

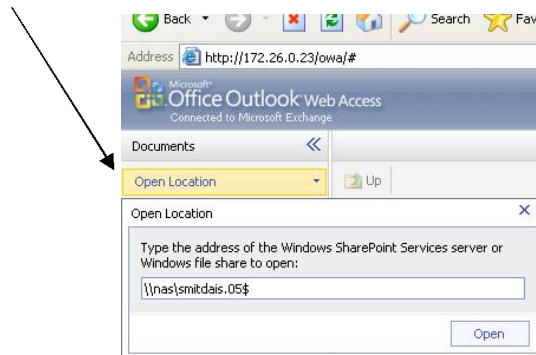
How to access your school files at home

The file viewing system is only a one way system – you can download the files to your pc at home but not upload them. This is a security feature. To send files back to school you will have to either attach them to email or bring them back in on a USB stick so that they are subjected to virus and content scans.

- 1 Open up your school email
- 2 Select **Documents** – This is located at the bottom left side of your screen.



- 3 Select **Open Location** – This is located near the top of the left side of your screen.



- 4 Type the following into the box inserting your own login name and year.

\\nas\smitdais.05\$

- 5 Remember to send files back to school you will have to either attach them to email or bring them back in on a USB stick so that they are subjected to virus and content scans.

If you have any problems please contact the helpdesk.