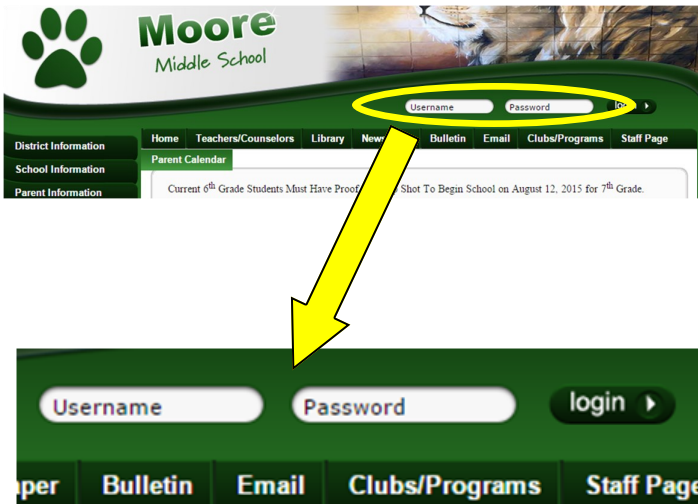


How to Save to the Cloud/Moore's Website

Step 1

Go to the Moore website and login.
(moore.redlandsusd.net)

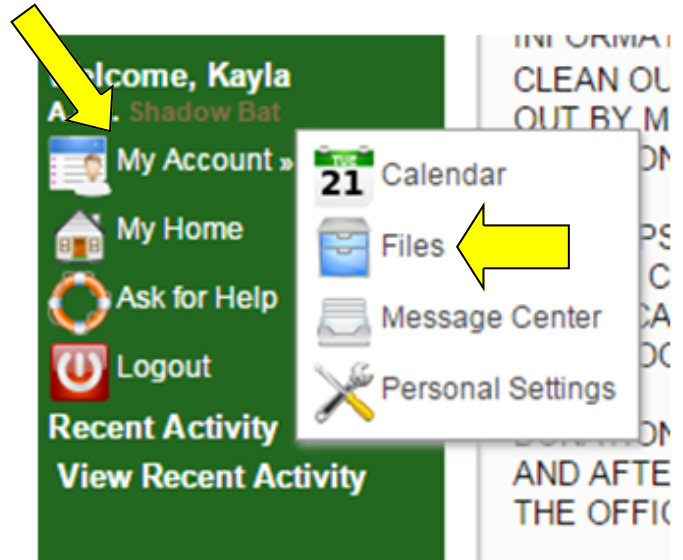
Your username and password are the same you use to log onto the computers at school.



Step 2

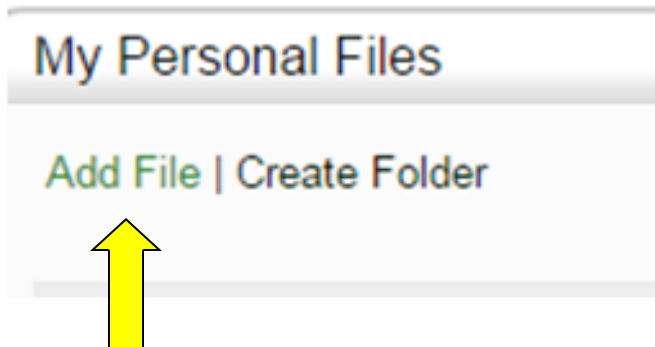
Scroll down until you see "My Account" on the left side of the screen.

Click on "My Account" then click on "Files" to open.



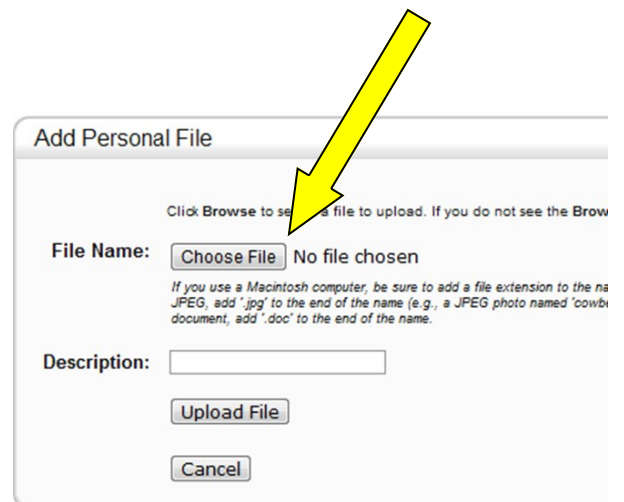
Step 3

In the box titled "My Personal Files" select "Add File."



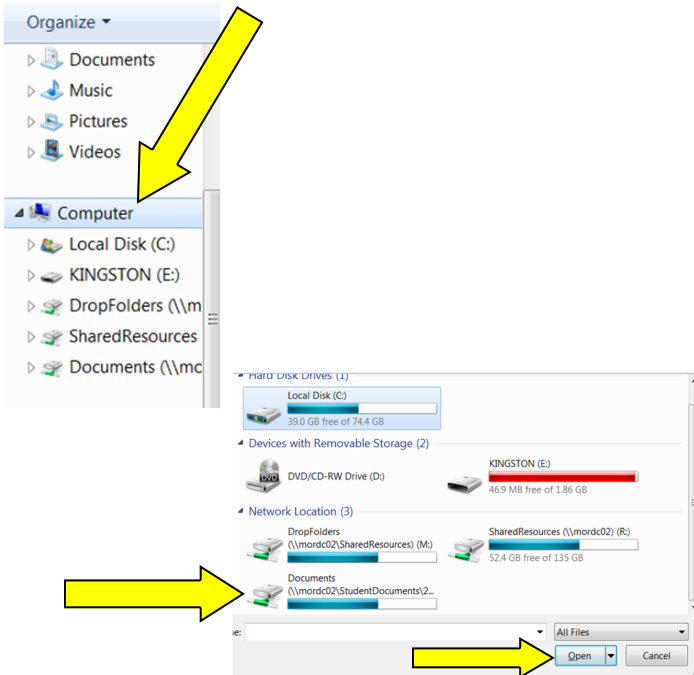
Step 4

In the "Add Personal File" box, select "Choose File."



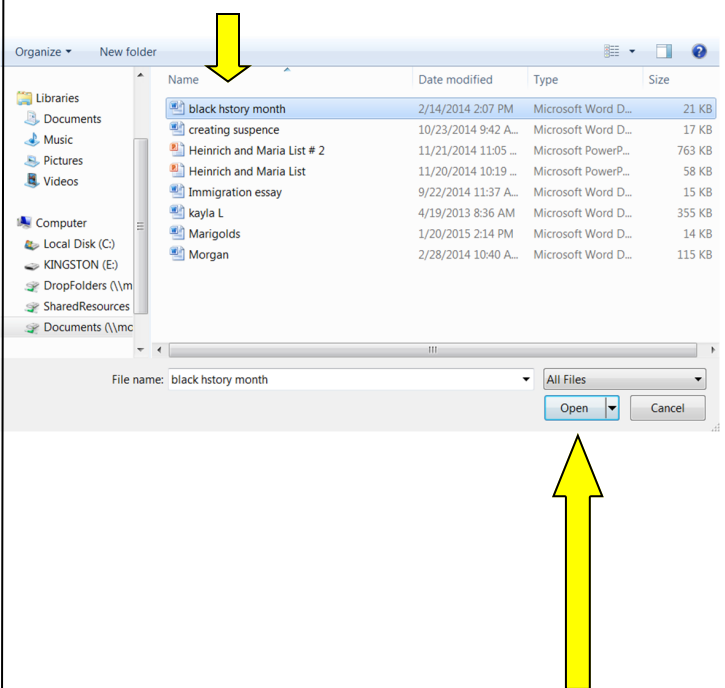
Step 5

On the left side of the box that comes up, click on **"Computer."** Then, on the right side, click on the drive that contains your **username.** On the bottom of the screen click **"Open."**



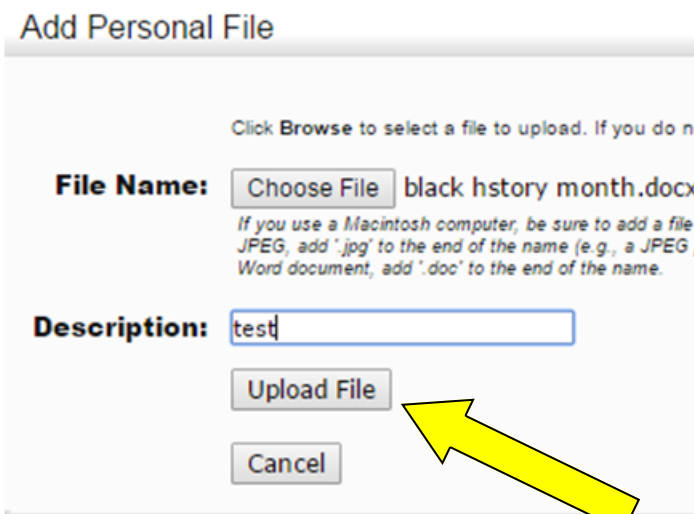
Step 6

You should now see your files that are saved on the server. Select the file you would like to put into the **"Cloud"** and click **"Open."**



Step 7

Type a description for the file in the **"Add Personal File"** box and click **"Upload File."**



Step 8

You should now see your file under **"My Personal Files."**

