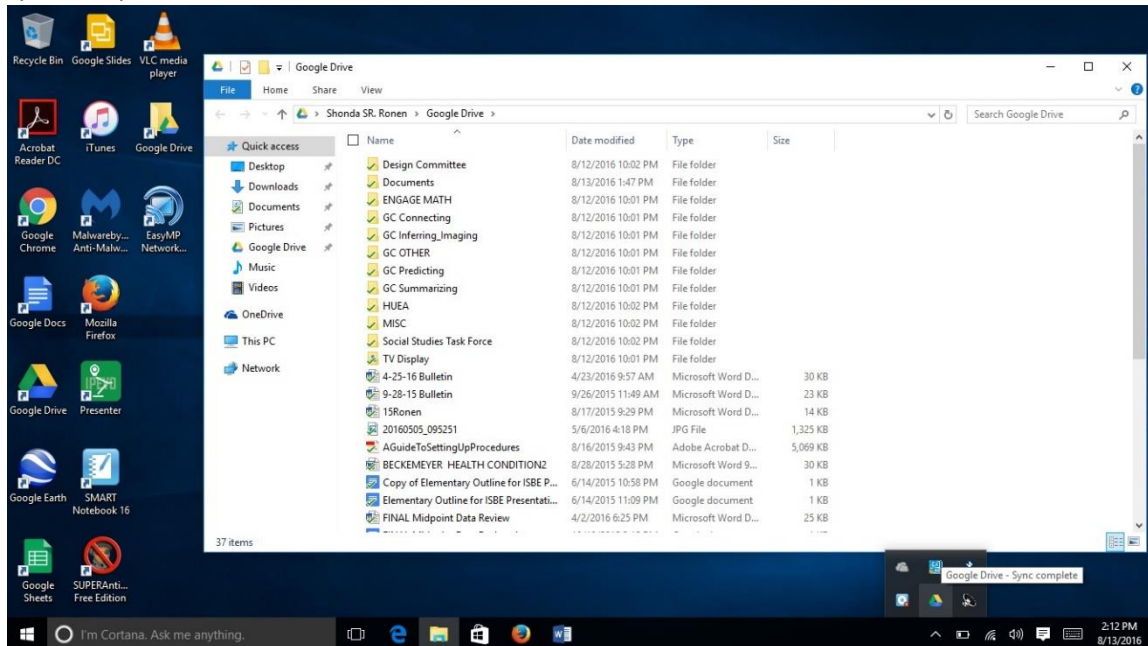
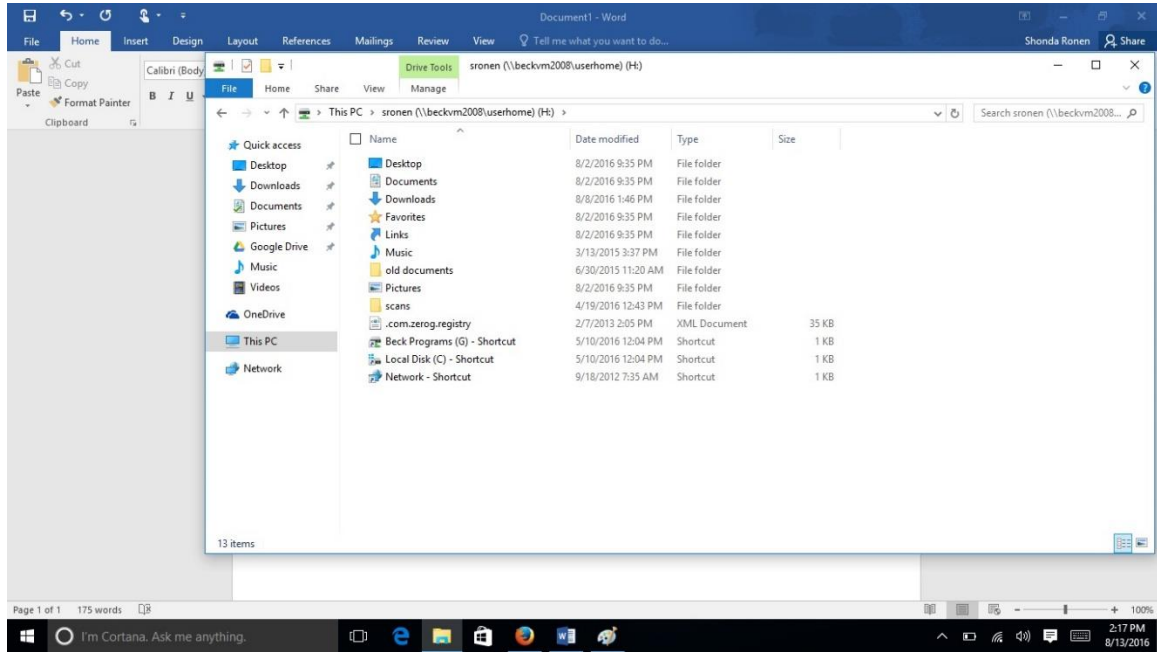


Changes to Teacher machine this year.

1. I have broken your connection to the server as a backup for your Desktop, Documents and Pictures, as an alternative we have pre-setup your google drive app on each pc with your email login and password. It is important that you don't change your email password without requesting a change from Mr. Snopko, Brittany or I, this will affect your google drive and its ability to sync and backup your files. The only files that are now backed up is whats in your documents, if you want to sync your desktop let one of us know. These steps should provide you full time access to all of your files that you want no matter where you are as well as improve the speed of your machines.



2. You still have access to the H: and the G: drives when you are within the school district although we would like you to work on cleaning up your H: drive and store most of the files on your local pc. Again this will give you more convenient access to your files as well as a significant increase in speed.



3. This year I have also pre-setup your Microsoft accounts so in the upper hand right corner of your Microsoft applications you will notice your username, this is your email address and if you would like to know your password and you don't know it or have forgotten it let one of us know and we will give it to you. If you know this information you can also login to your office 365 portal and install office on up to 5 machines or use the web versions of the products and the Microsoft One Drive online.

