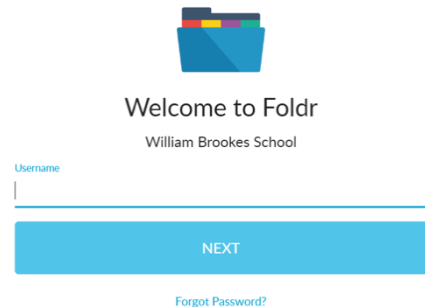


## Accessing Your School File From Home Using Foldr

Foldr can be used to access any files and folders you have access to on the school network from any internet enabled device. Note: to edit files you will need Office installed onto your local machine. You can install Office for free on any iPad or other device you own from office365.com using your school email address and password.

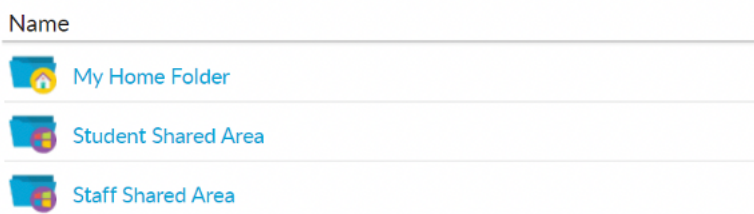
Using a web browser (Chrome/Internet Explorer), enter into the navigation bar: [foldr.williambrookes.com](https://foldr.williambrookes.com)

Enter your school username and password



The My Files page will show your Home Drive and Student Share.

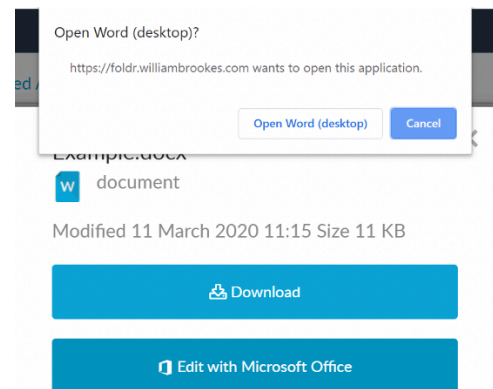
### My Files



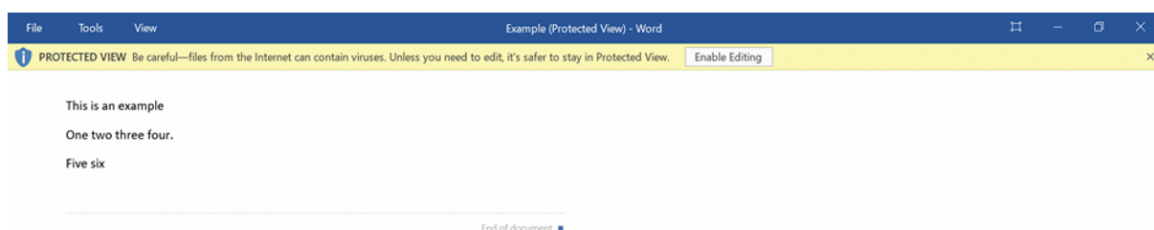
Navigate to the folders and files you wish to access, like you would normally.

Click on the file you wish to access.  
Select Edit with Microsoft Office.  
Select "Open Word (desktop) / "Open Excel".  
Select "Yes" when asked if you trust the document.

Note: The "Download" option, will download a copy of the file to your machine. This is not recommended as you may end up with different versions of the file on your PC / local server unless you upload the changed document.



The file will open in "protected view" – to edit, click "Enable Editing".



When you select save the changes will be saved to the schools server.