

ACCESSING YOUR NETWORK FILES FROM HOME

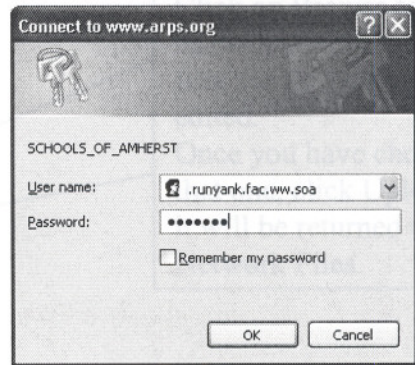
There is a way that you can access your “school” files that you save in your home directory.

To do so, you will use the internet to

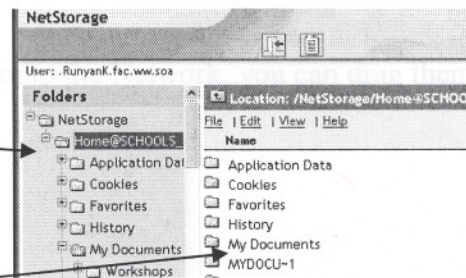
1. Access your Network Files
2. Download a File to Edit and Make Edits
3. Save the File onto your Computer
4. Upload the File back into your Network Files.

First, open the Internet

1. Go to www.arps.org/oneNet/NetStorage
2. Login in with your full user name and context
 - a. E.g. .runyank.fac.ww.soa
3. type in your Novell password (the one you login with on school computers)
4. To be able to see the folders you are working with, click on **Folder View** at the bottom of the screen.

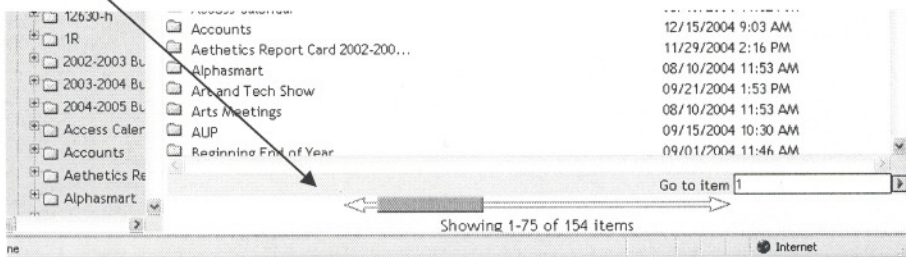


5. Choose **Home@Schools of Amherst** with a double click.



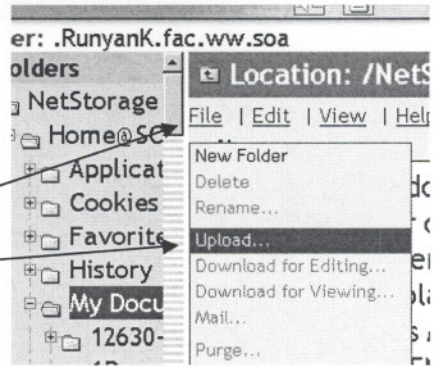
6. Choose **My Documents**.

7. If you have many Documents or folders, use the scroll bar at the bottom to filter through them.



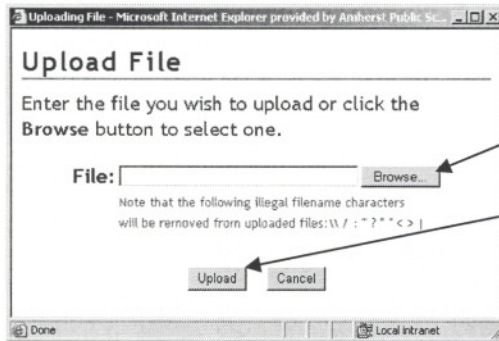
8. Use a Right-Finger-Click on the Document you would like to work on. Choose **Download for Editing**. A new window will ask you if you want to Open or Save. Choose **Open**.
9. Make the changes you need to make.
10. Click on the “X” to close the screen
11. A screen will pop up saying-“**This document has been modified. Do you want to save changes**” ...click yes and choose a location on your computer to save document (the desktop is a good place to temporarily save items—you can always recycle it after you’re completely done uploading it into the network).

12. Now to save changes so they will be available at school. Go back to the **NetStorage** Window and click on the word **File**. (below the address line)



13. Click on **Upload**.

14. Click on **Browse** and find the document you saved on your computer. Open it and then choose **Upload**.



Click on **Browse** to look through your computer files for the one you just edited.

Once you have chosen that one, click **Upload** and it will be returned to your Network Files.

15. Once you have uploaded the documents back onto the Network, you can drag them into the recycle bin.