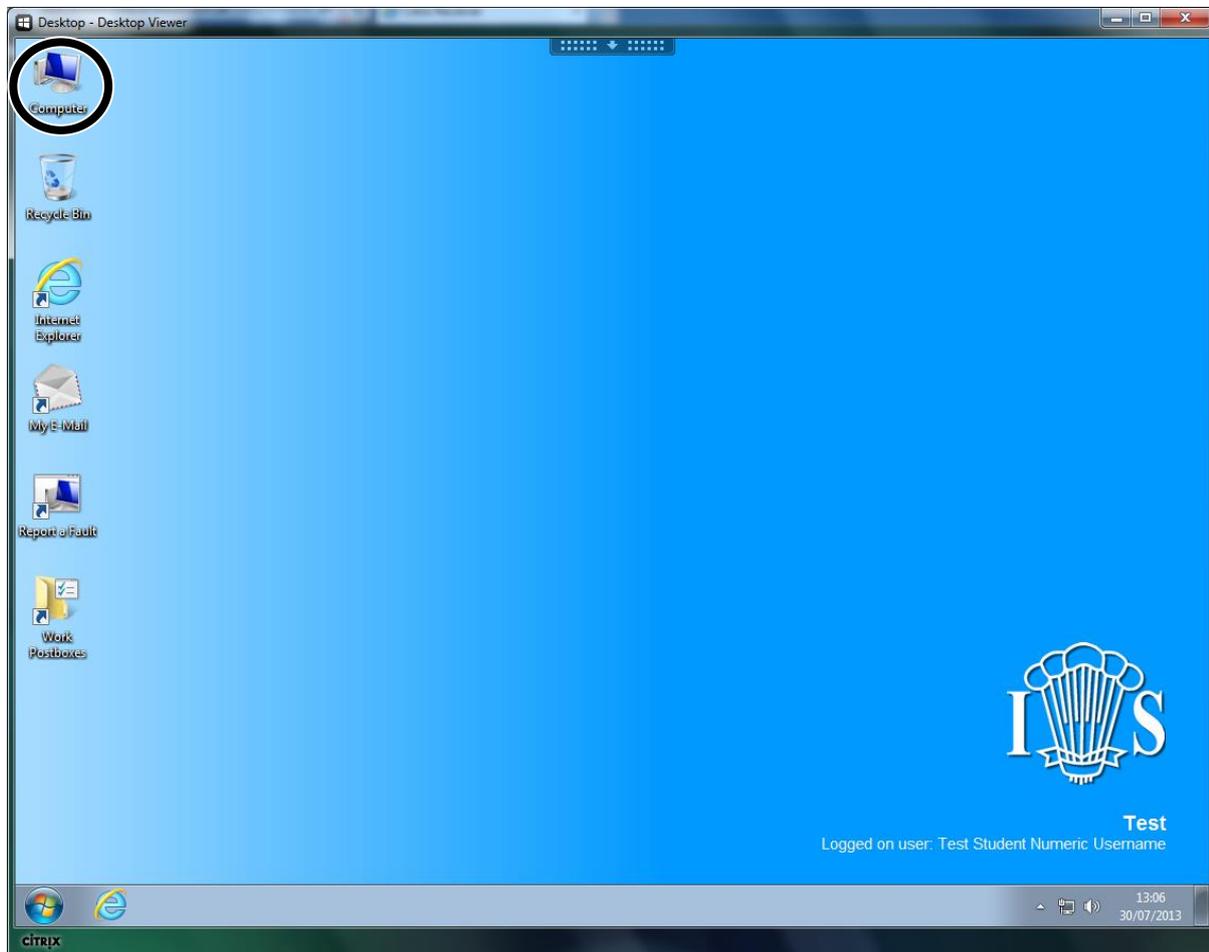


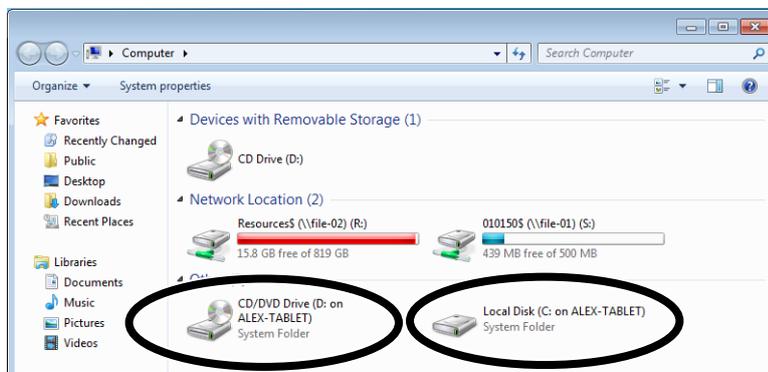
Accessing files on your home computer (Vista, 7, 8 & 10)

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 be 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:



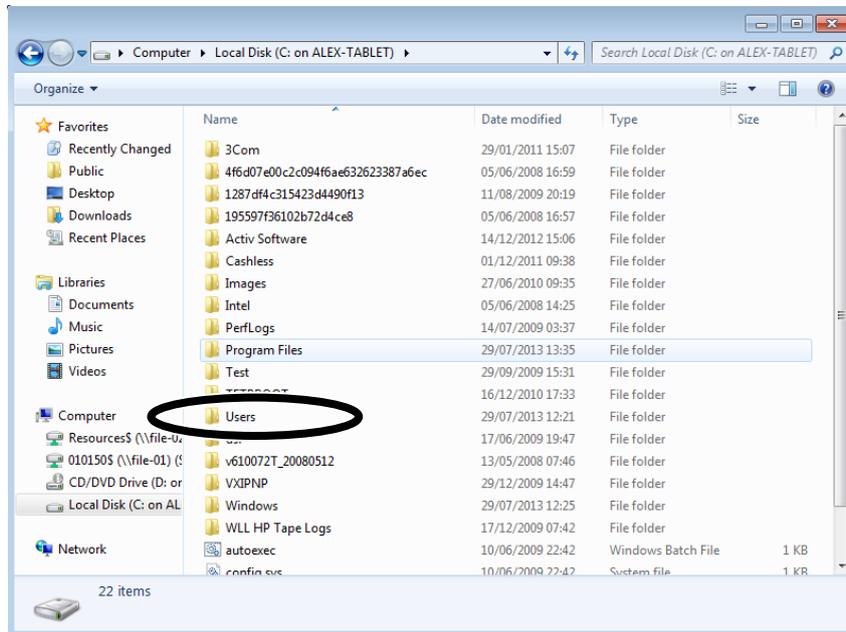
- 4) Unless you know otherwise, you probably need the drive that contains **C:** Double-click this:



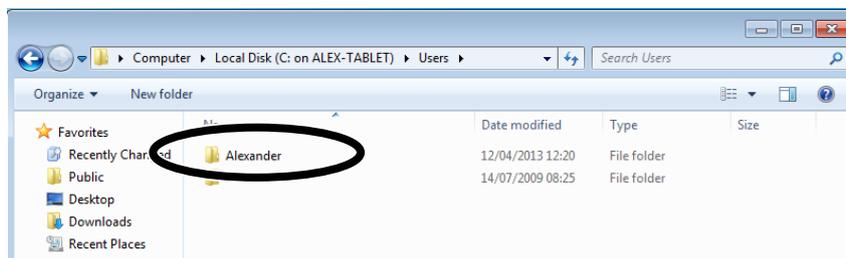
Accessing files on your home computer (Vista, 7, 8 & 10)

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":



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.

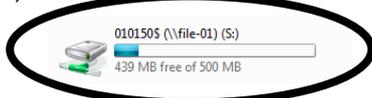
Copying files to/from school

To copy files to/from school:

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

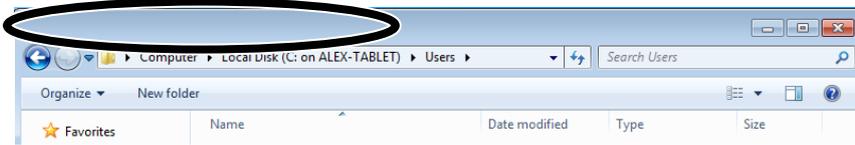


4) Double-click the drive that starts with your school username (and contains your documents):

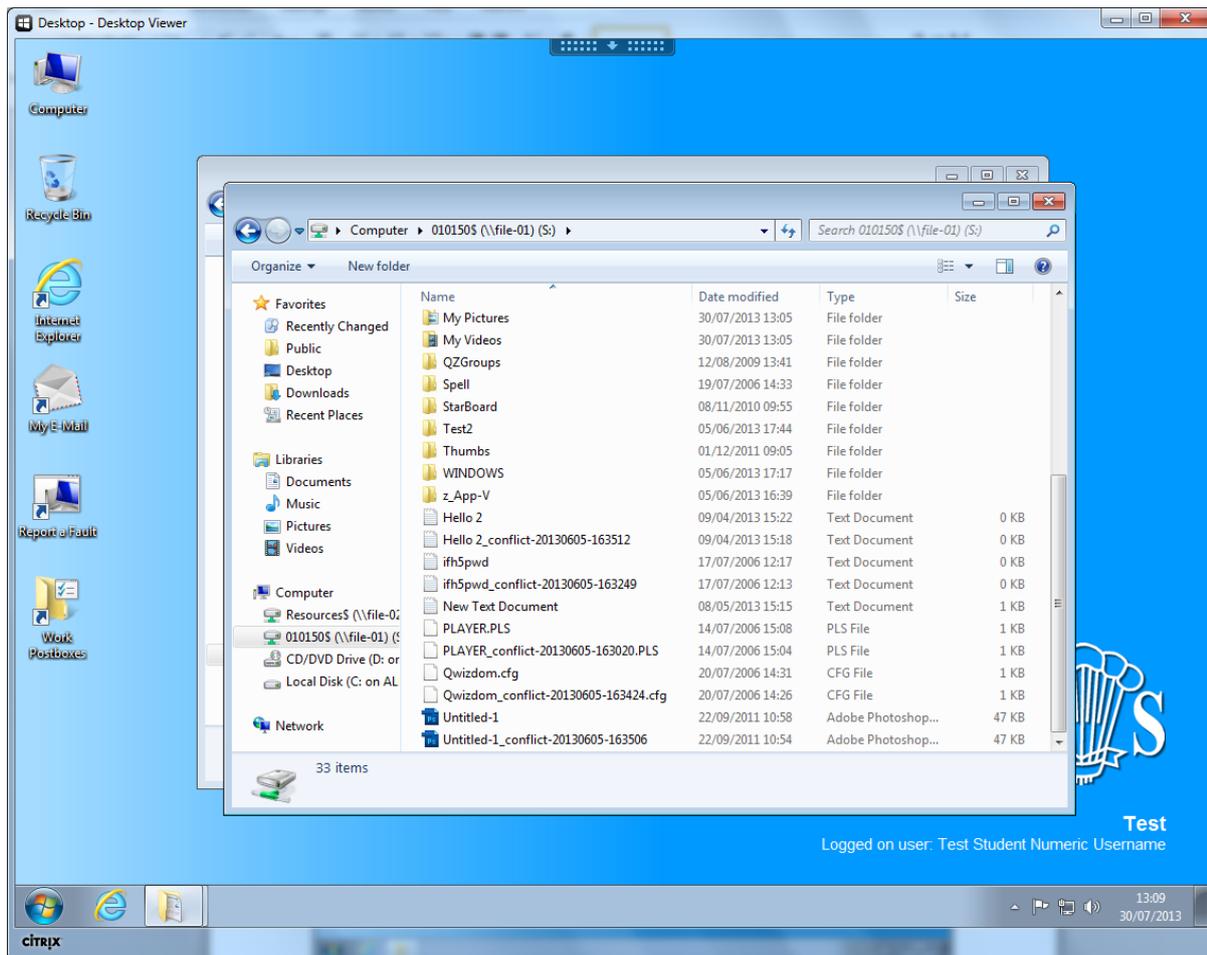


Accessing files on your home computer (Vista, 7, 8 & 10)

- 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:



- 6) You should now see both the files on your computer and your school “My Documents” folder:



- 7) Arrange these so you can see them side by side:
- 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:

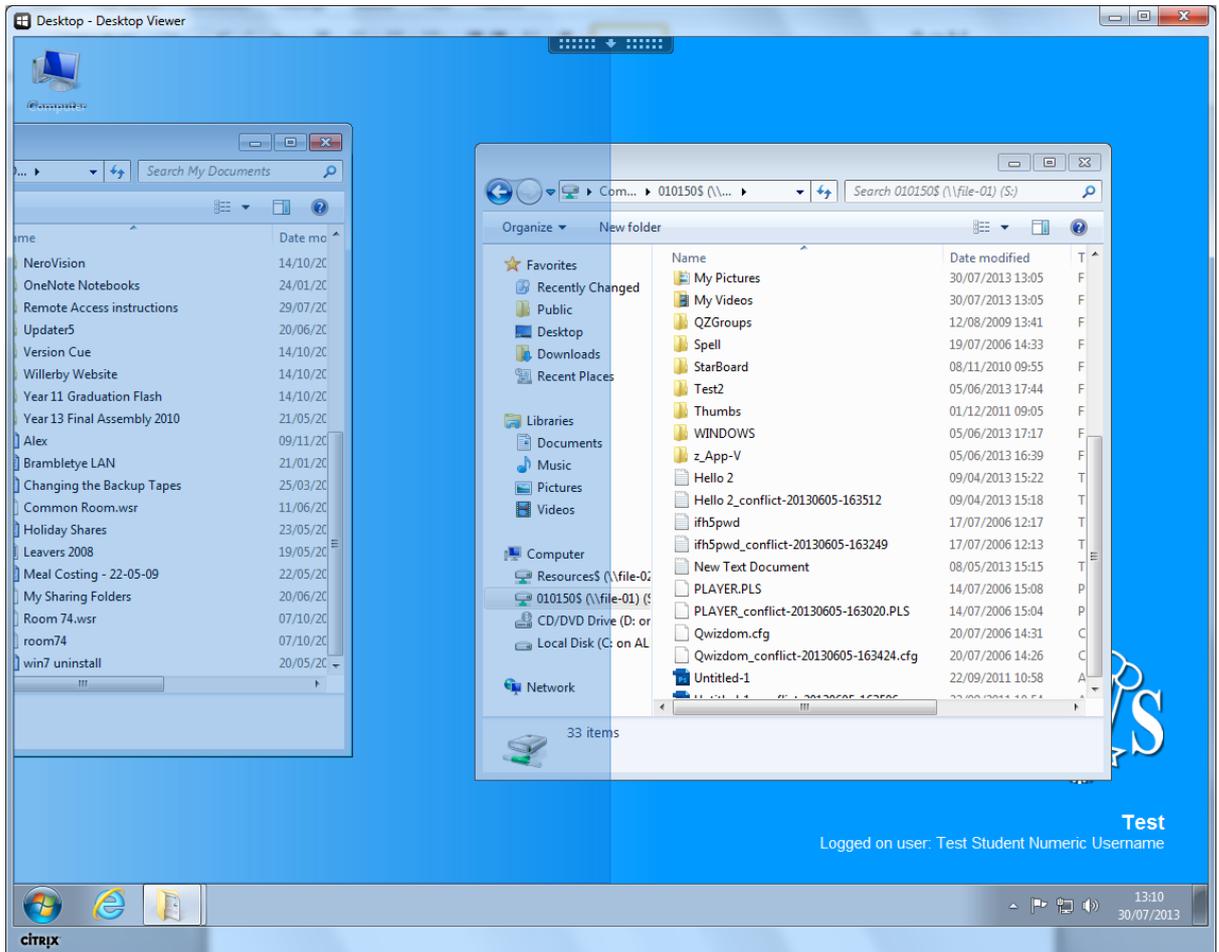


Continued...

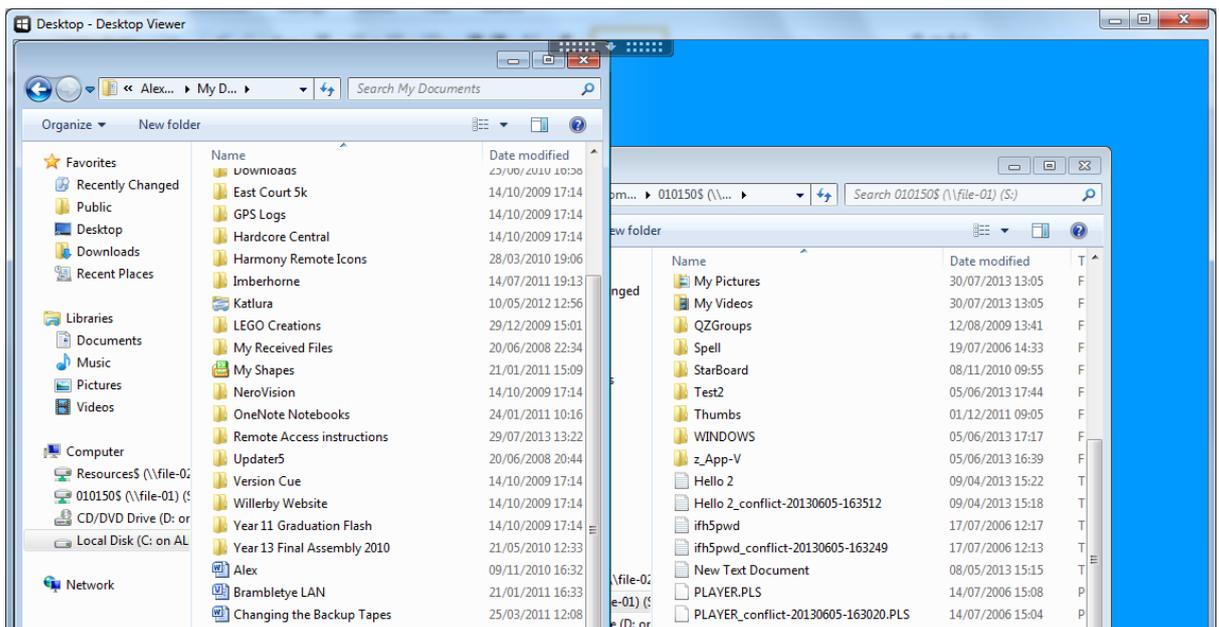
Accessing files on your home computer (Vista, 7, 8 & 10)



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:

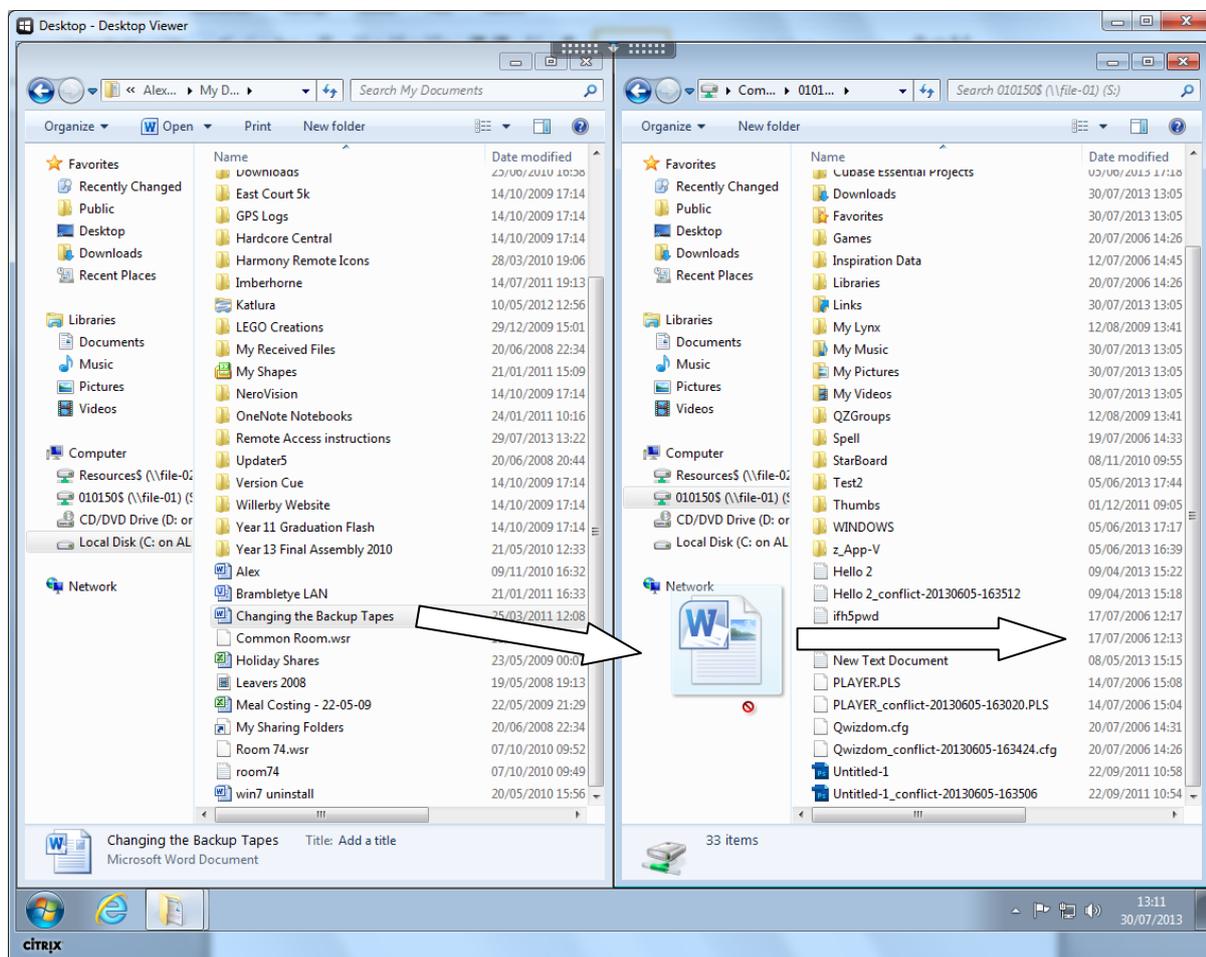


d. Repeat for the other window dragging to the right of the screen instead.

Accessing files on your home computer (Vista, 7, 8 & 10)

- 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.

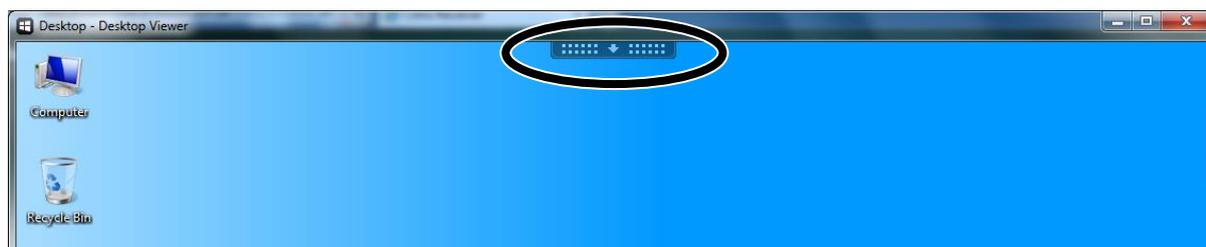


Note that these instructions refer to opening your school “Documents” folder, but if you want to copy documents to or from resources or staff resources, you can – just open “Computer”, then Resources or Staff Resources instead of “Documents” at step 3.

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

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:

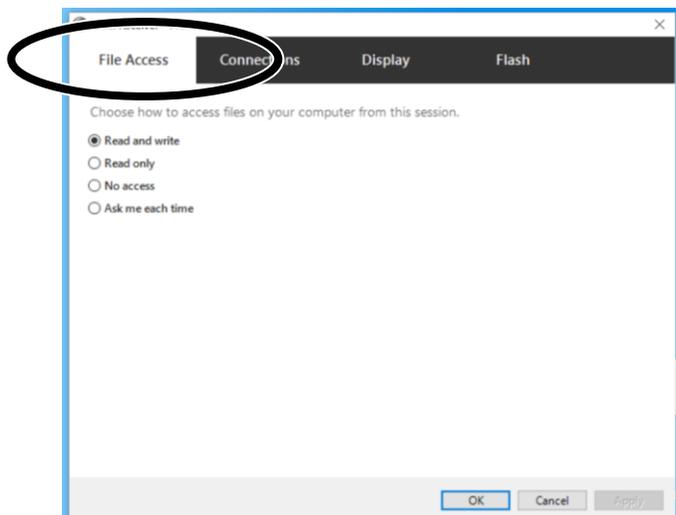


Accessing files on your home computer (Vista, 7, 8 & 10)

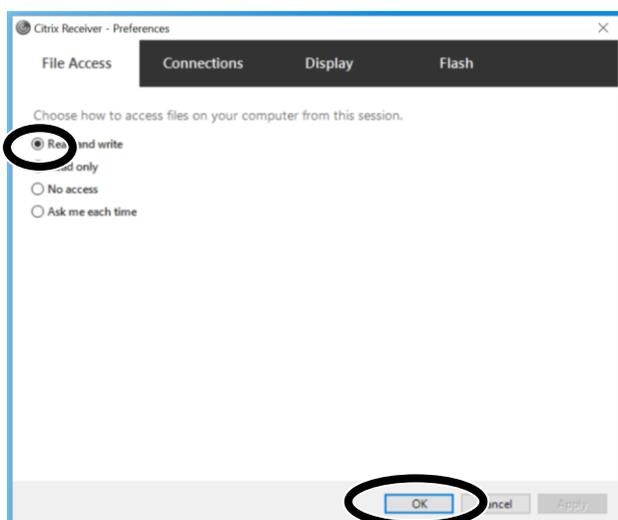
3) Click "Preferences":



4) Make sure you are on the "File Access" tab:



5) Choose "Read and write". Click "OK"



6) This will then allow you to follow these instructions from step 1 as this alteration takes effect immediately.