Using Your Teacher's Digital Drop Box

1. Log onto the Internet using Safari or Firefox.
2. Click once on your Desktop (no icons, just the picture.)
3. Click on the **Go** menu, then **Network**.
4. Find the name of your teacher's computer and double-click it.
5. If you are asked for a name and password, click the **Guest** button. Then click the **Connect** button.
6. Choose your teacher's username. Ask if you aren't sure.
7. Drag the files you want to copy into the **Drop Box** folder.