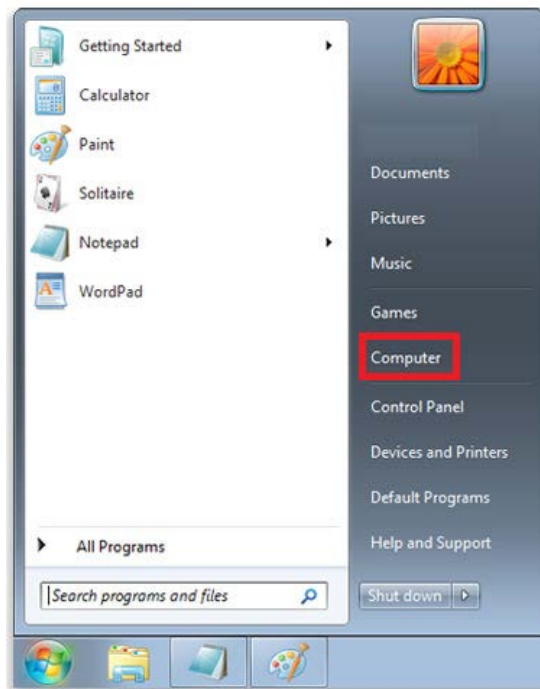


Saving Files and Accessing Public Drives



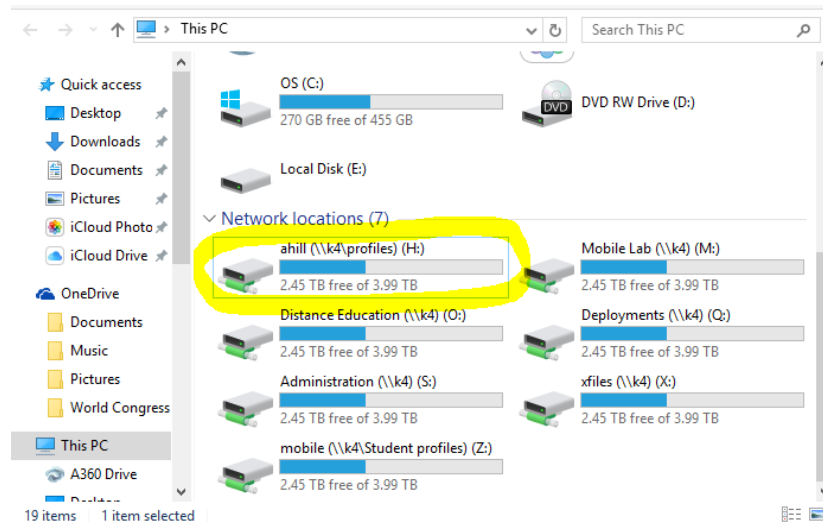
AHS Faculty and Staff each have an Active Directory Account which allows you to use computers at the school. This also gives you access to several network drives to access school related documents and files. You are given a personal drive (H:) to save your personal files to. We suggest and highly desire for you to utilize your H: drive for saving particularly school related files to your H:drive rather than saving them directly on your school computer's hard drive (Desktop). You are welcome do use a personal flash drive to save files as well, however, remember we cannot provide backup support for those devices.

Where are your Network Drives?



Updated 2/1/2017

Depending on your role at the school you will be given read/write permissions to several drives. The H: and X: drives are available for every domain user at the school. Feel free to create folders within your H:drive in order to organize your files.



Saving Files to a network drive is just as simple as saving a file anywhere else on your computer. It is the same procedure as "File Save As", the only difference is you would save the file into your HDrive: