

COMPUTERS, ACCOUNTS, FILES

COMPUTERS

AIHS owns the following computers:

1. AB Office South end (DELL 2017): The main office computer. Used under MS account aihsfarm@gmail.com. This account subscribes to Microsoft Office 365. Its OneDrive account has 1TB of cloud storage. Anything saved to OneDrive on this machine is automatically backed up to the cloud.
2. AB Office north end #1: Used only to drive the engraver
3. AB Office north end #2: Not really used
4. AB Library. This old all-in-one computer is rarely used because it is so slow. But it will print to the attached Brother printer.
5. Secretary's Laptop: ACER Aspire 3 15 (9/2025). Used under MS account aihsfarmsec@gmail.com.
6. Treasurer's Laptop. Dell. Used under MS account aihstreasurer@gmail.com (As of 8/2026 still in Todd Billett's possession)
7. Library laptop: Dell Latitude 7400 refurbished. (12/2023). Used for presentations only.

ACCOUNTS

1. aihsfarm@gmail.com Primary Gmail and Primary Microsoft account.
2. Aihsgiftshop@gmail.com Primary giftshop account
3. aihstreasurer@gmail.com Used only to treasurer's laptop, and also this is the account for Square.
4. aihsfarmsec@gmail.com. Primary Gmail and Primary Microsoft account for the secretary's laptop.
5. aiphonebk@gmail.com. Primary email for phonebook email.

FILES

Important files are stored on OneDrive under aihsfarm@gmail.com.