

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 "Computer":



3) The drives on your home computer will presented as Local Disk (X: on COMPUTER-NAME), where X represents the drive letter on your computer at home, and COMPUTER-NAME is the name of your home computer:



4) Unless you know otherwise, you probably need the drive that contains C: Double-click this:





If you don't see any drives with the words "Local Disk" in the name, or you get an "Access Denied" message when you try and open it, please skip to the last page of these instructions.

5) Unless you know otherwise, double-click "Users":

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Recently Changed	길 3Com	29/01/2011 15:07	File folder		
퉬 Public	퉬 4f6d07e00c2c094f6ae632623387a6ec	05/06/2008 16:59	File folder		
🧮 Desktop	퉬 1287df4c315423d4490f13	11/08/2009 20:19	File folder		
🐌 Downloads	퉬 195597f36102b72d4ce8	05/06/2008 16:57	File folder		
Recent Places	퉬 Activ Software	14/12/2012 15:06	File folder		
	퉬 Cashless	01/12/2011 09:38	File folder		
🗃 Libraries	퉬 Images	27/06/2010 09:35	File folder		
Documents	퉬 Intel	05/06/2008 14:25	File folder		
J Music	퉬 PerfLogs	14/07/2009 03:37	File folder		
Pictures	🌗 Program Files	29/07/2013 13:35	File folder		
😸 Videos	퉬 Test	29/09/2009 15:31	File folder		
	TETROOT	16/12/2010 17:33	File folder		
🖳 Computer	🁪 Users 💦	29/07/2013 12:21	File folder		
Resources\$ (\\file-04	Jan Mar	17/06/2009 19:47	File folder		
🖵 010150\$ (\\file-01) (S	↓610072T_20080512	13/05/2008 07:46	File folder		
🔮 CD/DVD Drive (D: or	J VXIPNP	29/12/2009 14:47	File folder		
👝 Local Disk (C: on AL	鷆 Windows	29/07/2013 12:25	File folder		
_	퉬 WLL HP Tape Logs	17/12/2009 07:42	File folder		
📮 Network	autoexec	10/06/2009 22:42	Windows Batch File	1	KB
	Config sus	10/06/2009 22:42	System file	1	KR

6) Double-click the username you use to login to your home computer - or the only one you recognise!



7) 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 "Computer":



5) In order to see the "Computer" window you may need to move the window showing the files on your computer. To do this, left-click the blueish 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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6) You should now see both the files on your computer and your school "My Documents" folder:

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Downloads	퉬 Spell	19/07/2006 14:33	File folder				
Recent Places	퉬 StarBoard	08/11/2010 09:55	File folder				
Accent Haces	퉬 Test2	05/06/2013 17:44	File folder				
🚍 Libraries	퉬 Thumbs	01/12/2011 09:05	File folder				
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Pictures	📋 Hello 2	09/04/2013 15:22	Text Document		0 KB		
Videos	Hello 2_conflict-20130605-163512	09/04/2013 15:18	Text Document		0 KB		
La rideos	📄 ifh5pwd	17/07/2006 12:17	Text Document		0 KB		
Computer	ifh5pwd_conflict-20130605-163249	17/07/2006 12:13	Text Document		0 KB		
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Q 010150\$ (\\file-01) (5	PLAYER.PLS	14/07/2006 15:08	PLS File		1 KB		
CD/DVD Drive (D: or	PLAYER_conflict-20130605-163020.PLS	14/07/2006 15:04	PLS File		1 KB		
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	Qwizdom_conflict-20130605-163424.cfg	20/07/2006 14:26	CFG File		1 KB		
Sa Network	📷 Untitled-1	22/09/2011 10:58	Adobe Photoshop		47 KB	140	
1	📷 Untitled-1_conflict-20130605-163506	22/09/2011 10:54	Adobe Photoshop		47 KB	-	
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- 7) Arrange these so you can see them side by side:
 - a. Drag one window so that it touches the left of the screen... Click the blueish bar at the top, hold the left mouse button down, and drag as required:

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Organize 🔻 New folde	r			= • 🔳	?
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Continued...







b. The screen left half of the screen will light up blue to illustrate where the window will appear:



c. Let go of the mouse button:

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Desktop - Desktop Viewer					
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🚖 Favorites	Name	Date modified 🖍			X
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	Year 13 Final Assembly 2010	21/05/2010 12:33	ithopwd_conflict-20130605-163249	1//0//2006 12:13	=
📬 Network	Alex Contraction	09/11/2010 16:32	file-02 New Text Document	08/05/2013 15:15	
*	Brambletye LAN	21/01/2011 16:33	-01) (S PLAYER.PLS	14/0//2006 15:08	P
	Changing the Backup Tapes	25/03/2011 12:08	(D: or PLAYER_conflict-20130605-163020.PLS	14/07/2006 15:04	P

d. Repeat for the other window dragging to the right of the screen instead.

8) 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 "Documents" folder, but if you want to copy documents to or from resources or staff resources, you can – just open "Computer", then Resources or Staff Resources instead of "Documents" at step 3.

I can't see any drives with "Local Disk" in the name!

imberhorne i.t.

If you can't see any drives in "My Computer" with "Local Disk" in the name, or you get an access denied error message:

- 1) Make sure you're logged into the school system and not looking at your own computer!!
- 2) Once logged into the school system, click the arrow at the top centre of the school screen:





