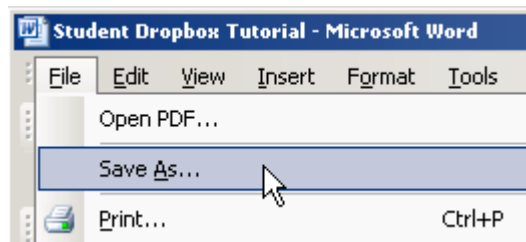
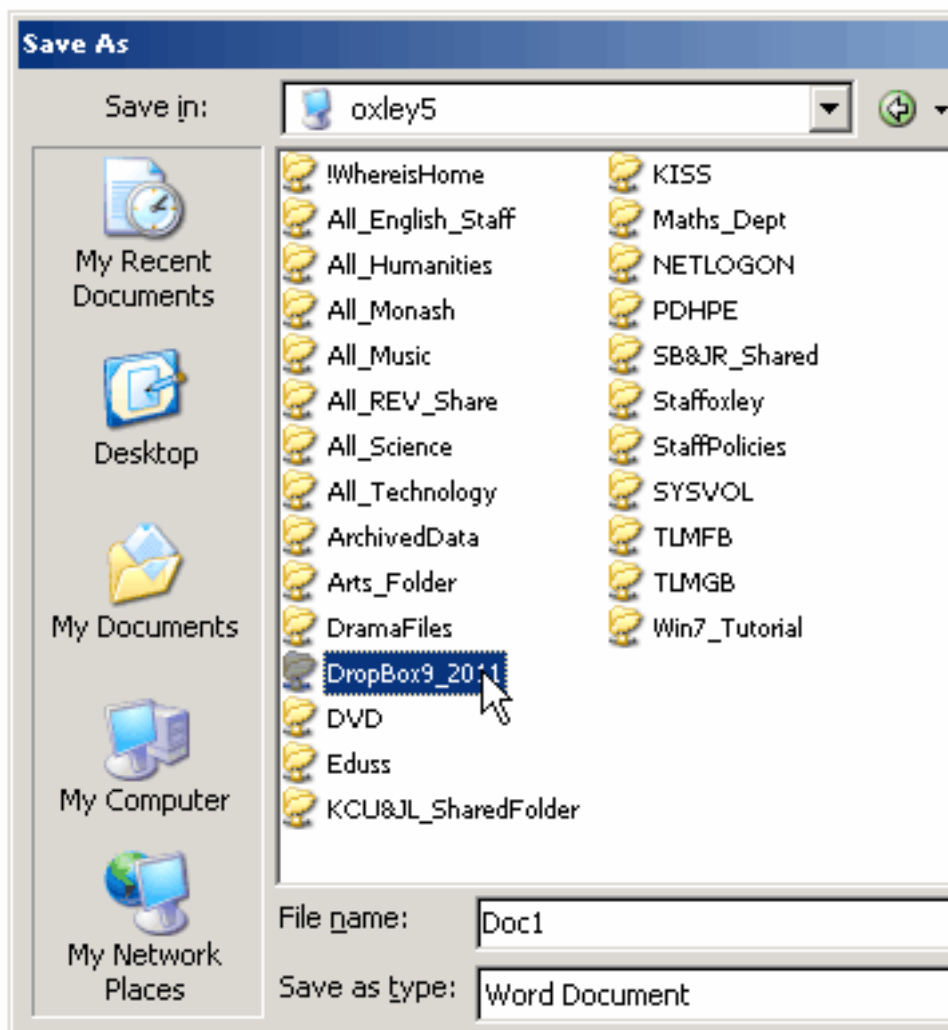


Student Dropbox Tutorial

1. “File → Save as...” from your application (Powerpoint, Word, etc.)



2. In the “File name” field, type in: \\oxley5\ and click “Save”



3. Click and Open the Dropbox for your Year Group (example: DropBox9_2011)
4. Click and Open the folder you want to save your file into (example: Sustainability)
5. Make sure your file name shows **your name** and the assignment (example: yourname_assignment.doc)