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.