

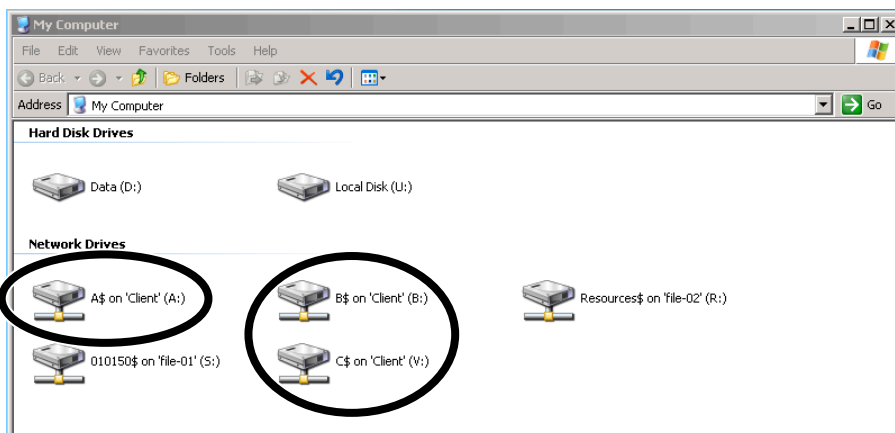
# Accessing files on your home computer (Mac OS X)

Whilst you are connected to Remote Access you can access files stored on your computer – this allows you to copy files created in school onto your home computer, and to copy files created at home onto the school system.

- 1) Log on to Remote Access as usual
- 2) Double-Click "My Computer":



- 3) The drives on your home computer will presented as X\$ On 'Client' (Y:):

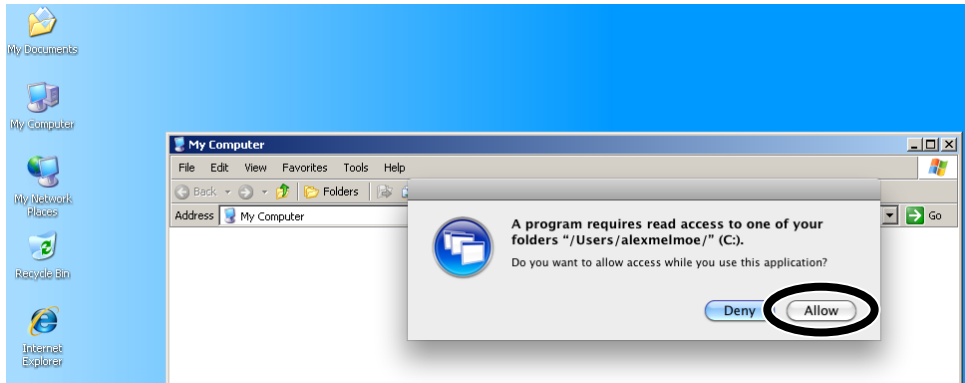


- 4) Unless you know otherwise, you probably need the drive that starts **C\$ on 'Client'**. Double-click this:

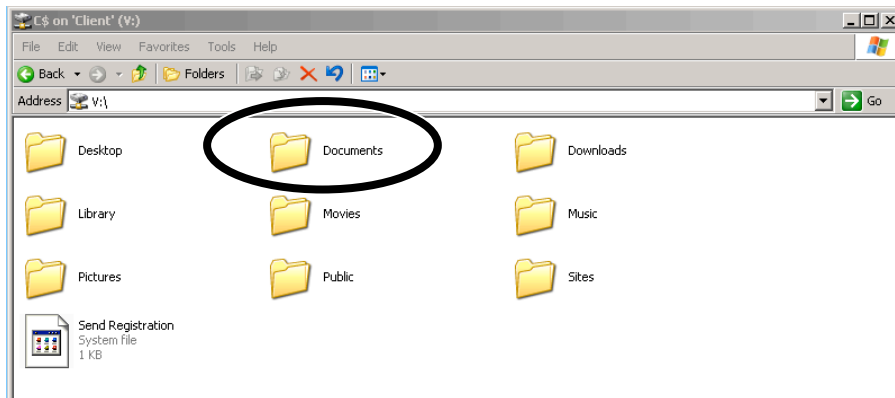


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5) Click "Allow":



6) You will then see the standard view of folders you usually see – your documents usually live in the "Documents" folder:



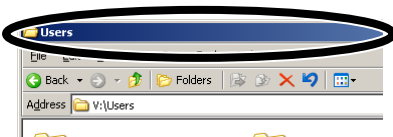
## Copying files to/from school

To copy files to/from school:

- 1) Follow steps 1 to 7 above
- 2) Keep the final window open
- 3) Double-click "My Documents":

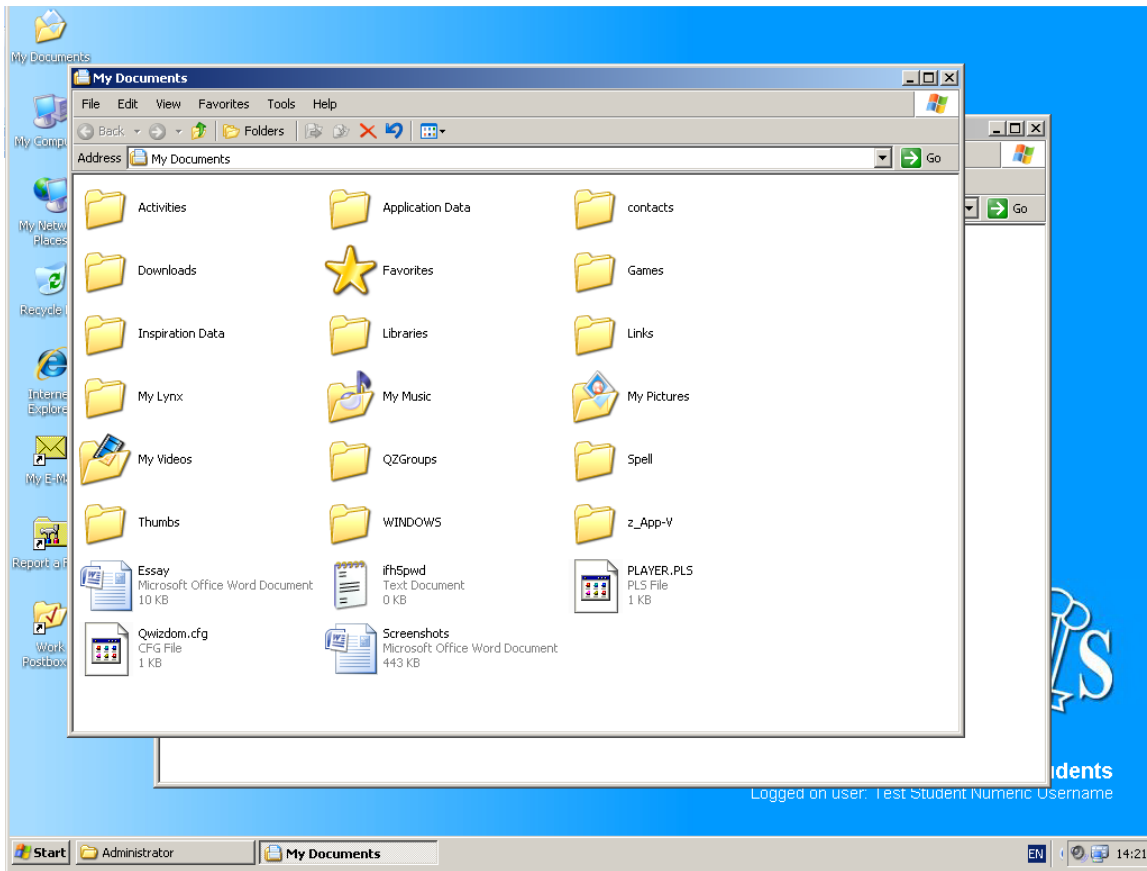


In order to see the "My Documents" folder you may need to move the window showing the files on your computer. To do this, left-click the blue bar at the top of the window, keep the mouse button held down and move the mouse to move the window out of the way:



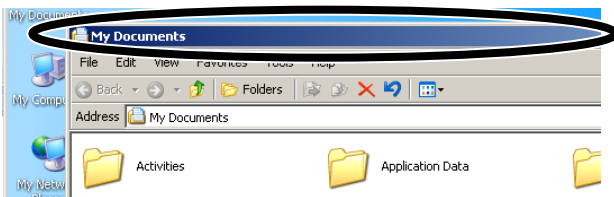
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4) You should now see both the files on your computer and your school "My Documents" folder:

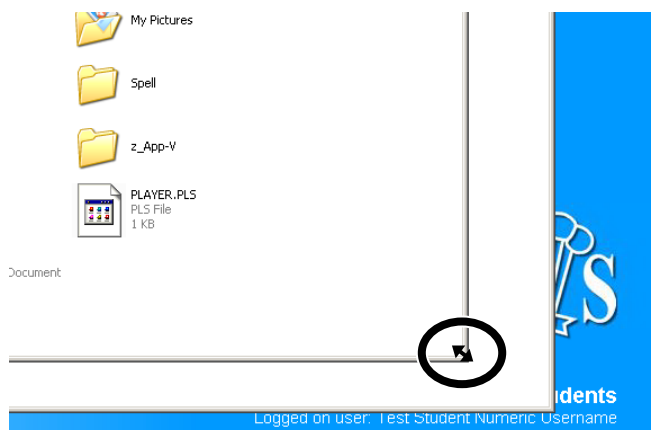


5) Arrange these so you can see them side by side:

- a. Move them by clicking the blue bar at the top, holding the left mouse button down, and dragging as required:



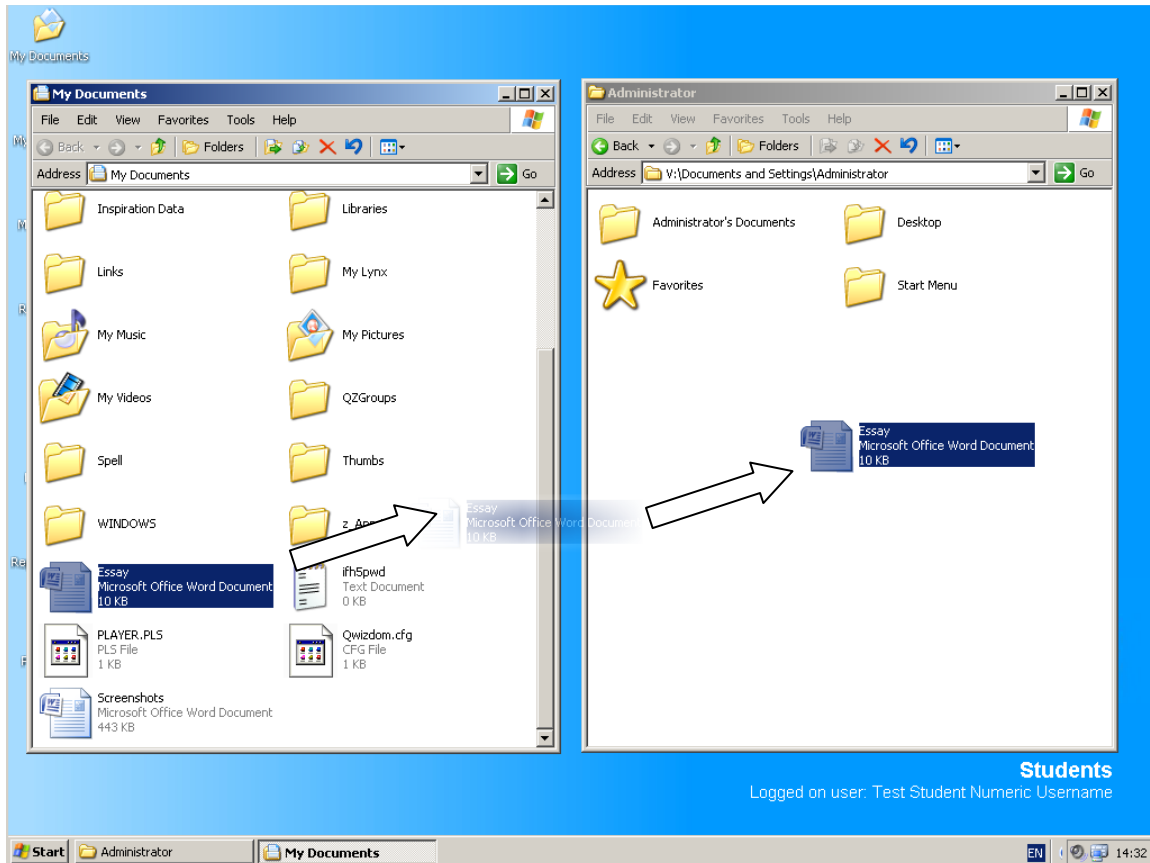
- b. You can change the size of the window by hovering over the lower right-hand corner, waiting for a double-headed arrow to appear, then holding the left mouse button down and dragging it to change the window's size:



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- 6) Now you can simply drag and drop files from one window to the other – this works in either direction – school to home or home to school.

To drag and drop a file, locate the file you want to move and click on it. Hold the left mouse button down, drag the file to the second window, and release.



Note that these instructions refer to opening your school “My Documents” folder, but if you want to copy documents to or from resources or staff resources, you can – just open “My Computer”, then Resources or Staff Resources instead of “My Documents” at step 3.

If you are copying files to your Mac, you’ll receive the following prompt at some point – just click “Allow”:

