

How to Save to the Cloud/Cope's Website

Step 1

Go to the Cope website and login.
(cope.redlandsusd.net)

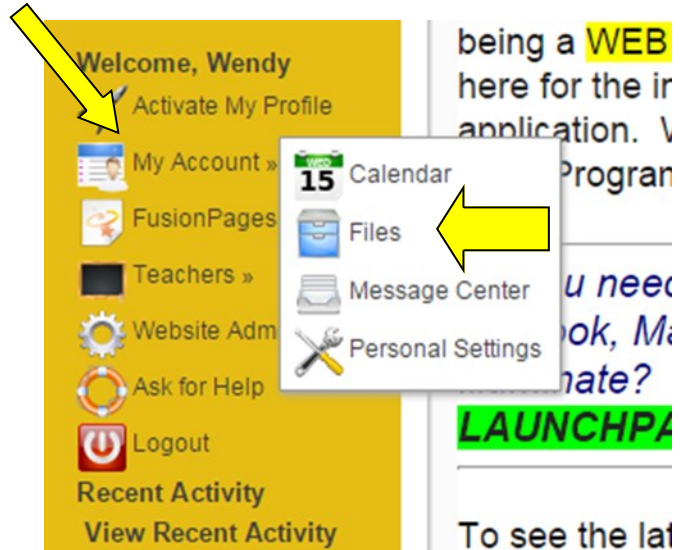
Your username and password are the same you use to log onto the computers at school.



Step 2

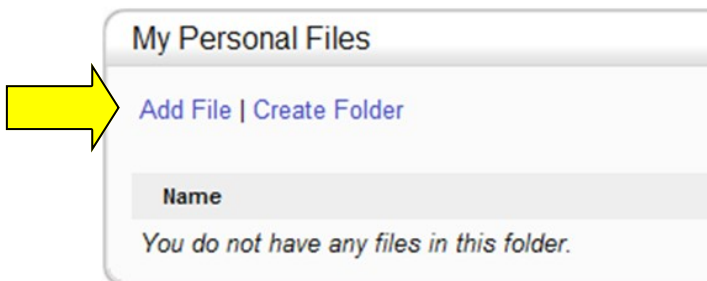
Scroll down until you see **"My Account"** on the left side of the screen.

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



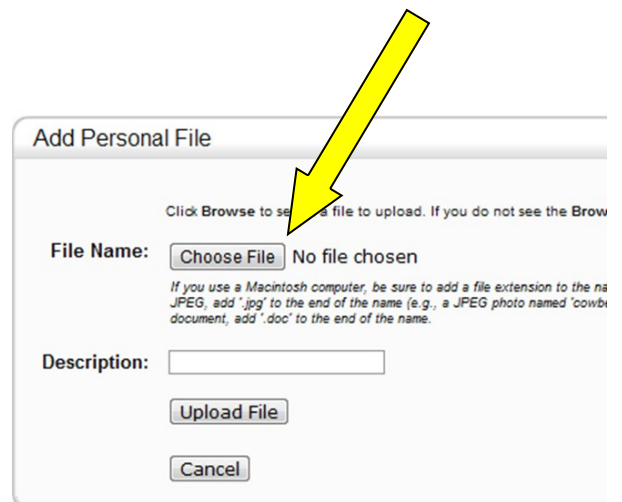
Step 3

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



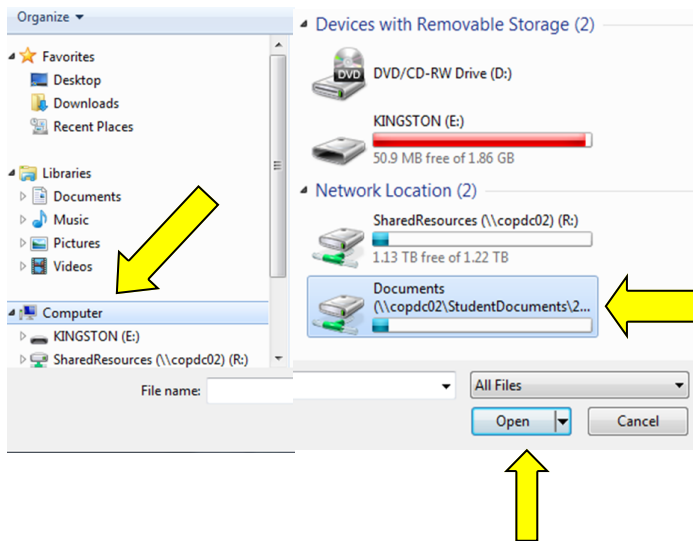
Step 4

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



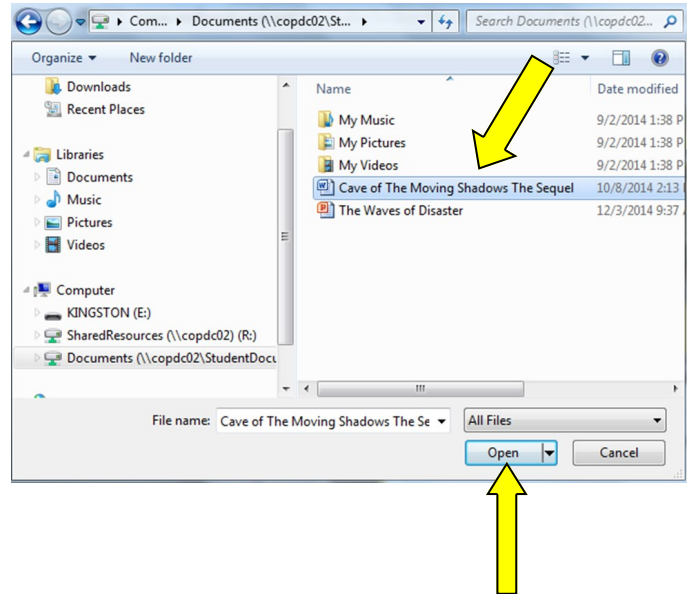
Step 5

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 (Documents\copdc02\StudentDocument...). On the bottom of the screen click "Open."



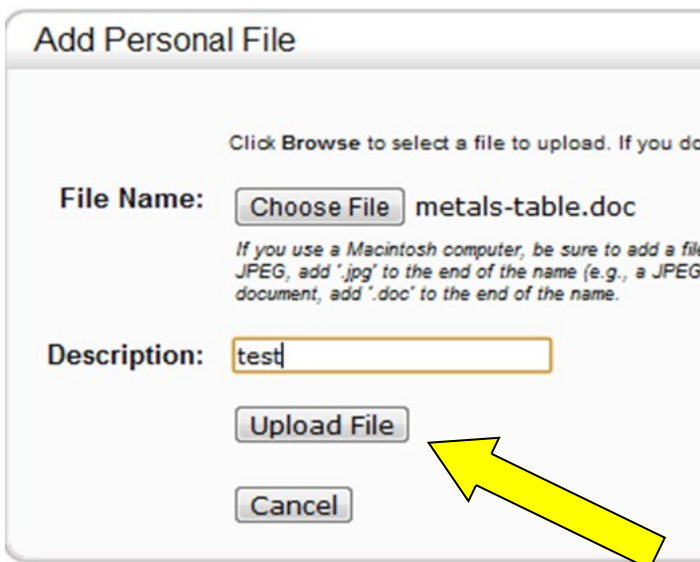
Step 6

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."

