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
- 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.



[= [=] User: .RunyanK.fac.ww.soa Folders Location: /NetStorage/Home-ESCH 🖹 🔁 NetStorage File | Edit | View | Help E CHOOLS_ Name * Application Dat E Cookies Cookies G Favorites 🖲 🗀 Favorites History (*) History My Documents MYDOCU-1 E C My Documents Workshops

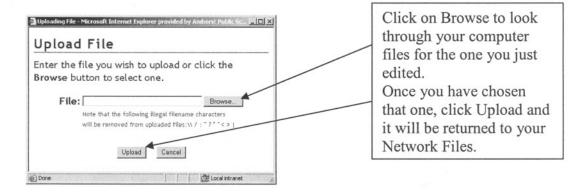
NetStorage

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

2 Showing	1-75 of 154 items	
Alphasmart		
	Go to item 1	
Accounts Reginning Frit of Year	09/01/2004 11:46 AM	1
Access Caler C AUP	09/15/2004 10:30 AM	
2004-2005 BL Arts Meetings	08/10/2004 11:53 AM	
and Tech Show	09/21/2004 1:53 PM	
C 2002-2003 BL Alphasmart	08/10/2004 11:53 AM	
TIR Aethetics Report Card 2002-200	11/29/2004 2:16 PM	
Accounts	12/15/2004 9:03 AM	

- 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**.



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Location: /Net

File | Edit | View

Download for Editing...

Download for Viewing...

New Folder

Rename...

Upload...

Mail...

Purge...

Delete

er: .RunvanK.fac.ww.soa

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NetStorage

- Home@SC

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