

# How to connect to the Novell File Server

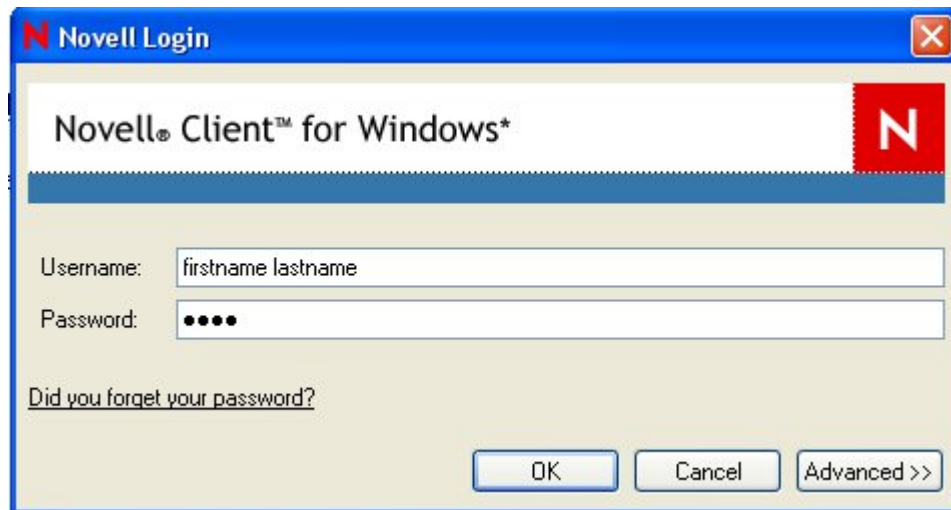
In order to be able to connect to your home directory at Prairie Ridge you must be on the network. Your home directory is not available to you when you are outside the building.

## PC

To connect using a PC you must have the Novell Client installed. All district owned machines should have the client installed on them. If you would like to access your home directory from your personal machine you will need to see Trey Breeden and have the client installed. There are two ways to connect to Novell from a PC. The first being the initial Novell Login Screen. Secondly, you may use the red N in the computers system tray.

How to login in using the initial Novell login screen.

On most of the computers at Prairie Ridge you will see the Novell login screen when the computer is booted up. Login using your username and password.



Make sure that the Workstation Only button is not checked if one appears in the lower left corner of the login window.

Login using the N in the system tray.

If you logged in using the workstation only or the computer boots directly to window you can login using the red "N" in the system tray located in the bottom right hand corner of your computer's screen.



Right click on the N and select Novell Login...



This will give you the Novell Login screen. Login using your username and password.

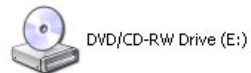
How to get to your files and Drop-boxes.

Once you have logged into Novell you will need to navigate to the network folders to save and access your information. From the Start menu select My Computer.

#### Hard Disk Drives



#### Devices with Removable Storage



#### Network Drives



You should see Network Drives. This is where you can access your home directory which will be shown as the (H:) drive. You can also access your Drop-box from here. As you can see it will show up as the (S:) drive.