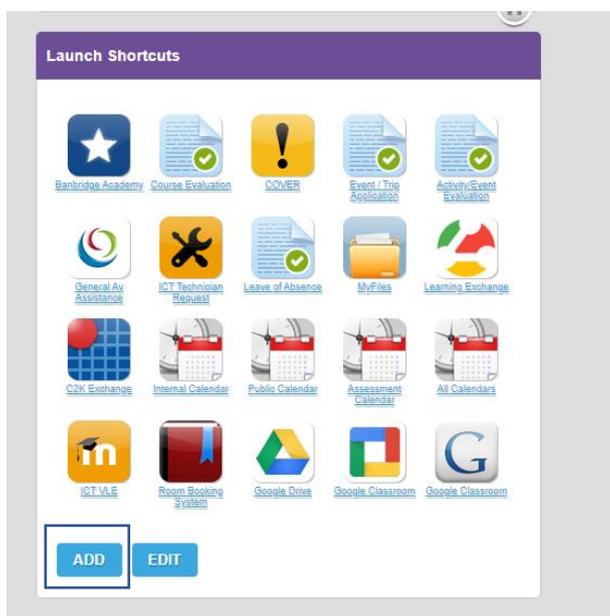


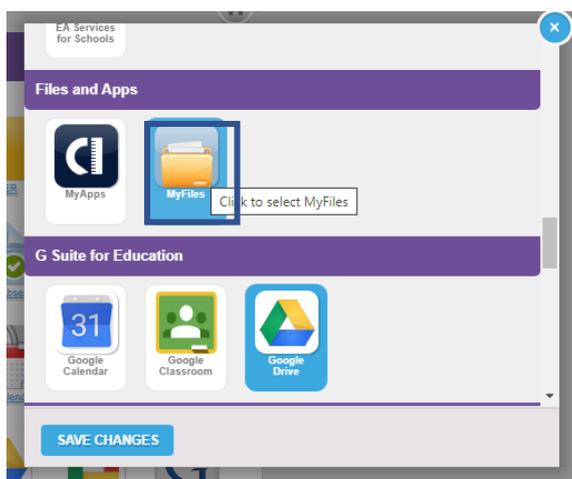
Accessing Files In Your My Documents From Home

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

1. Go to the **MySchool** homepage. To access your MySchool homepage from home, visit www.c2kschools.net. 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**.

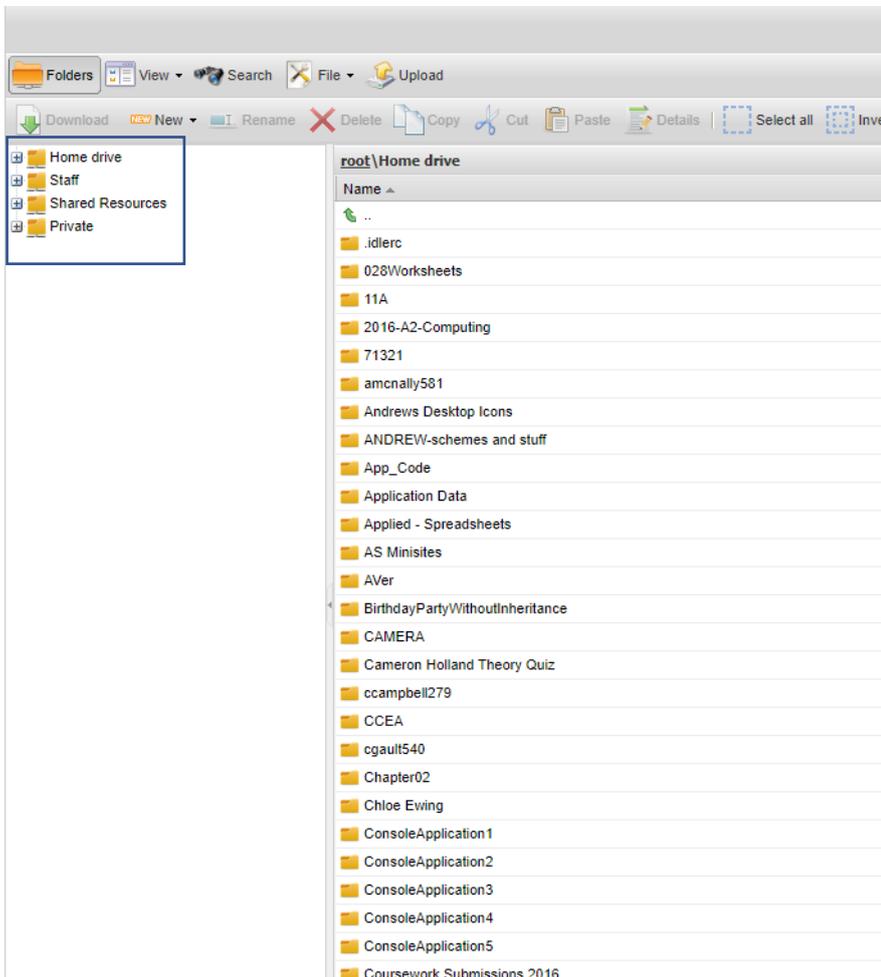


3. Find and select **MyFiles** under the **Files And Apps** section. Select it and then click **Save Changes**.

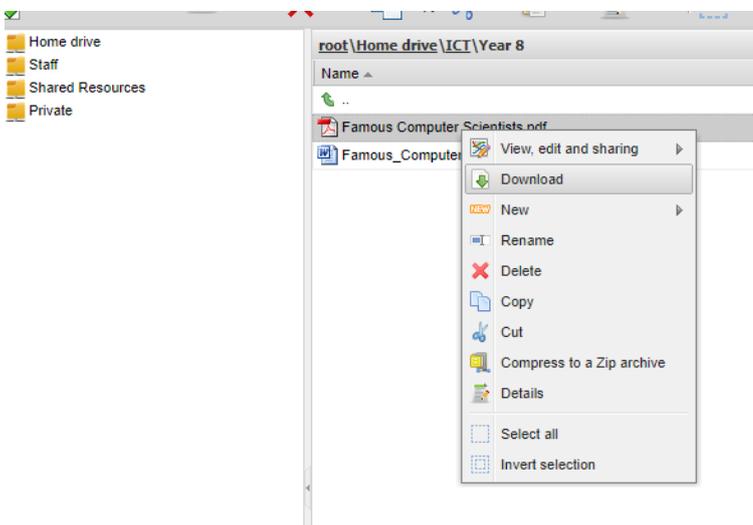


4. Open the MyFiles application when the shortcut is added. The following screen will appear. The options on the left mean:

- **Home Drive** – Your My Documents folder
- **Staff** – Staff Resources
- **Shared** – Shared Resources
- **Private** – Private Folders



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



- Your web browser may then automatically **download the file into your downloads 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:

