

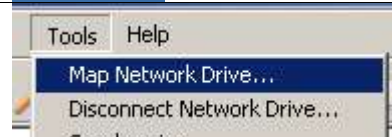
Mapping the Media Server:

The Media Server is a place to store photos, images, videos, and sounds. It will not take up space on your school site server, or on your computer if you put it in a folder on the media server. The Media Server is a shared server, but you can create your own file there to store your files. This server is available from any district computer if the network drive is mapped.

Double Click **My Computer**



Go to the **Tools** Menu, and choose **Map Network Drive**



In the window that appears, change the "Drive" line to a letter after L that is not already in use.



Click **Browse**.



Select the plus sign on the **Slzdo_domain**.



Scroll down until you see **Do-media**.



Highlight **Media**.



Click **OK**.



Click **Finish**.



The default is to open the Media Server folder. Exit out and double click **My Computer**. You should see your media server folder there.

