

Open Windows Explorer

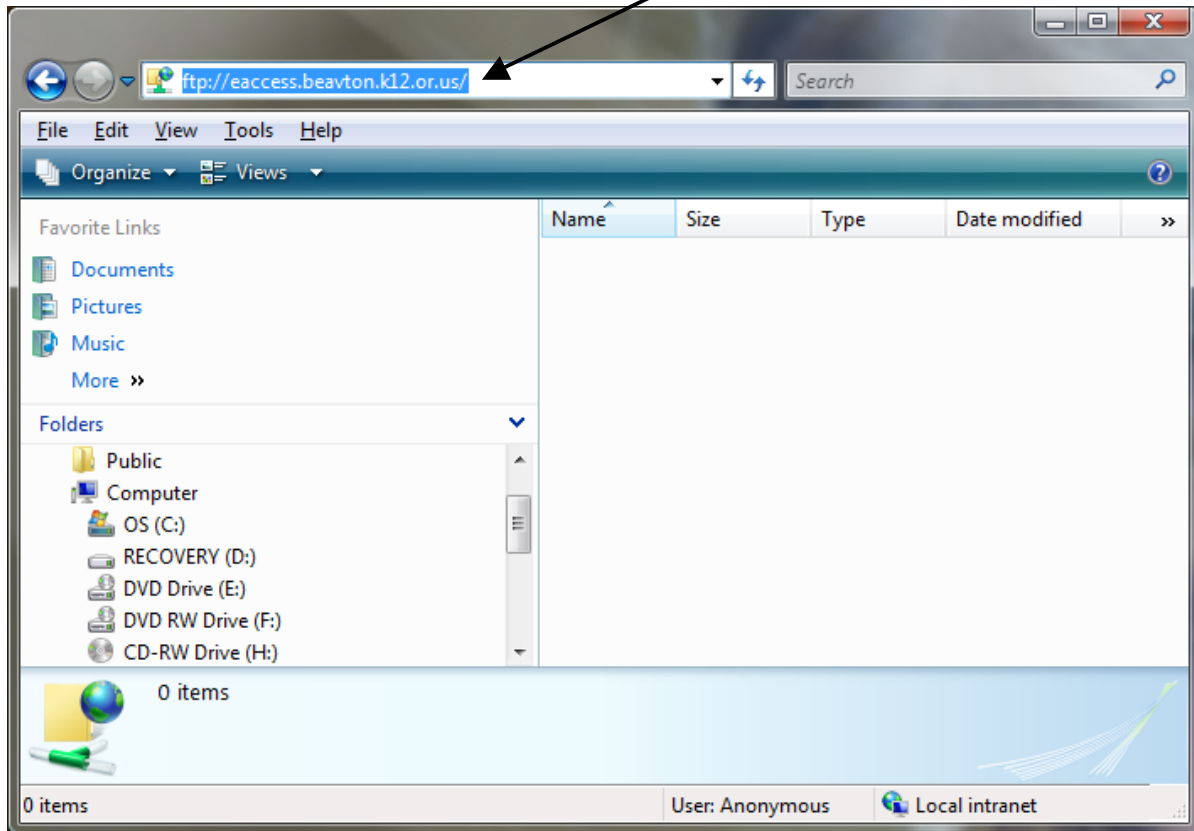
Hold down the Windows key + E to open Windows Explorer. Or, go to the **Start** menu > **All Programs** > **Accessories** > **Windows Explorer**.

Open Personal/Home Folder

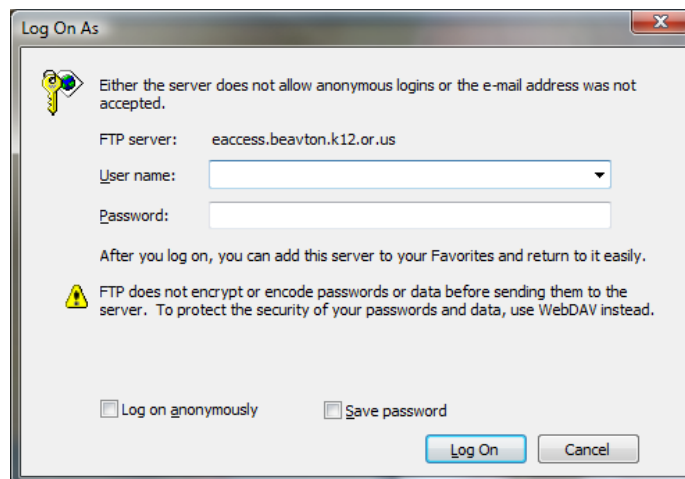
Type this in the address bar of Windows Explorer (not the Internet Explorer web browser):

ftp://eaccess.beavton.k12.or.us/

Press **Enter**.



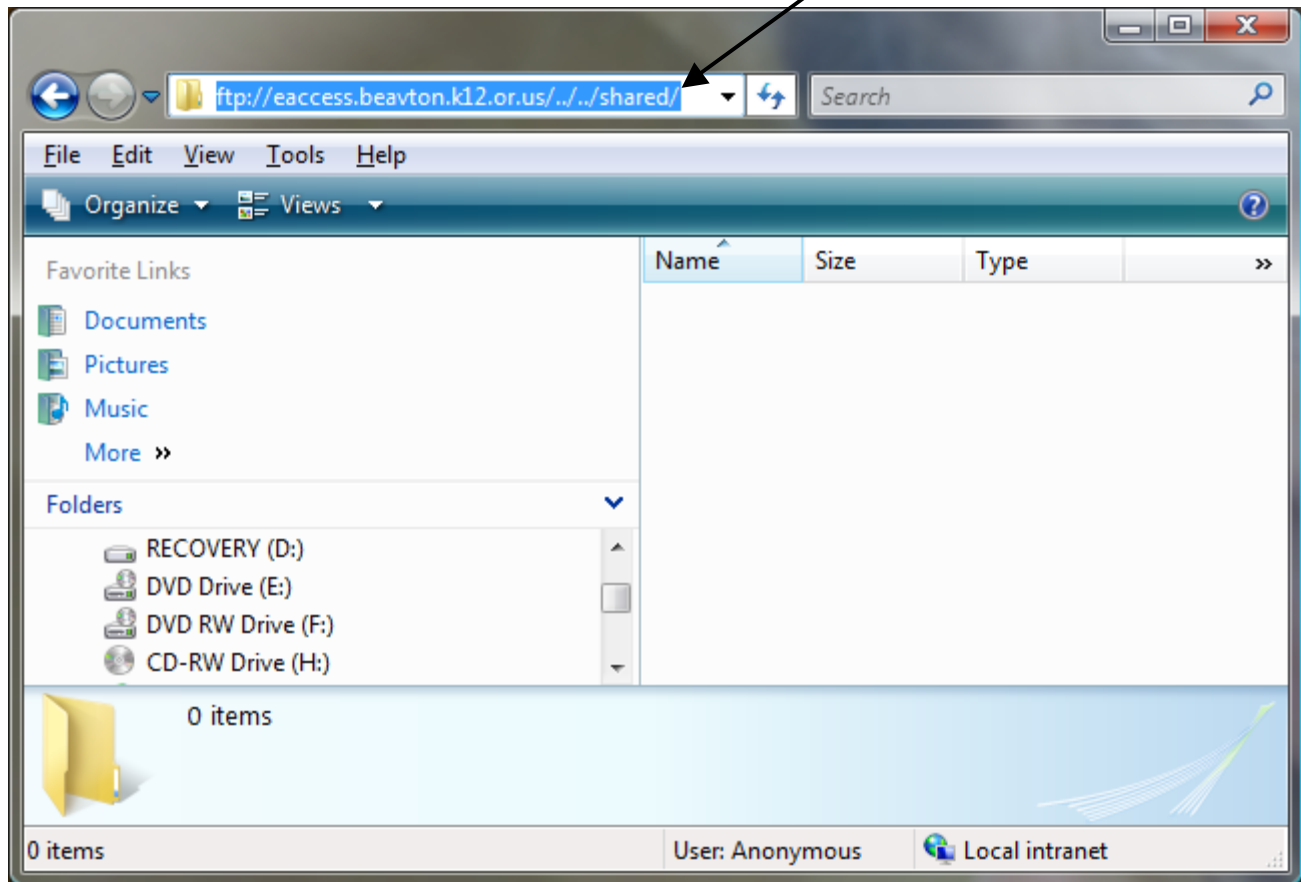
At the **Log On As** box, enter your user name and password.



Shared Folders

Follow the path on page 1 to open Windows Explorer.

Type this in the address bar: **ftp://eaccess.beavton.k12.or.us/../../shared/**
Press **Enter**.



At the **Log On As** box, enter your user name and password.

