Storing Your Files on the X-Server

All students are issued with a home folder in their Year Group.

The home folder has a default set of folders, as indicated in this diagram.

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Students can add other folders if they wish. However, it is advised that all important school work is saved **INSIDE the DOCUMENTS folder**. You can create SUB-FOLDERS to organise the work for each subject you study.

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The DOCUMENTS folder for each student is backed-up to a separate server for safe keeping.