folder is created in each individual’s account. As owner of your account, **you can place files in that Public folder for others to pick up.** Others can come and get copies of any files in your Public folder for themselves...but they may not add to that folder or delete anything from it.

Inside each individual’s Public folder is a Drop Box. Other staff members cannot get into this box to see or change anything--but

**they can “drop off” files for you into it.** You can also drop items off into other individual’s drop boxes.

These capabilities can be quite useful for individuals who are working on a project together and need to exchange documents. Look at my account as **I** see it...



And the interior of my Public folder as **I** see it.....



Here is my account as **YOU** would see it....



Notice the “straps” on all the folders but Public and Sites. This indicates that **you** would not be able to open or add anything to the strapped folders. As the account owner I am the only who that has permission to do that.

And my Public folder as **YOU** would see it....



You could grab and drag the .jpg file from my Public folder... but you couldn't delete it, rename it, etc. You would not be able to add anything to this folder, either. Again, I am the only one that has permission to do that in my account.

You COULD, however, drag a file onto my Drop Box folder and leave it off for me to pick up later(signified by the yellow arrow). You can't open the drop box, though, and see anything else that you or someone might have dropped off previously.

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Remember:

**Blessed are those who back up...  
for they shall be restored.**