

## Connecting to RHYS and Backing UP Your Files

All teachers in District 108 have a home directory available on the network. The network server you will be connecting to is RHYS, often referred to as the SAMBA server.

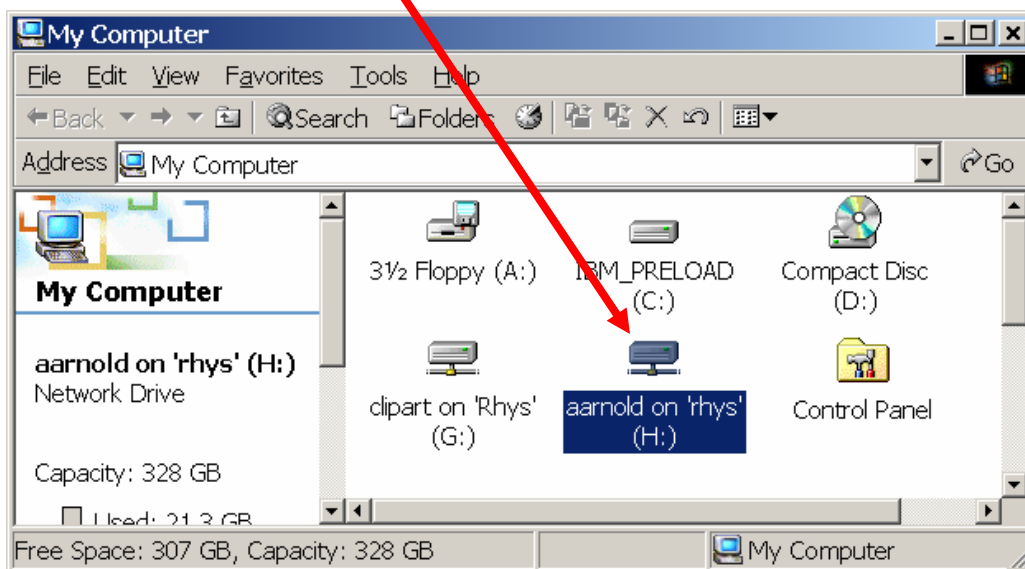
When starting up your computer, you should see a login box.



Login to D108 using your username and password.

Once you have logged in, you will have a drive mapped to your home directory (H:). To access this drive you can double click on My Computer. Your window should look something like this:

### My Home Directory



Ideally you should back up your critical files once a week.

- Email mailboxes, attachments
- Bookmarks for your web browser
- Documents etc...

**If you are using Eudora...be sure to copy the following items to your home directory:**

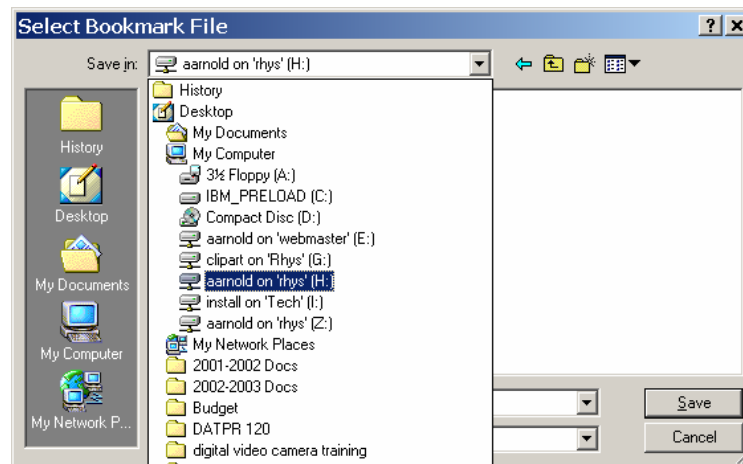
- Attach folder
- All mailboxes and table on contents files for the mailboxes (indicated by the .mbx and .toc extensions) and the mndbase (nicknames)

**If you are using Netscape...backup your bookmarks.**

- Open Netscape
- Go to Bookmarks
- Edit Bookmarks
- Once you are in the bookmarks window go to File, Save as...Choose your backup location

**If you are using Internet Explorer...backup your Favorites.**

- File – Import and Export
- In the wizard – click Next – choose Export Favorites – Next
- Leave the default Favorites Folder highlighted – Next
- Browse to your home directory



- Leave the File Name as bookmark.htm – Next
- Finish

Copy of all your **important documents** to the H: directory from wherever you have them stored.