

- To get to a T drive folder, choose TEMS Class folders
 - To get to your student folder, choose TEMS Student and Staff Folders, then your graduation year, ex. 2015. Find your log-in name in the list and your documents will appear
 - You can now open and save your document on your home computer.





IMPORTANT:

Your document will **stay** on your home computer, now named with a [1] in its name **UNLESS** you upload it back to school.



Choose the "upload" button and browse for the file you just used, ex project[1].doc, and upload it back to school. Your work will not be in your school file if you don't complete this last step!

		x
Upload File:		Browse
	OK	