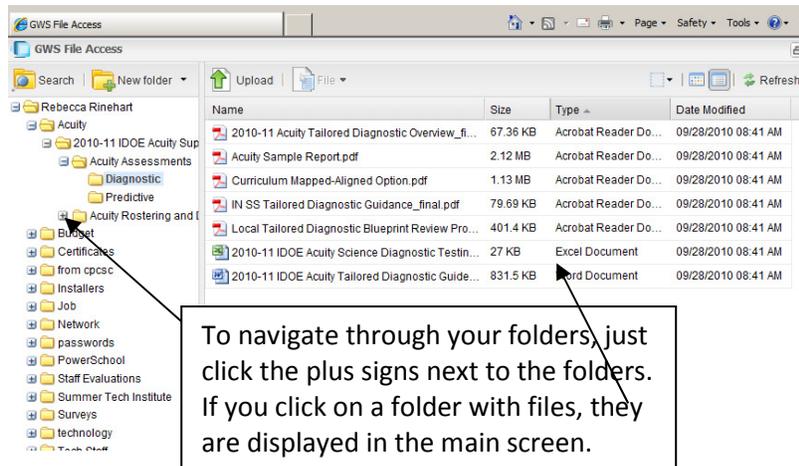


**Access, Edit, and Share Files from your Network Drive via the Web (at school or at home)
Applies to Students in Grades 3-12 and all GWS staff**

1. Open an internet browser and go to <http://fileserv.gws.k12.in.us> (at school, you can simply type **fileserv** in the address bar of the browser). At the login screen, type your normal computer username and password.
2. On the left side of the screen, you will see all of the folders in your network drive. Navigation of these folders is exactly the same as it would be on a Windows workstation.

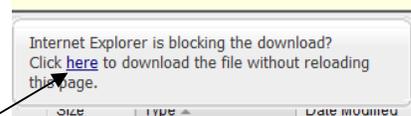


There are several really useful tasks you can do with GWS File Access:

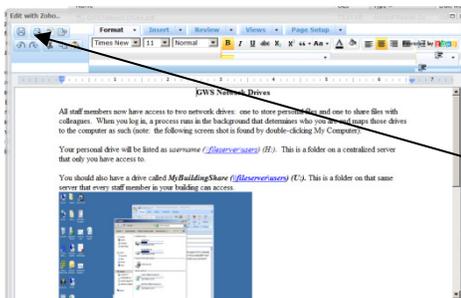
1. Open a file that is on your GWS network drive anywhere that has internet access
2. Save a file from your network drive to any computer
3. Edit files in an internet browser and automatically save changes to the file in your network personal drive
4. Restore a file to a previous saved version
5. Create a public hyperlink to share your file safely with others
6. Share folders to allow for collaboration between students and teachers
7. Any kind of administrative tasks you can do on your personal drive can be done here (e.g. making new folders, adding and deleting files, renaming files)

HERE'S HOW!!!

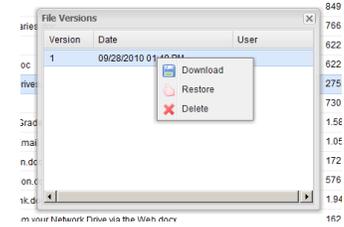
1. Open a file: if you just want to open a file just to view, double-click on the file name and choose Preview.
2. Save a file: simply double-click on the file's name and choose Download. Select the location to save it on the computer and click Save. NOTE: depending upon your computer's security settings, you may be prompted when you try to save a file. On the top right corner of the screen, though, there is a link to click to smoothly save your file.



3. Edit a file and save: Double-click the file name and chose **Edit with Zoho**. Zoho is an in-browser editor that will let you edit your files, then save them back quickly and painlessly. Virtually any word processing or spreadsheet document (e.g. Word, Excel, Open Office, Star Office) can be edited right in the browser with a simple, familiar interface. After the changes are made, just click the Save button in the top left corner and your changes are saved to the original file.



4. Restore file to a previously saved version: If you edit your document using this program, it will save every version of your file. If you would like to restore a file to a previous version, just double-click on the file and choose Versioning-Previous Versions. The list of previously-saved versions when edited in Zoho are listed: right-click on the one to view and either download the old version or restore the current file to this previous version.



5. Create a public hyperlink to share your file: Double-click on the file and choose Web Link.

You can control how many times the file can be downloaded, as well as set a password for viewing the file. If you click "Get notified on downloads," you will receive an email when it is accessed (staff only).

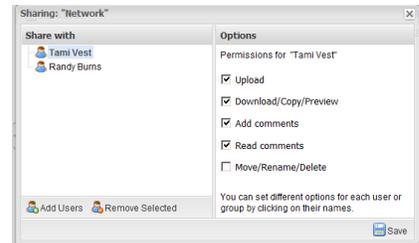
Note: the Email button will create a blank email with the link already embedded for you ONLY IF the computer you are using has your email account set up on it in a program such as Outlook Express.

If you would like to set an end date for the link to be active, you can, but it is not necessary.

Click Update Settings when you are finished to activate the web link.

The system created a rather lengthy address, but if you click in the Short Address box, it will generate a much shorter link for you to share.

6. Share folders for collaboration: right-click on the folder to share and select Share. Select the users with whom you would like to share the folder. For each person, click on the name and choose the rights the person should have (e.g. other teachers might have Add Comments rights to the folder, but maybe students only have Read Comments rights). Click Save when you are finished.



NOTE: users are created the first time they log into this system. So, in order to share files with coworkers or students, they must first log in to the program.

7. Perform all administrative tasks: by double-clicking on a file or right-clicking on a folder, you can choose to Copy, Delete, Rename, Search, and various other tasks. Also, by clicking the New Folder button on the top toolbar, you can create folder structures that will carry over to your personal network drive.

When you are finished, remember to click LOG OUT in the lower left corner to ensure that the next person using the computer does not have access to your files.