

Folder created for Phase 1 containing all subfolders

Word

Excel

Safari

Photoshop

Assignments

Images

Folder created for Phase 2 containing all subfolders

Excel

Internet

Photoshop

Assignments

Images

Permissions > Permissions contains a folder set for each combination of permissions: *READ, WRITE, READ&WRITE, NO ACCESS*

*Each folder has the permission set for “Everyone” to match the name of the folder label.*

All documents and files are placed in the appropriately named folder.

All files and folders are backed up to a USB drive