Step 1: login to Intranet
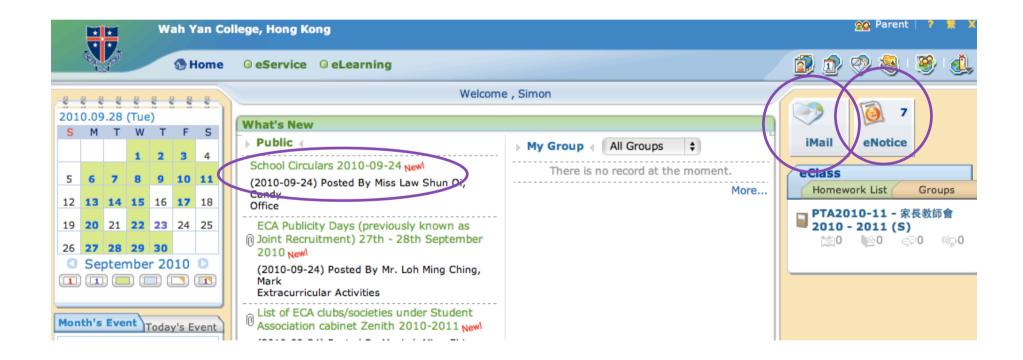
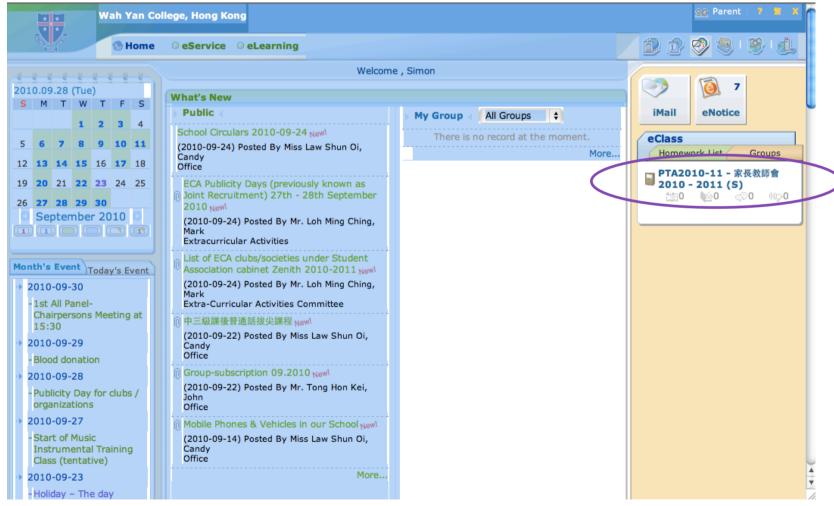# Step 2: knowing what you can do
- Circular, eNotice, iMail, etc.

Step 3: To access sharing file, click eLearning—eClass, then click classroom "PTA 2010-11" at right hand side under eClass.
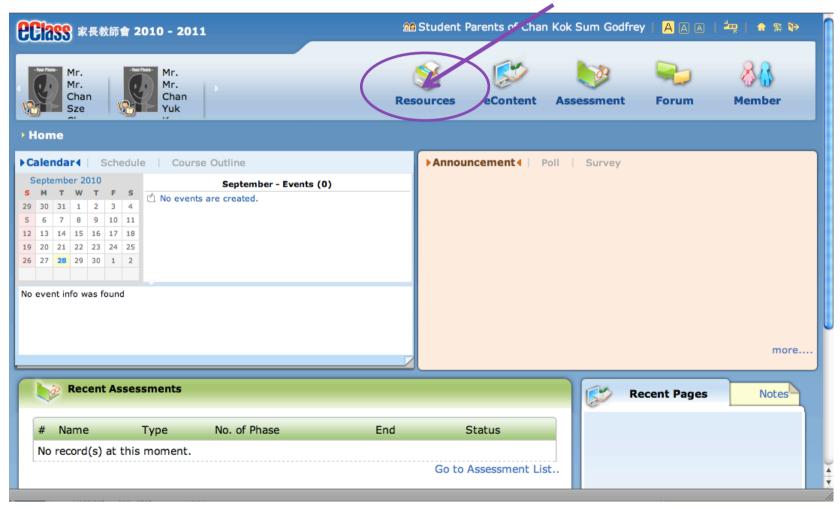
Step 4: A new window pop up as below. Then click the icon "Resource" in the middle.
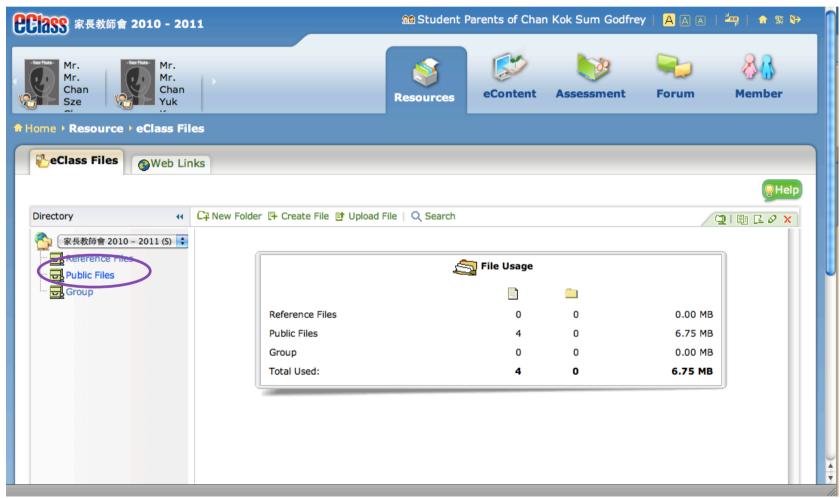
Step 5: The "eClass Files" Directory pop up. Click on icon "Public Files".

Step 6: A new page will appear as below. Then click the file to download. Remember to close the page by logout (x).