Accessing Files In Your My Documents From Home

This tutorial demonstrates how to access files stored in your school's My Documents folder from home, using the **MyFiles** app.

- Go to the MySchool homepage. To access your MySchool homepage from home, visit <u>www.c2kschools.net</u>. Or alternatively, go to the school website->staff/pupil area->documents and links and click on the MySchool link.
- 2. Click on the Add button to add a shortcut to the application called MyFiles.



3. Find and select MyFiles under the Files And Apps section. Select it and then click Save Changes.



- 4. Open the MyFiles application when the shortcut is added. The following screen will appear. The options on the left mean:
- Home Drive Your My Documents folder
- Staff Staff Resources
- Shared Shared Resources
- **Private** Private Folders

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5. Click to open the folder which contains the file you wish to download. Then right click on the file and select **download**.



6. Your web browser may then automatically **download the file into your** <u>downloads</u> folder on your computer or it may **prompt** you to save it into a folder of your choice.

Note – you are now editing a different copy of the file from the one in your school My Documents folder. You can return this document to your school My Documents folder by any of the following methods:

- Copy it to a memory stick and bring it into school
- Email the document to yourself
- Upload it into Google Drive using your school account
- Use the **Upload** button in MyFiles to upload the edited file back into the desired folder:

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