

# How to Save to the Cloud/Beattie's Website

## Step 1

Go to the Beattie website and login.  
(beattie.redlandsusd.net)

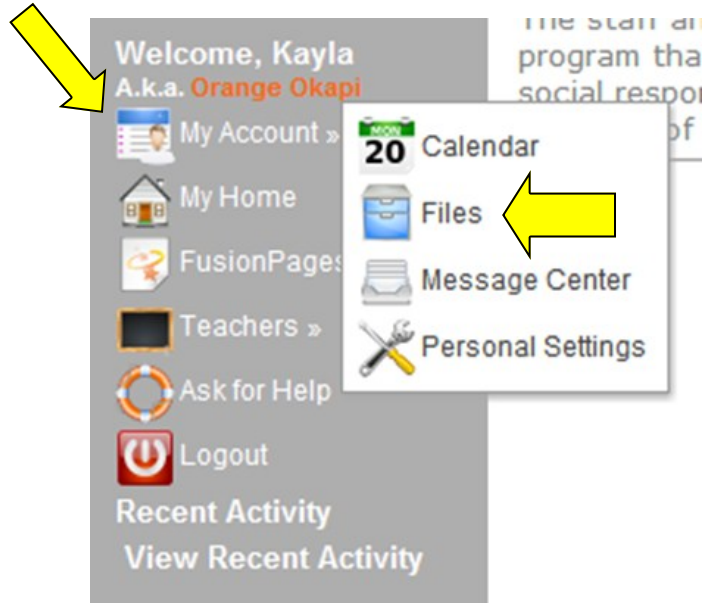
Your username and password are the same you use to log onto the computers at school.



## Step 2

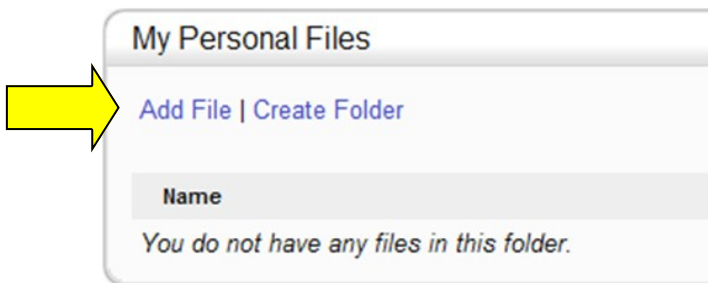
Scroll down until you see "My Account" on the left side of the screen.

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



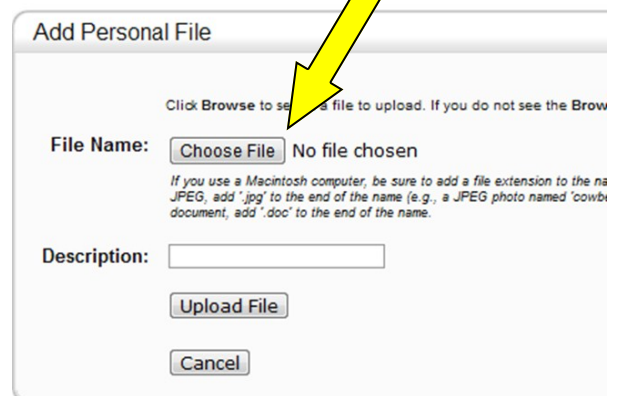
## Step 3

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



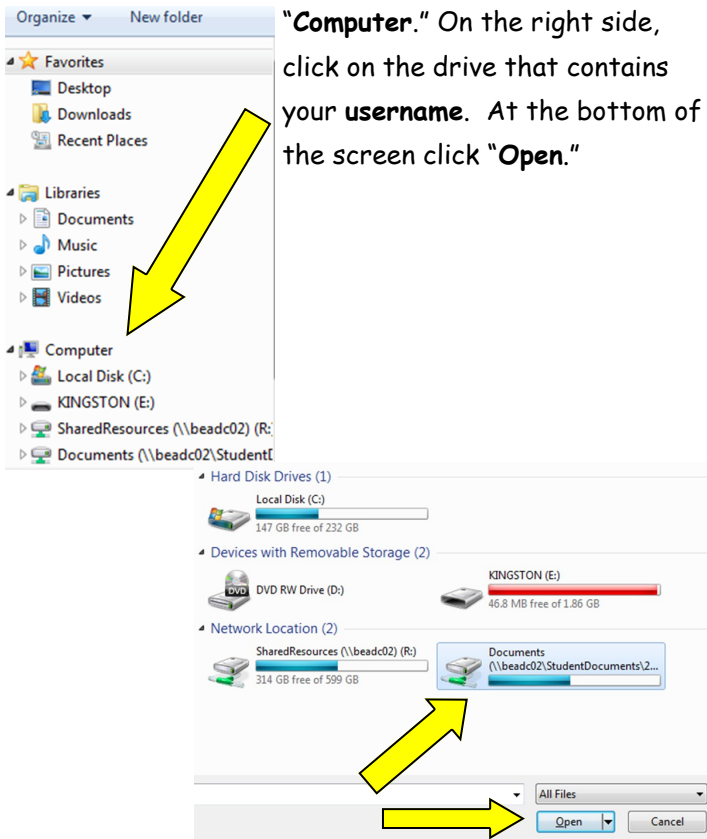
## Step 4

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



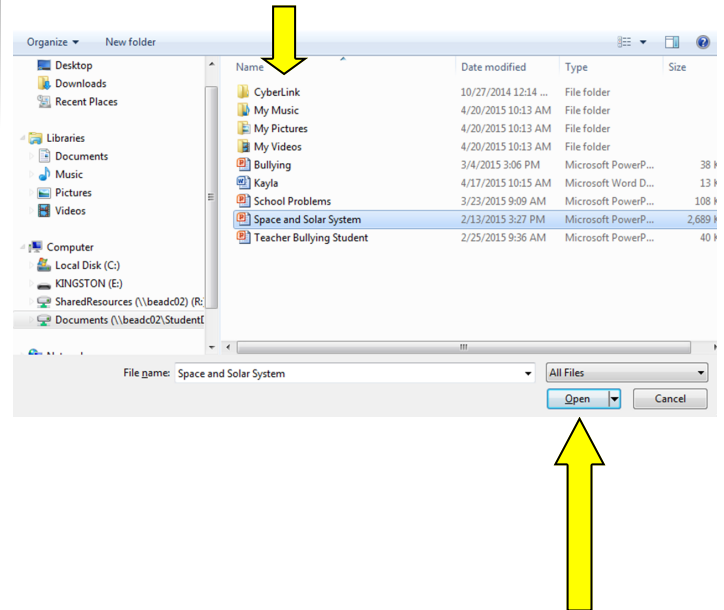
### Step 5

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



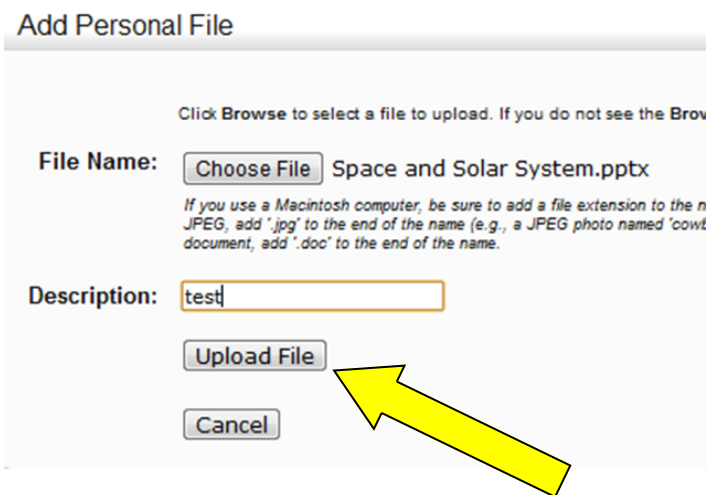
### Step 6

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."**

