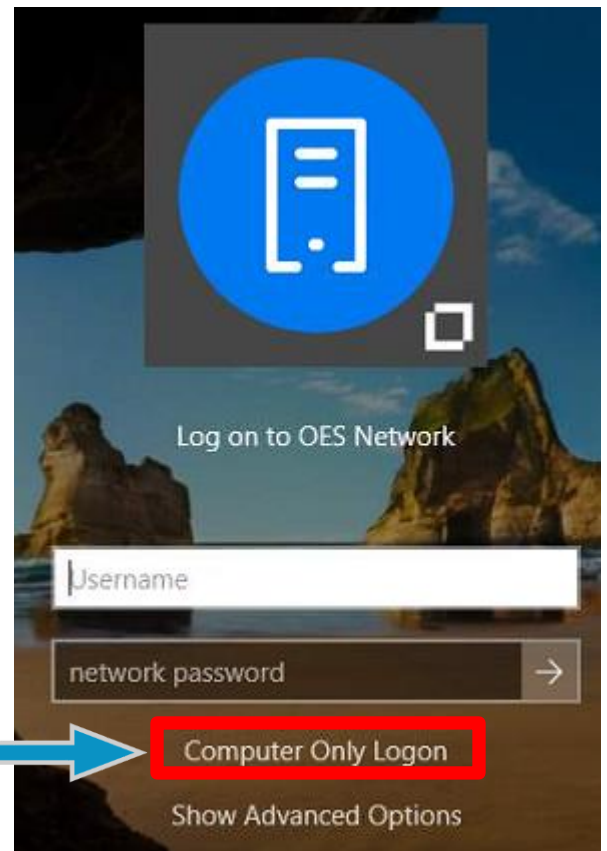


Logging in at Home

When logging in at **home**, make sure you select “**Computer Only Login**” at the login screen. This is located underneath the password box at the login screen:



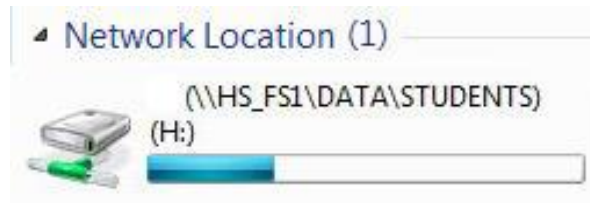
Logging in at School

When returning to **school**, make sure you select “**Network Logon**” before logging in otherwise you will not see your network drives or printers



Where to Save Your Files

➤ When you're at school: **H drive**



➤ When you're at home: **Filr**



We strongly recommend that you do not save any of your school related files on your Desktop or C drive. If your hard drive ever crashes or the files get accidentally deleted, we will not be able to recover them.

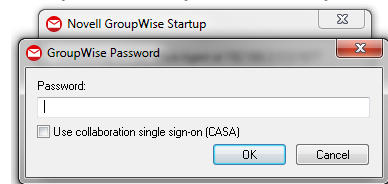
School Email

➤ Accessing your email at **School**

1. Open this icon on your desktop:



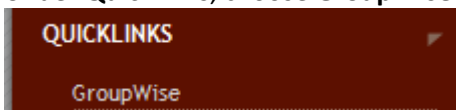
2. Enter in the same password you use for your computer login:



➤ Accessing your email at **home**

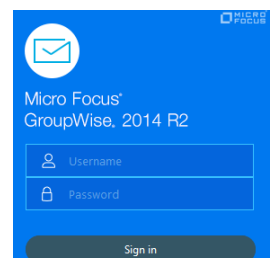
1. Browse to our school homepage:
<http://spearfish.k12.sd.us/>

Under **Quicklinks**, choose **GroupWise**:



2. Login using your **full** email address as the username

(example: username@spearfish.k12.sd.us) and your same password you use to login to your computer with.



For other helpful tips and information visit our help desk page at
http://spearfish.k12.sd.us/District/Technology_Department/HelpDesk/HelpDesk.html