

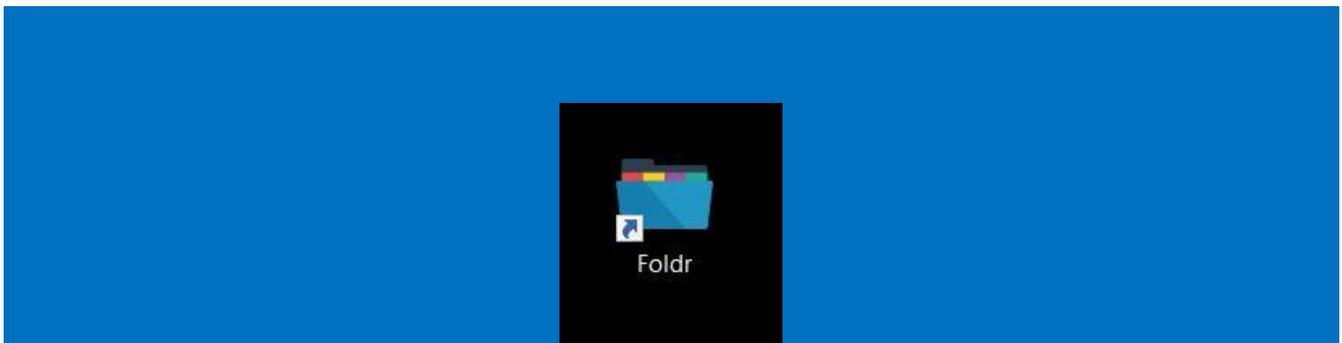
Guide to Foldr on School Laptops

Instructions

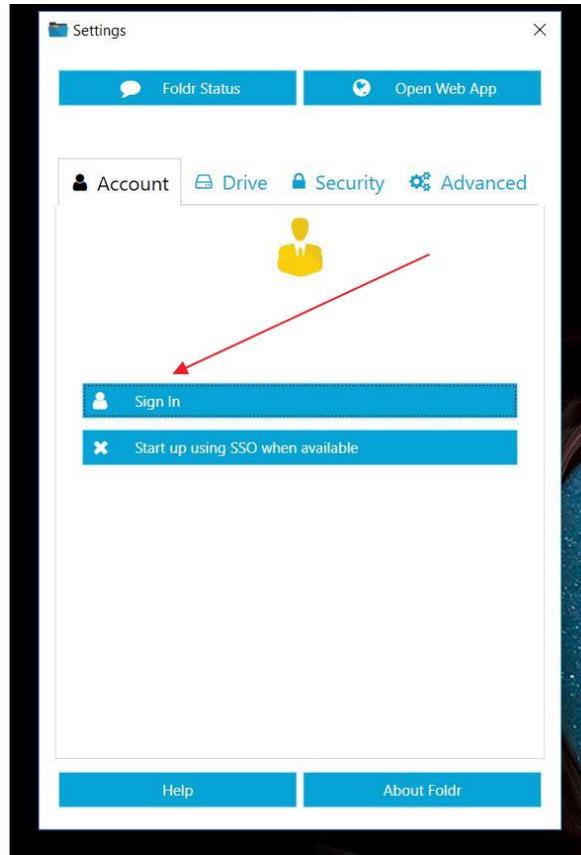
At home you should be logging on to the local profile of your laptop as per the instructions that were included with the laptop.

You will need to have connected your school laptop to your home wireless or wired network for the following to work.

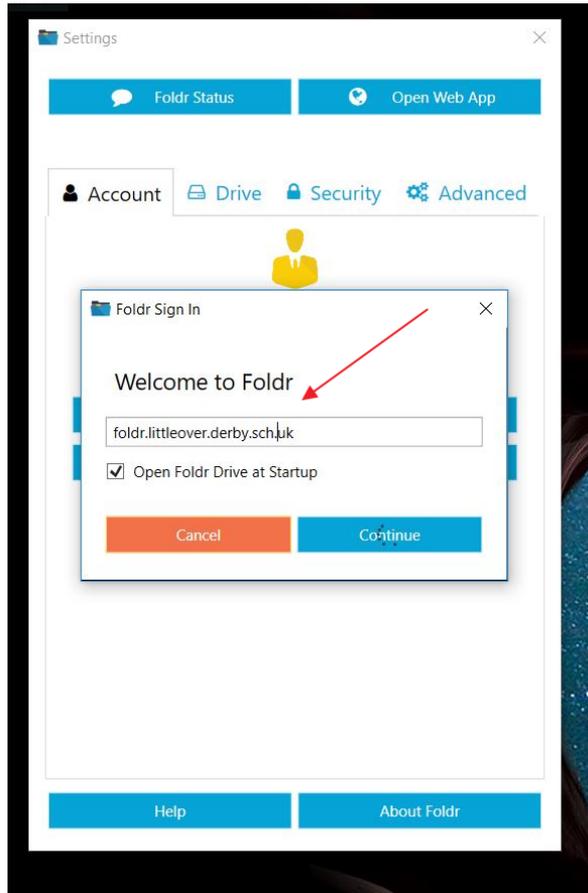
To open “Foldr” click on the “Foldr” shortcut on your desktop which is shown below.



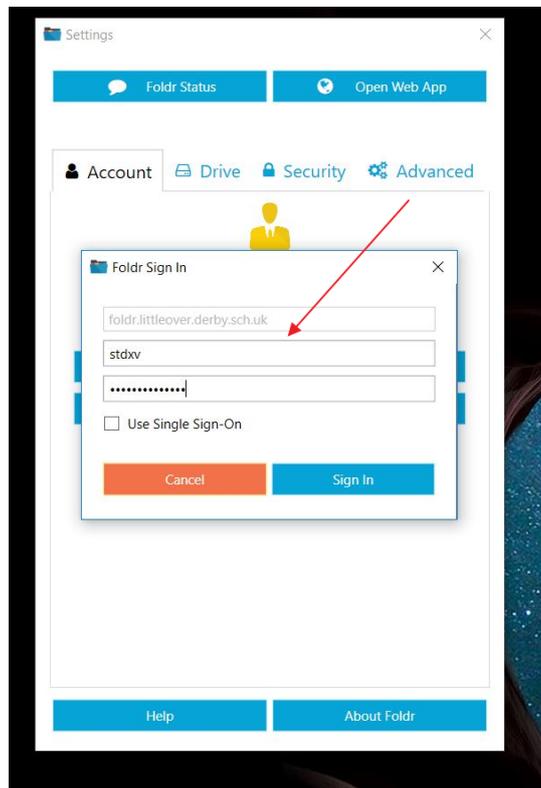
You will then be requested to sign in to “Foldr” which you can do by clicking on the “Sign In” button shown below.



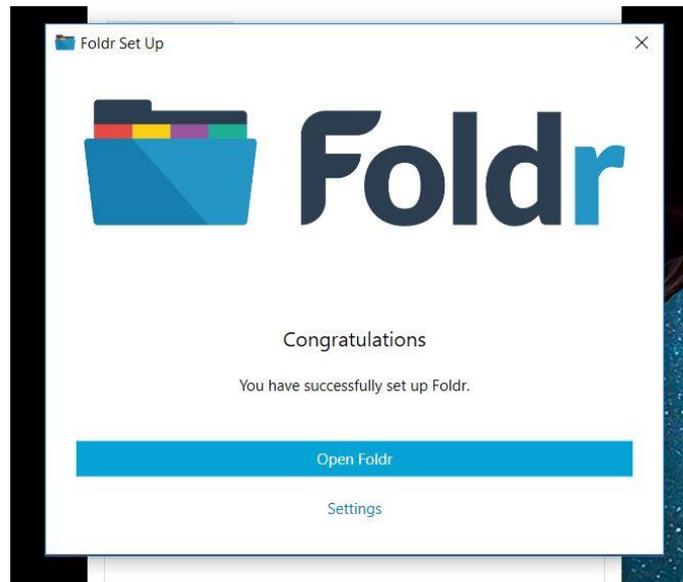
Next, enter in the server address, “foldr.littleover.derby.sch.uk”, in the “Welcome to Foldr” dialog box.



Then enter in your login details. These are the same as you use when you first log in to a PC in school.

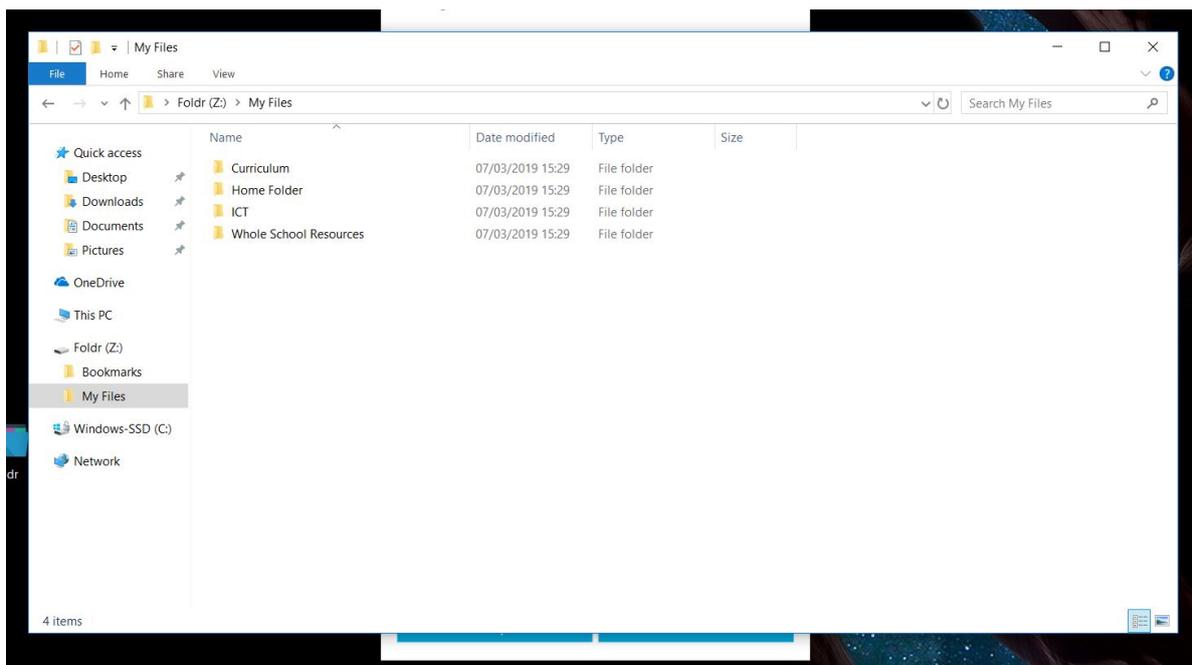


You should then receive the following confirmation that you have logged in successfully. You can close this dialog box by clicking on the cross in the top right hand corner.

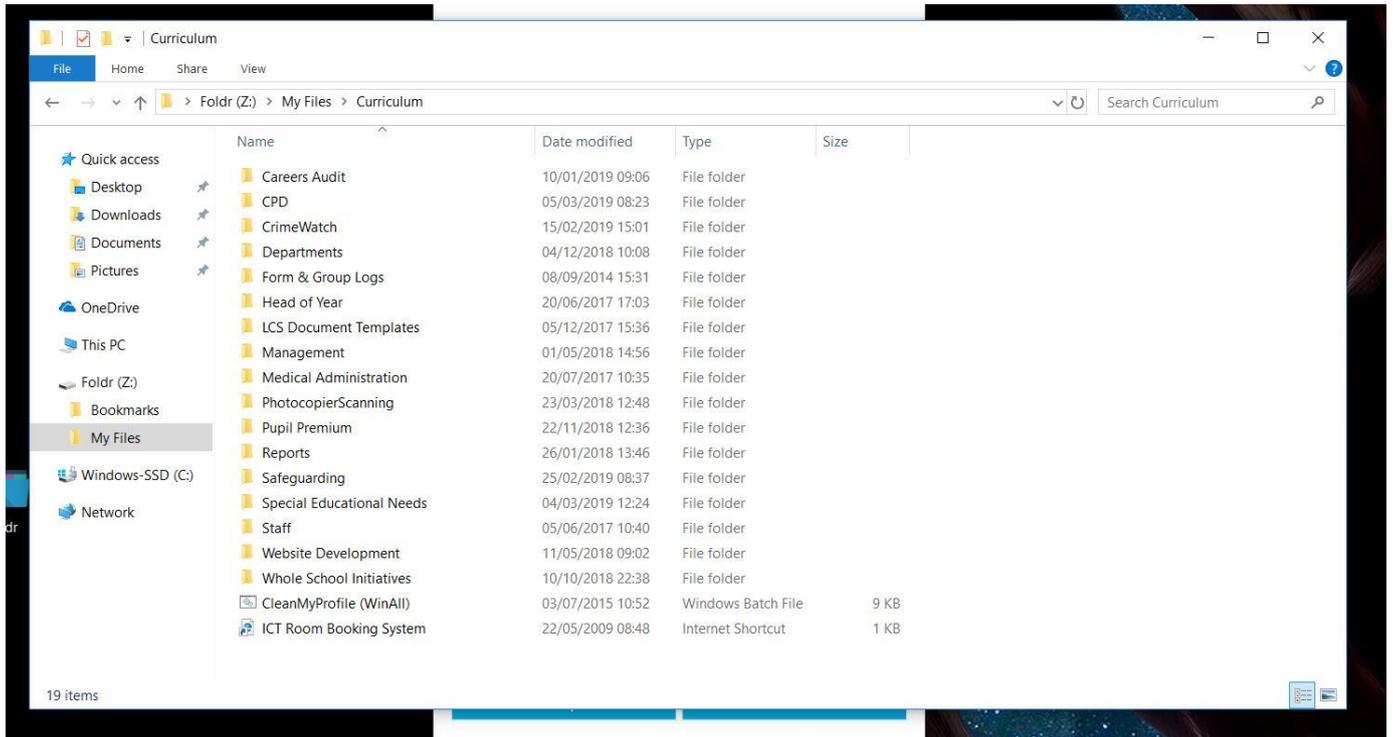


If you then open Explorer you should find that you now have a “Z drive”. If you click on the “Z drive” and then “My Files” you should then have access to four folders as shown below.

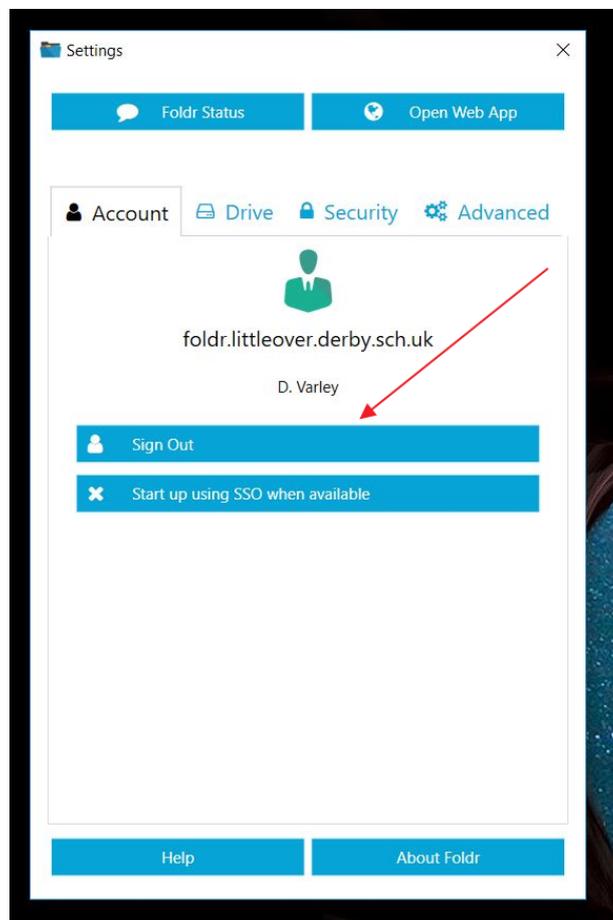
These correspond to the H drive, M drive, I drive and J drive respectively. You can open and edit files as well as copying and pasting documents to and from these folders just as you would the corresponding drives in school.



You should have access to all the same files as you do in school as the same permissions will apply to your access via “Foldr” as you have in school.



Once you have finished accessing the school drives you should log out of “Foldr”. You can do this by double clicking on the “Foldr” icon again and then selecting “Sign Out”.



You will need to click “Yes” on the “Sign Out” dialog box to confirm that you want to sign out. This will also disconnect the “Z drive”.

