



North Spencer County School Corporation Technology Tips

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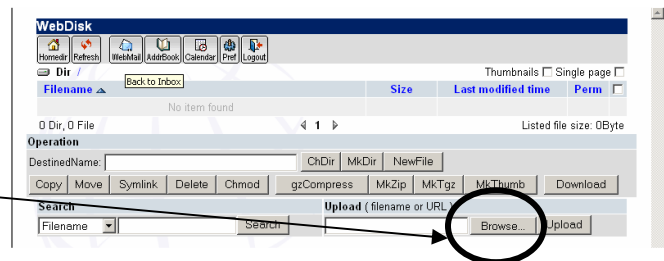
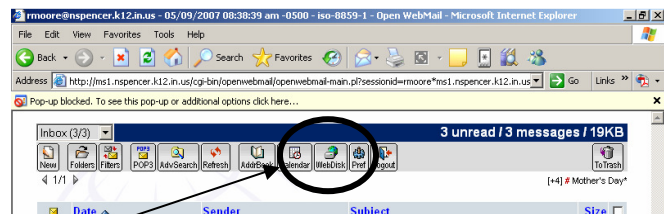
Robert Moore, Webmaster, etc.

Introducing.....Web Disk

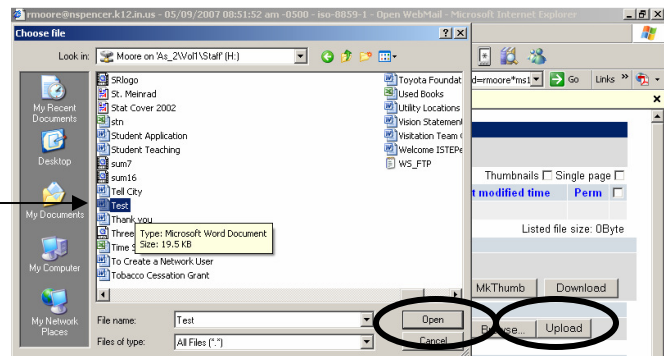
Here's a neat little feature Open WebMail you might find helpful. It's the Web Disk tool. This tool allows you to save documents you are working on at one computer (at school, for example) and open them at another computer (perhaps at home) to pick up where you left off. You'll find the Web Disk tool at the top of the Open WebMail window.

So, let's say you're working on a document at school called "Test." You have saved it somewhere. (Hopefully, you save all documents in your network directory where they're safe and sound). You need to take "Test" home to finish.

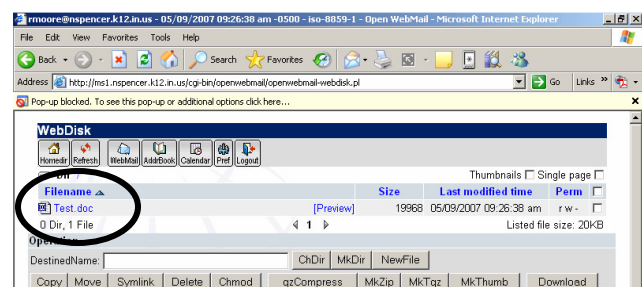
1. Click on it the **WebDisk** icon.
2. On the window that appears, under "Upload," click the **Browse** button.



3. Look for your document. When you've found the document, click it, and then click the **Open** button. Then back on the Open WebMail window, click the **Upload** button.



Now, you'll see your document listed under "Filename." When you want to open your document, just log into Open WebMail, go to WebDisk, click on the file name, and it will open for you to work on. When you're done working on it, go back through these same steps to save your changes.



Yes, you can save more than one document this way!