

Remote File Access – FOR STUDENTS

To access files from home:

- Open an internet browser
- Type the following URL: <http://files.svsd.net>
- Login with your network login (how you log into a computer at school)

Note: Bookmark the file, so you can go there quickly next time.

To download a file for editing:

- Double-click Home folder
- Find your document
- Right click on the document and download for editing
- Save to your hard drive
- Make sure that you observe where you save the file
- Close or minimize the internet browser.
- Open the file as you would any other file
- Make changes if needed
- Save to your hard drive.

To upload the file to the school server:

- Maximize the internet browser or log back into Remote Files
- Open the folder to which you wish to save
- Click the Upload button.
- Click the box on the right to browse your computer's hard drive for the document you wish to upload
- Double-click that document
- Click upload to upload the document
- The document will now be available to you on the school's server.