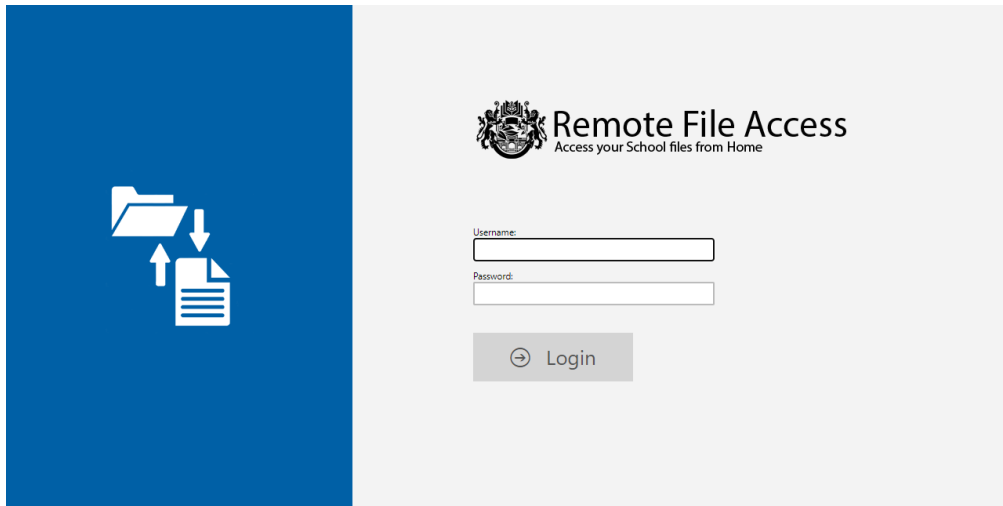


Remote Network Drives

Remote Network Drives allows you to access some of the School Network drives via a Web Browser - instead of logging into the Full Remote Desktop Service.

Logging into Remote Network Drives

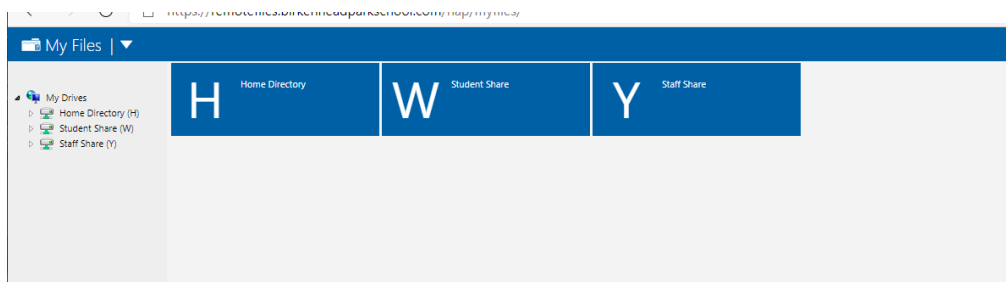
Remote Network Drives is available from <https://remotefiles.birkenheadparkschool.com>



- At the login page, enter your school username i.e the details you login to the school computers with (without @birkenheadparkschool.com or @student.birkenheadparkschool.com) and your password.

The first time you login you will be shown a Welcome Page which gives some information; you can click Close at the bottom when you are happy to navigate away from it

You should now see a layout like this;

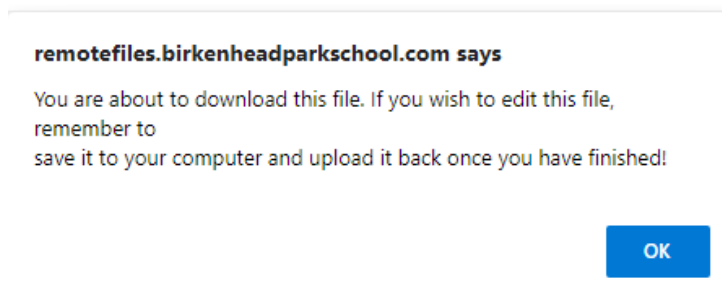


In this example, click H - Home Directory - it will then show a copy of your Home Area on the School Network.

Copy a file Off the School Network to your Local Device

Once you are in your Home Area, click on a file (not a folder) and you will see that the top navigation bar changes - click download.

The system will prompt you; then download your file

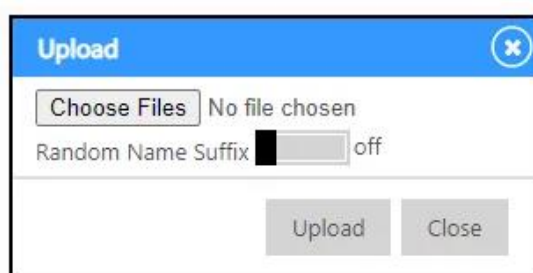


Upload a file from your Local Device to the School Network

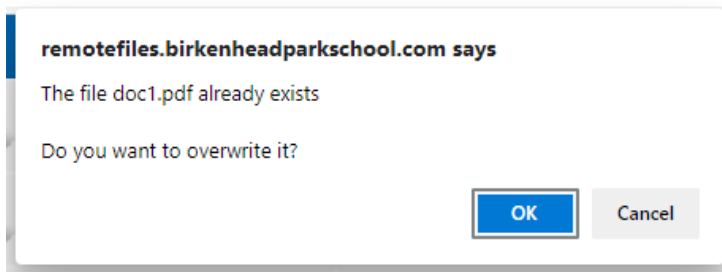
Caveat;

It is important that you keep your files within the Documents folder on the School network so that they are easy to find (as this is the default location when Saving/Opening documents on the School Network).

From the top navigation bar, click Upload



Choose your file(s) from your local device and select upload - if a file already exists with the same name you will be prompted - this is correct if you downloaded the file and have worked on it locally.



Once you have finished working in the site, please go to your name in the top right hand corner and select logout.