

LPS Secondary Staff Server Access

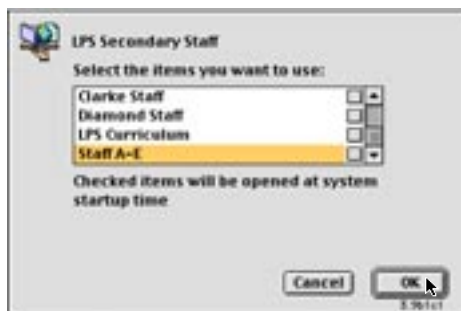
Individual staff folders are located on the staff volumes on the LPS Secondary Staff server, organized alphabetically by last name. The appropriate volume will appear when you log in. In addition, there is a shared staff volume for each school which will also appear in the Chooser. If you have questions or problems, please email lhs_techsupport.

To Log in:

1. Under the Apple Menu, open Chooser.
2. Make the following selections:
 - AppleShare
 - Lexington Public Schools Zone
 - LPS Secondary Staff



3. In the Dialog box, type in your user name and password.
4. Select the LPS Secondary Staff volume which appears in the window (Staff is organized in volumes A-E, F-K, L-Q, and R-Z). This will connect you to the server.



5. To access your email, follow these steps:
 - Open your folder
 - Double click on Email icon