

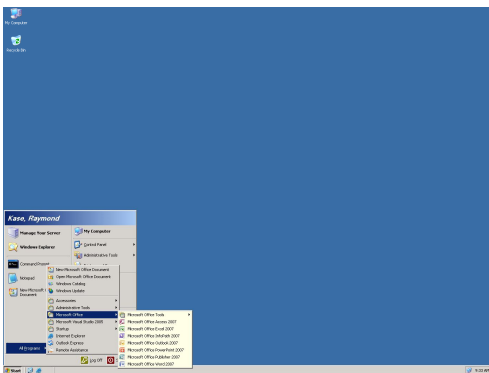


Enter <http://cbsd-office07/tsweb> into your browser.

In the "Server" box, type cbsd-office07

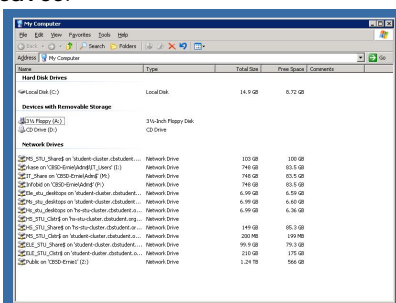
Click Connect

On the next screen login as yourself with your AD username and password.



You will now have another desktop. Launch Office from Start>All Programs>Microsoft Office

All of your network drives are in My Computer. You can save files there, but be sure and use Compatibility Mode for all saves.



***TO LOGOUT ALWAYS USE START>LOG OFF NOT SHUT DOWN! IF YOU SELECT SHUT DOWN, YOU WILL SHUT DOWN THE SERVER!***