Every student and teacher laptop comes with a dedicated space to store important data. This dedicated space is known as the K: drive or MyLocker.

MyLocker can store up to 2GB of files. The files stored in MyLocker are backed up (sync'd) to the schools DIP server to protect them from loss in the event that a laptop is lost, or in case a device becomes inoperable.

The files stored in MyLocker are accessible on your laptop at all times, even when you’re at home or not in range of the DER wireless network! The trick is that whenever you get back on the DER wireless, you simply sync your files, bringing the files stored on your laptop and the files on the school server back into unison.

As you fill up MyLocker with files you will receive email warnings when you start to run out of space.

Here’s how to set it up!

**Step 1**

On your desktop you will find a shortcut for syncing MyLocker with the school server. Before using MyLocker you must sync it for the first time, so double click on the shortcut.

**Step 2**

A dialog box will appear, simply click **Sync Now**.

**Step 3**

Another smaller dialog box will appear while syncing begins.
Step 4
One more dialog box will appear stating that your Locker is now updated. **Click OK!**

![Dialog box showing update message](image)

Step 5
Once you have sync’d for the first time you can use the MyLocker space to safely store your important files. You can navigate directly to MyLocker by opening Windows Explorer and scrolling down until you find your Locker in the left side menu.

![Windows Explorer with MyLocker](image)

Other TSO Tips
- It’s a good idea to create a desktop shortcut for your Locker so that you can access your important files quickly and easily!

- The MyLocker space is designed to safe guard your important data from loss by syncing your files with the school server, however the school server itself is not backed up! For this reason it is important that you **back up your data to a flash stick or external drive!**

- Every time you connect to the DER wireless your files are automatically replicated as long as you are in a learning space and are logged in correctly.

- If you Shut Down or Log Off from your laptop, your MyLocker will sync automatically, this will **not** happen if you only put your laptop to sleep or into hibernation.

- Get into the practise of syncing MyLocker at the start and end of every school day (or even in between classes) just to be 100% sure your files are backed up!