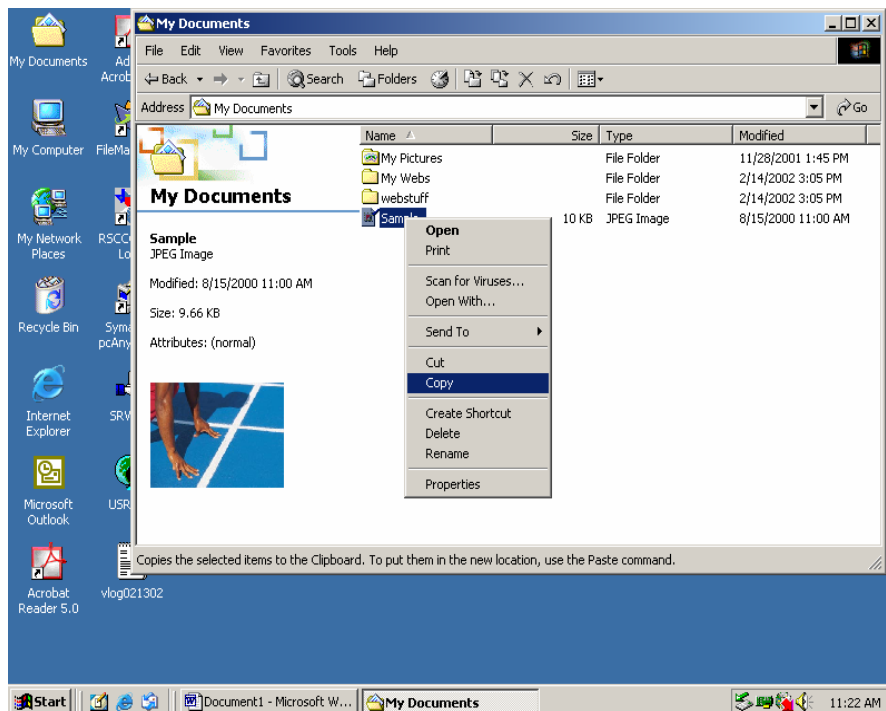
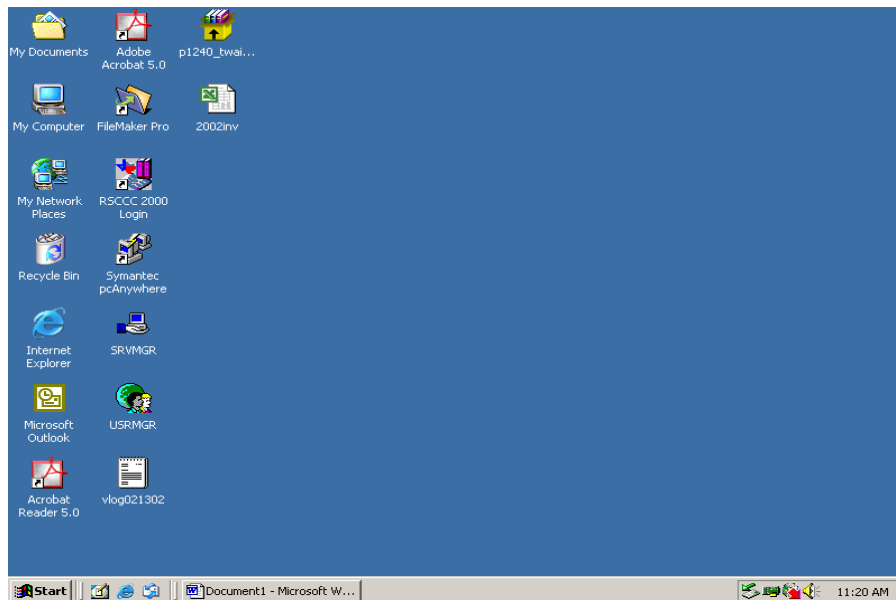


To copy a file(s), go to the file you want to copy. In the example, I double-clicked on **my documents**, went down to the file **sample**, right clicked on it, and went down to **copy**.



Then you have to select where you are going to put the file. I double-clicked on **my computer**, double-clicked on **teachers** on echs_nt_server, went down to my folder (**your username**) and double clicked, then you right click and go down to **paste**. Your file or files should now appear in your folder on the server.

You can also do this with whole folders, such as My Documents folder on your Desktop.