

Accessing your Files at Home using Foldr

Instructions

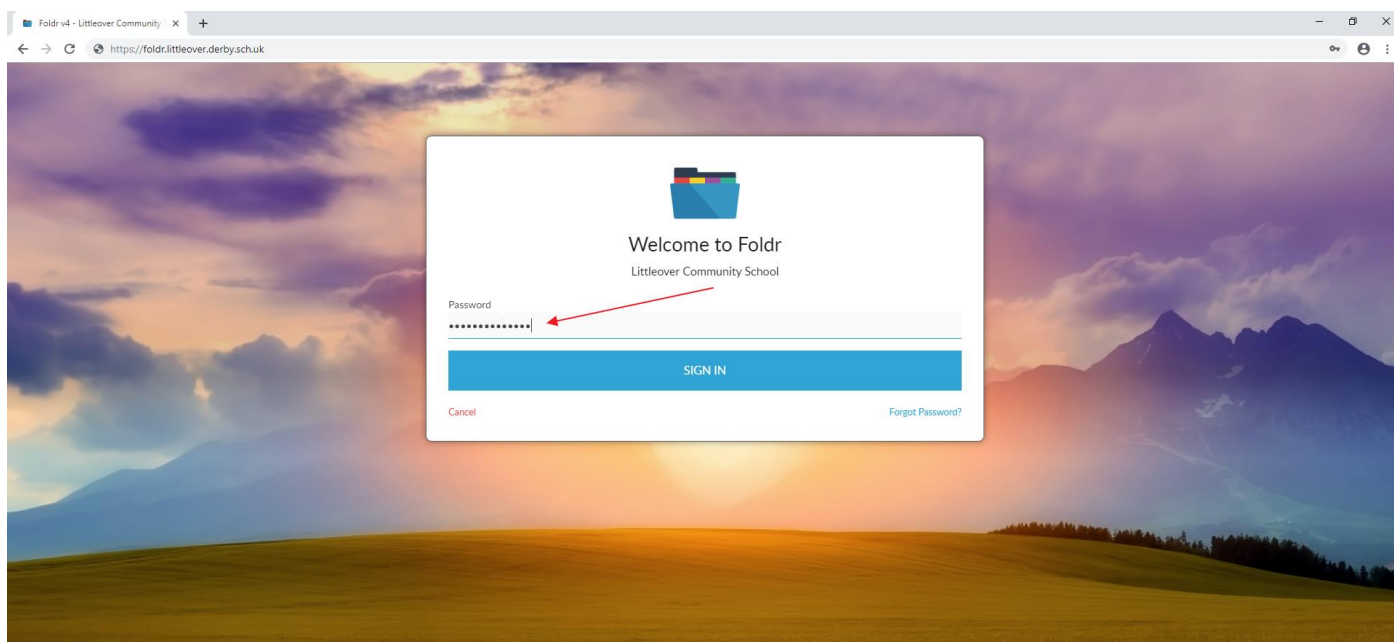
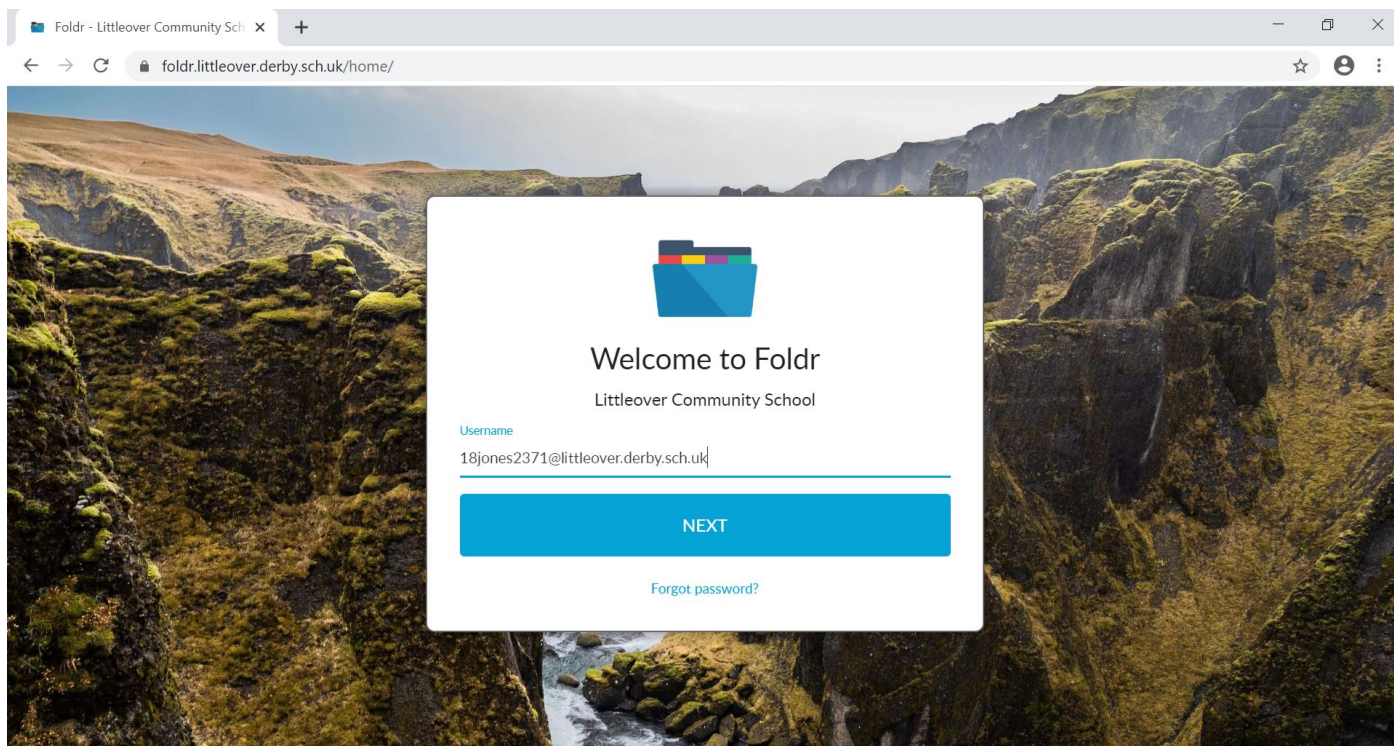
To access your files at home on your own computer via “Foldr” please use either Google Chrome or Mozilla Firefox. You should at the very minimum ensure that your PC or Mac has all the available security updates applied and that you have up to date virus software running.

Accessing Foldr

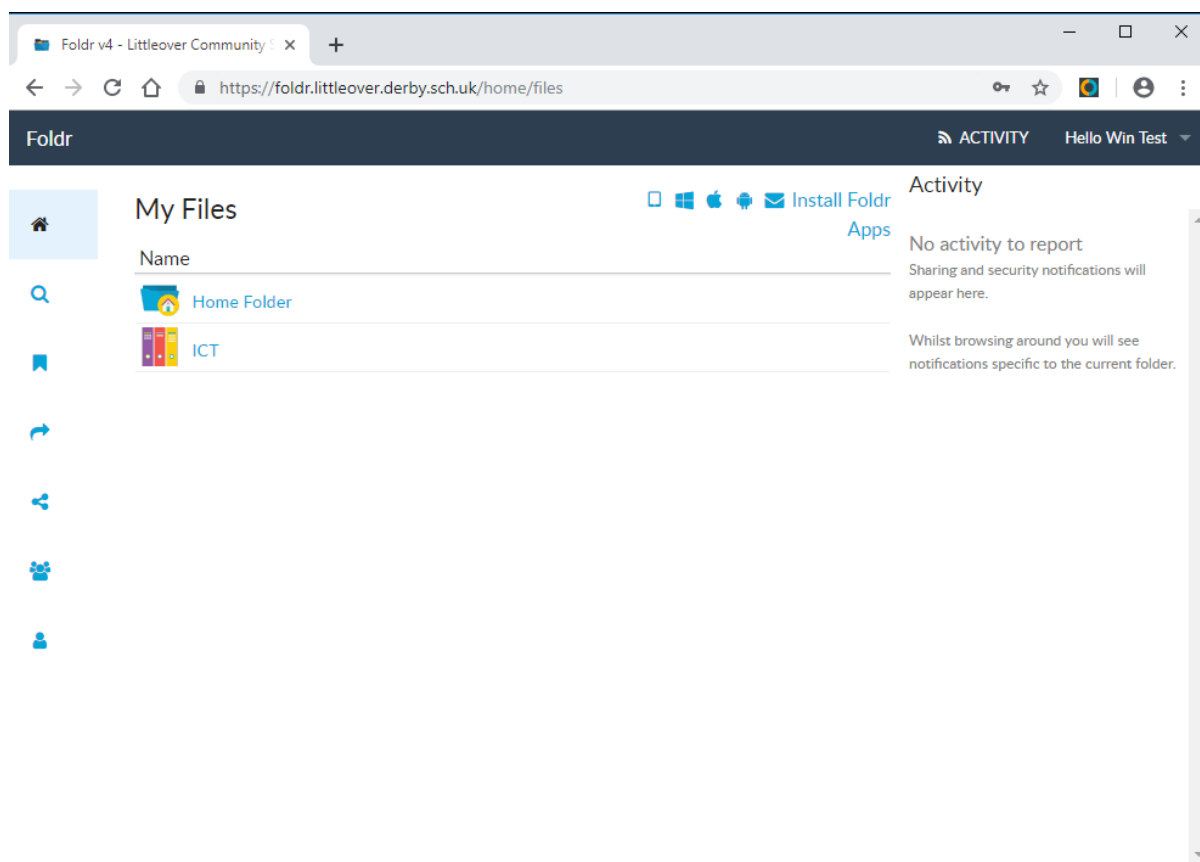
You can access “Foldr” by typing “my.littleover.derby.sch.uk” in the address bar in either Chrome or Firefox and clicking on the Foldr tile.



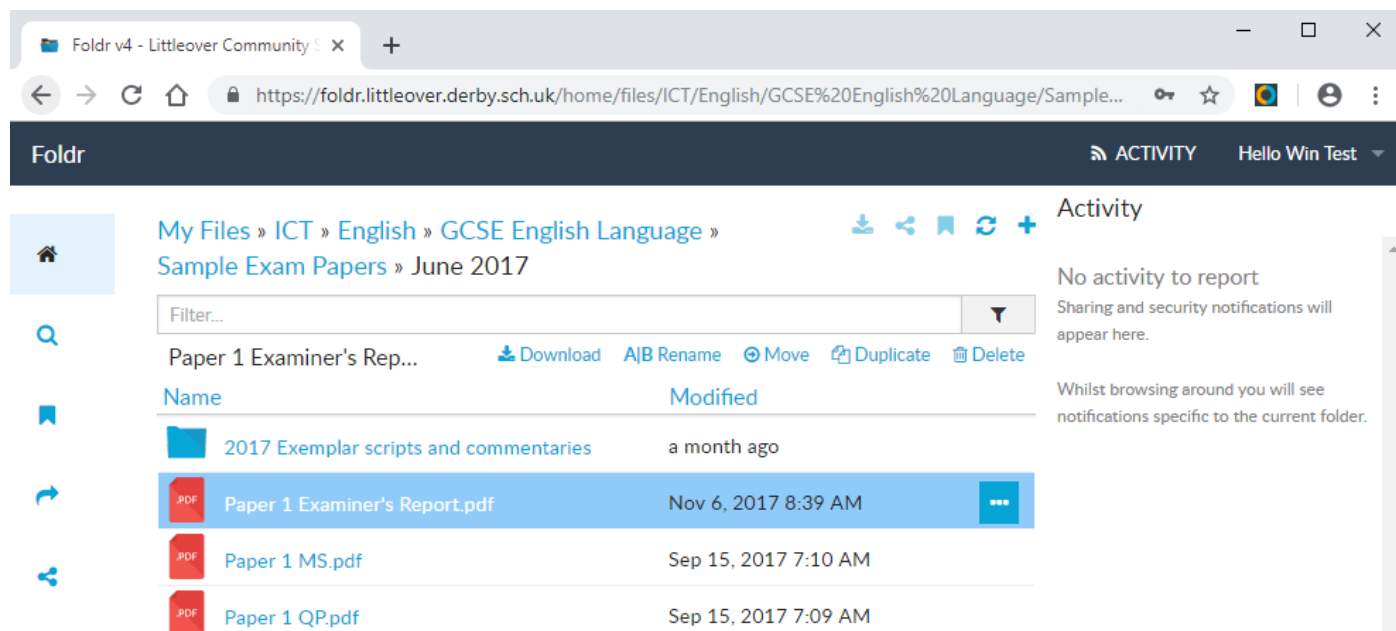
Once the page loads you will need to log on using your school email and the password you use when you first log onto a PC in school.



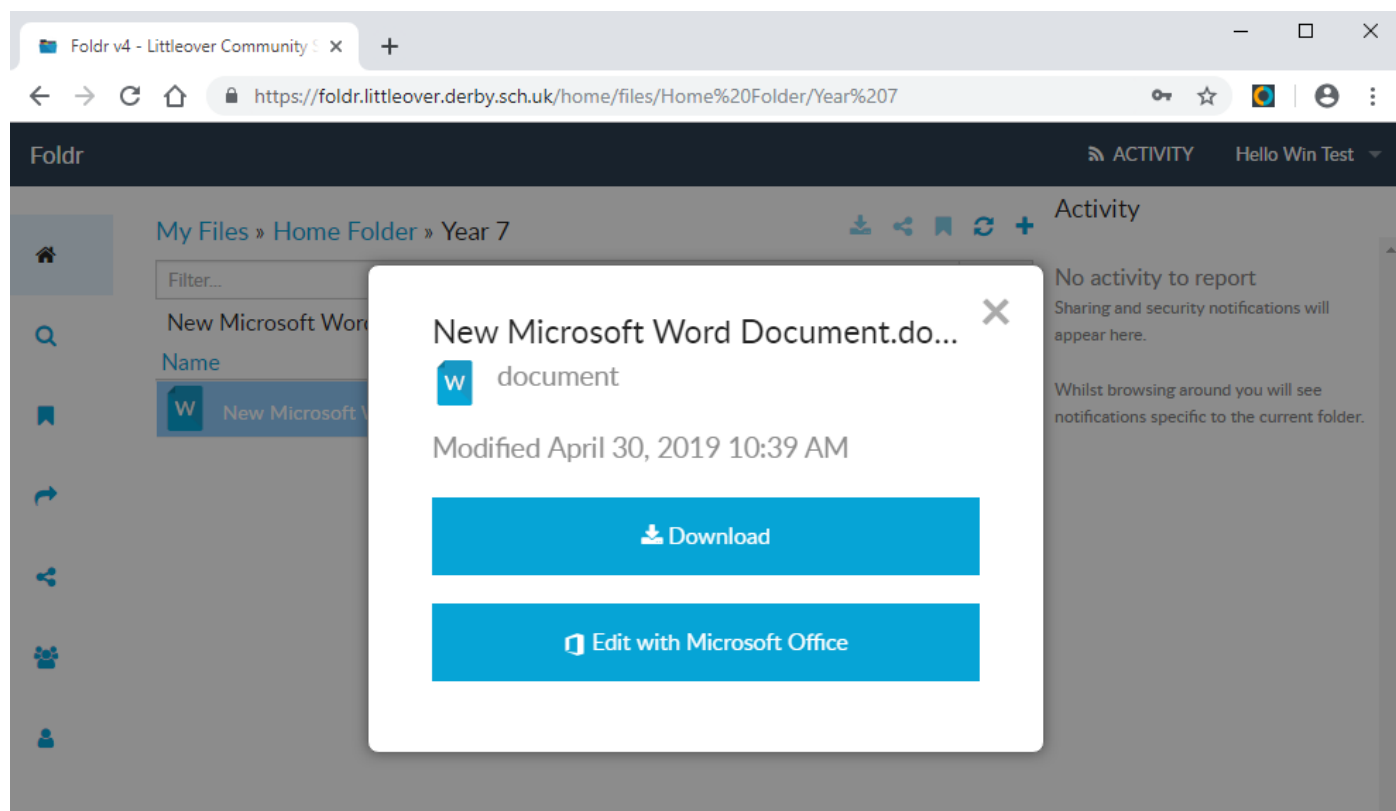
You should then have access to two folders in “My Files” as shown below. These correspond, respectively, to the M drive and I drive in school.



You can now navigate to the files you wish to work on by clicking on the relevant folders.

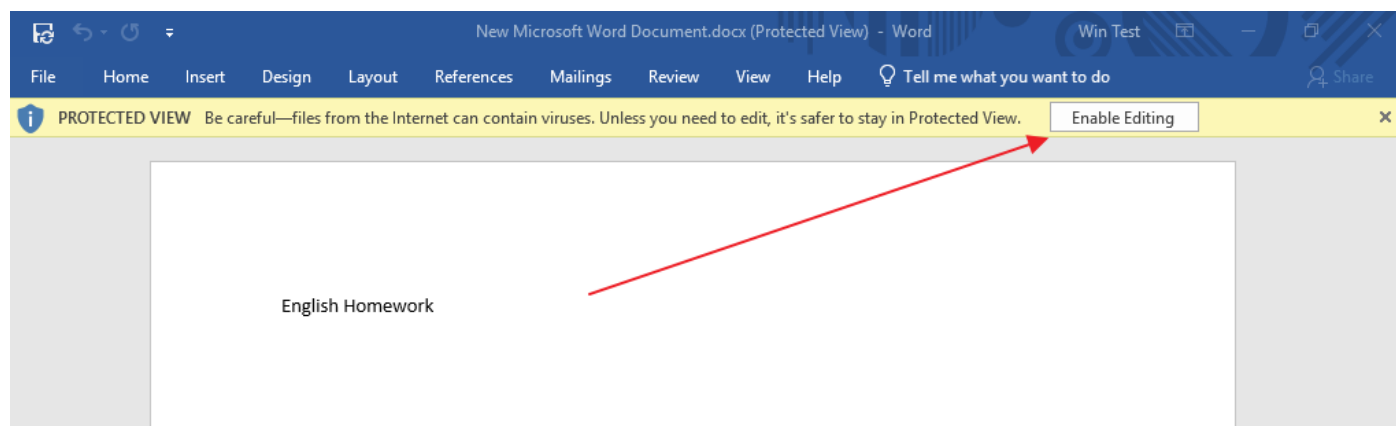


If you click on a Word document, Excel spreadsheet or PowerPoint presentation and you have Office installed on your home PC you will be given the option to either “Download” the file or to “Edit with Microsoft Office”. If you choose to download the file you will be able to access it as normal once you have located it in the relevant download folder on your PC.

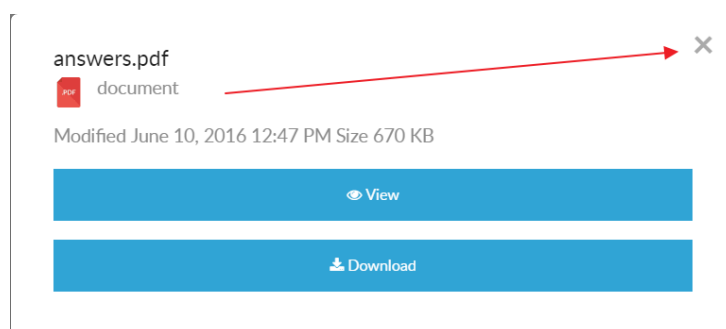
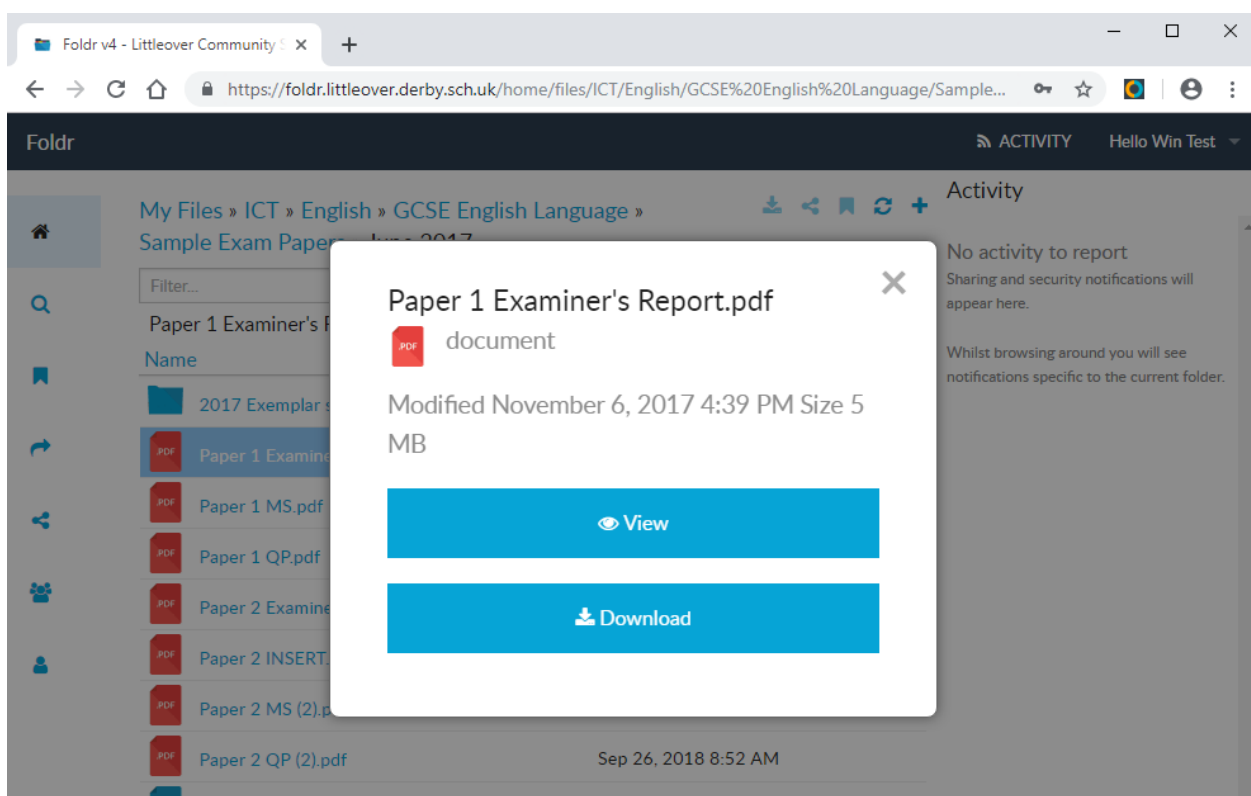


If you choose to edit the document it will open in either Word, Excel or PowerPoint (if you have these on installed at home). You may need to click on “Enable Editing” before you can work on the document. Once you have done this you will be able to edit the document as normal.

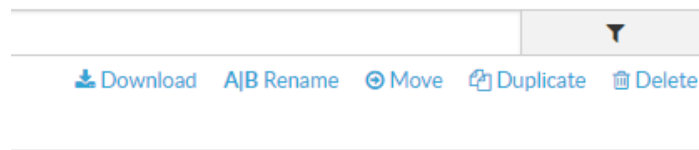
When you save the document it should automatically save back to the original folder from where you opened the document.



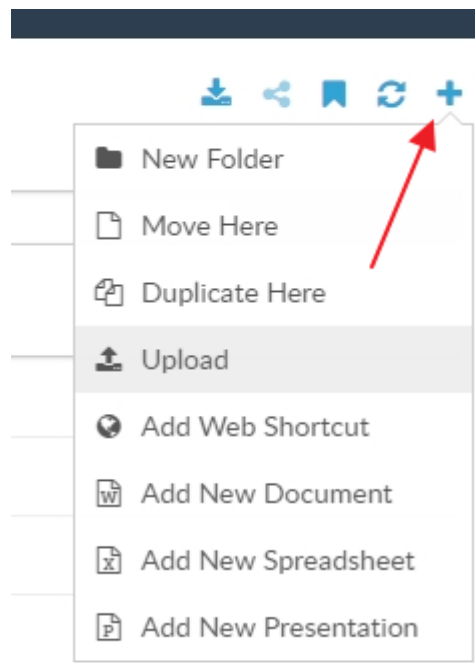
If you open a document such as a PDF you may get the option to either “View” or “Download” the document.



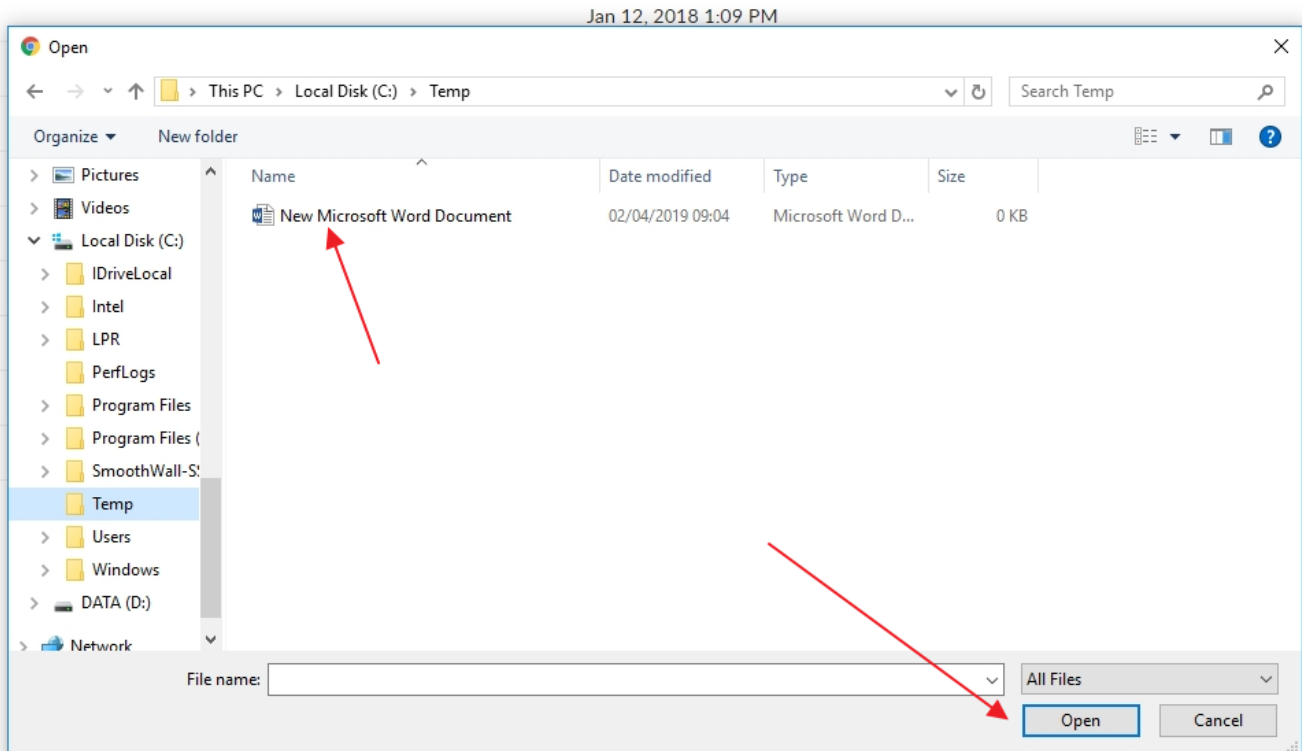
Instead of editing, viewing or downloading the document you can also close the dialogue box by clicking on the cross in the corner as shown above. You should then be able to download, rename, move, copy or delete the file using the icons shown below which will be located towards the top right of the screen.



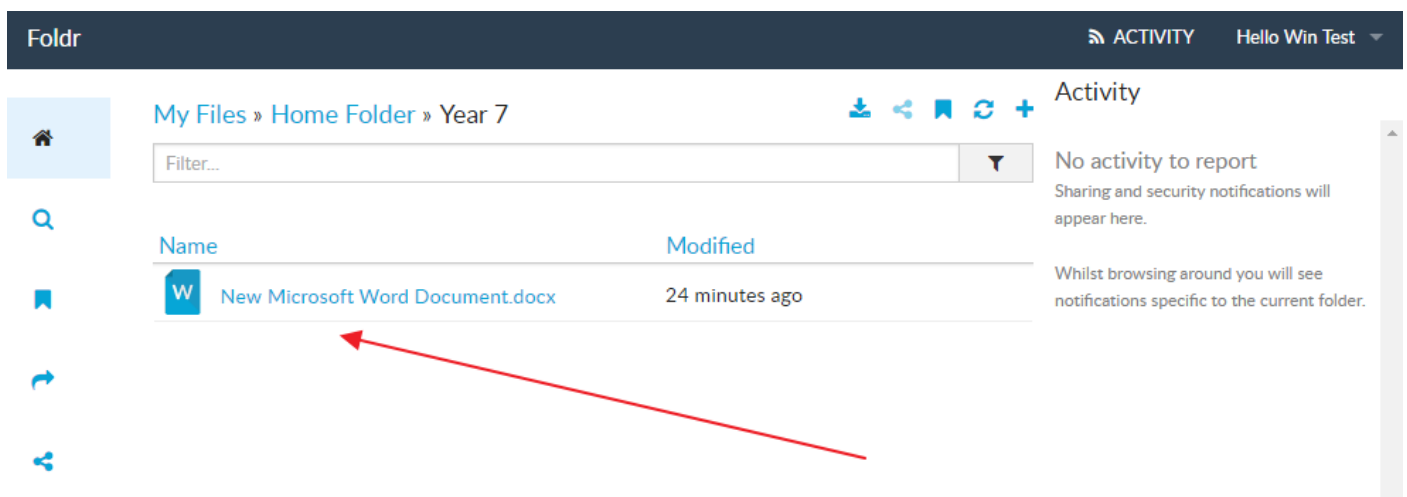
If you want to upload files to a folder on one of the school drives then click on the plus sign that appears in the top right hand corner of the screen and select “Upload”.



You should then be presented with the standard dialogue box shown below. If you select a document and click on “Open” the document will upload to your current location in “Foldr”.



You should then be able to see the newly uploaded file in “Foldr” as shown below.



When you have finished using “Foldr” you must ensure that you log out which you can do by selecting your name in the very top right of the screen and selecting “Sign Out”.