

# Transferring files between school and home using the NetStorage web page

Amherst Regional Public Schools - Microsoft Internet Explorer provided by Amherst-Pelham

http://www.arps.org/

Amherst Regional Public Schools

Amherst Regional Public Schools  
Amherst-Pelham Regional Schools - Amherst Public Schools - Pelham Elementary

Every Student. Every Day.

Mark's Meadow SCHOOL  
Fort River School  
Wildwood School

Amherst Regional Public Schools

District Home Page

http://www2.arps.org/

Done

Start | Novell-delive... | Novell Group... | Amherst Re... | Microsoft Pow... | 10:57 AM

1. At home go to the District's Home page on the Internet.

2. Change the URL to "www2.arps.org". Then press the Enter key.

# Amherst Regional Public Schools

Amherst-Pelham Regional Schools - Amherst Public Schools

Schools

Administration

Web Tools

Resources

GroupWise Webaccess

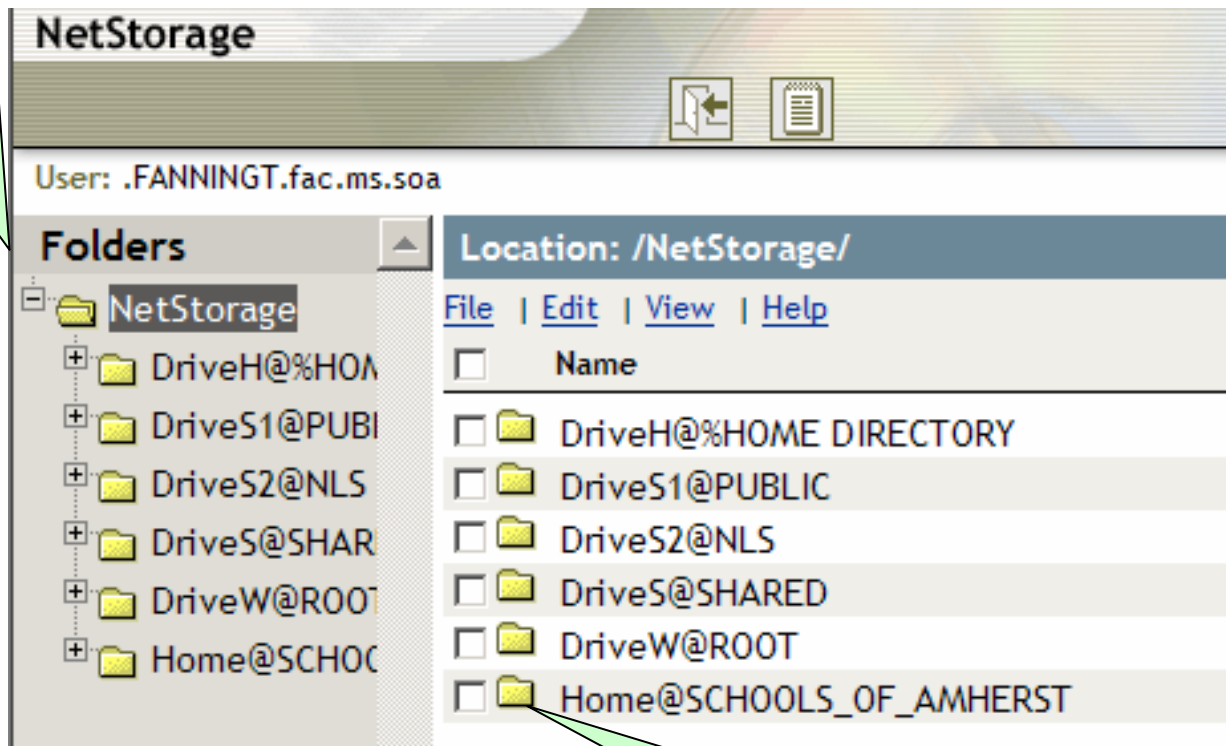
NetStorage

Alternate GroupWise Webacce

1. On the alternate Home page, point to Web Tools and choose Net Storage.

2. On the log in window, enter your username and password.

1. After you log in, you come to this screen that displays network drives you have access to.



2. Double-click on Home@Schools\_of\_Amherst.

# How to download a file to your computer.

1. Next you see your H: drive contents.

Microsoft Internet Explorer provided by Amherst-Pelham Regional Schools

http://www.arps.org/NetStorage/?/oneNet/NetStorage/

NetStorage

User: .FANNINGT.fac.ms.soa

Location: /NetStorage/Home@SCHOOLS\_OF\_AMHERST

Name	Size	Modified
FanningT	0	03/28/2007 11:31 AM
Favorites	0	10/12/2007 9:38 AM
My Documents	0	10/19/2007 1:22 PM
PKeats	0	03/17/2005 4:33 PM
POWERGRADE	0	06/13/2007 1:26 PM
Public_HTML	0	09/21/2005 3:43 PM
S200WI505E	0	05/11/2006 7:09 AM
SimCity 4	0	09/11/2007 4:20 PM
video	0	08/25/2006 2:50 PM
Windows NT 5.1 W... Pro...	0	10/19/2007 2:46 PM
4% city.sc2	46K	11/14/2002 12:11 AM
6% city.sc2	47K	11/14/2002 12:41 AM
6964757_main&cnath=CN...	...	04/17/2007 11:49 AM

2. Double-click on you're My Documents folder.

1. To open a file, first check it off.

Location: /NetStorage/Home@SCHOO

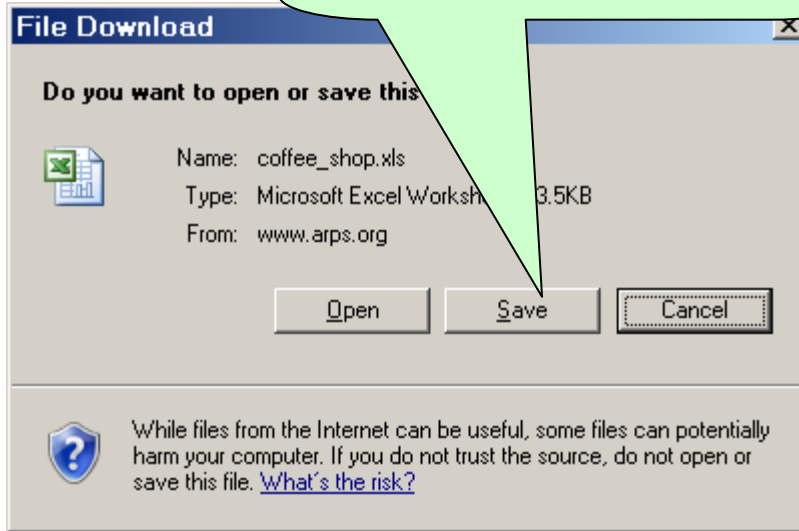
File | Edit | View | Help

<input type="checkbox"/>	Name
<input type="checkbox"/>	Indigo pics
<input type="checkbox"/>	Team Connections
<input type="checkbox"/>	Univ Syst Model and Sim City
<input type="checkbox"/>	AA Computers practice.xls
<input type="checkbox"/>	AA Computers S1.xls
<input type="checkbox"/>	camera.ppt
<input checked="" type="checkbox"/>	coffee shop.xls
<input type="checkbox"/>	Compare Minutes per T...
<input type="checkbox"/>	Daily Plan Sheet.xls
<input type="checkbox"/>	Day 1.ppt
<input type="checkbox"/>	Fanning H Period.xls
<input type="checkbox"/>	Midterm Grades.ppt
<input type="checkbox"/>	open house artifact.mh...

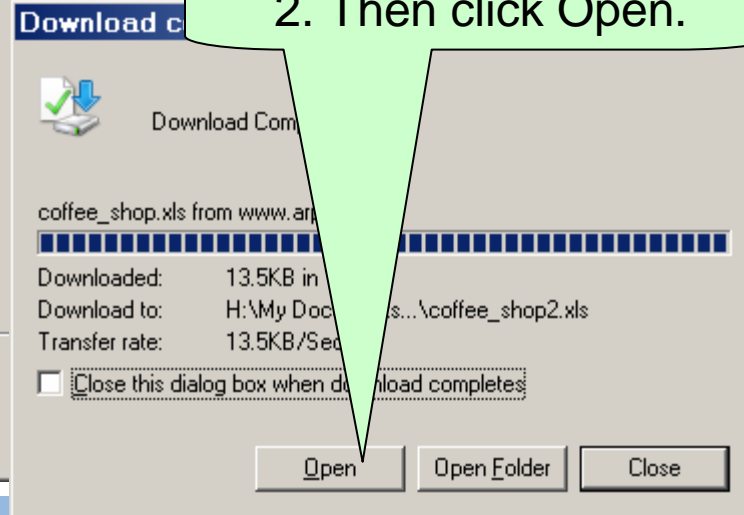
Move  
Copy  
Download and Lock...  
**Download...**  
Delete  
Rename...  
Mail...  
Archive...  
Properties...

2. Then point at it, right click, and choose download.

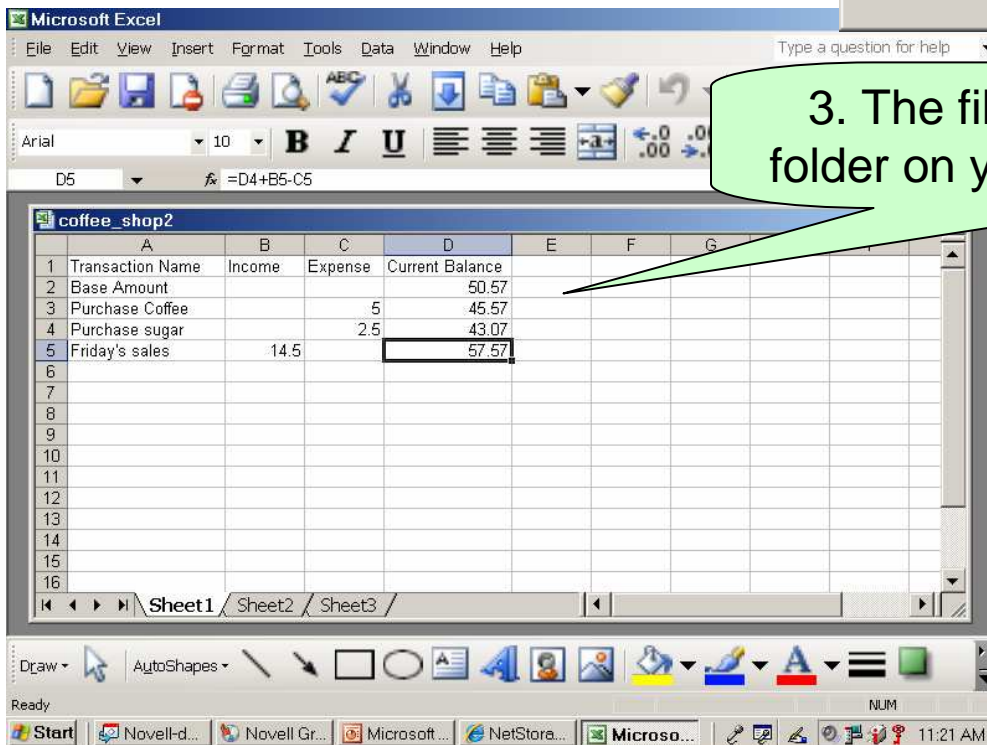
1. Next, click on Save and save it to a folder.



2. Then click Open.



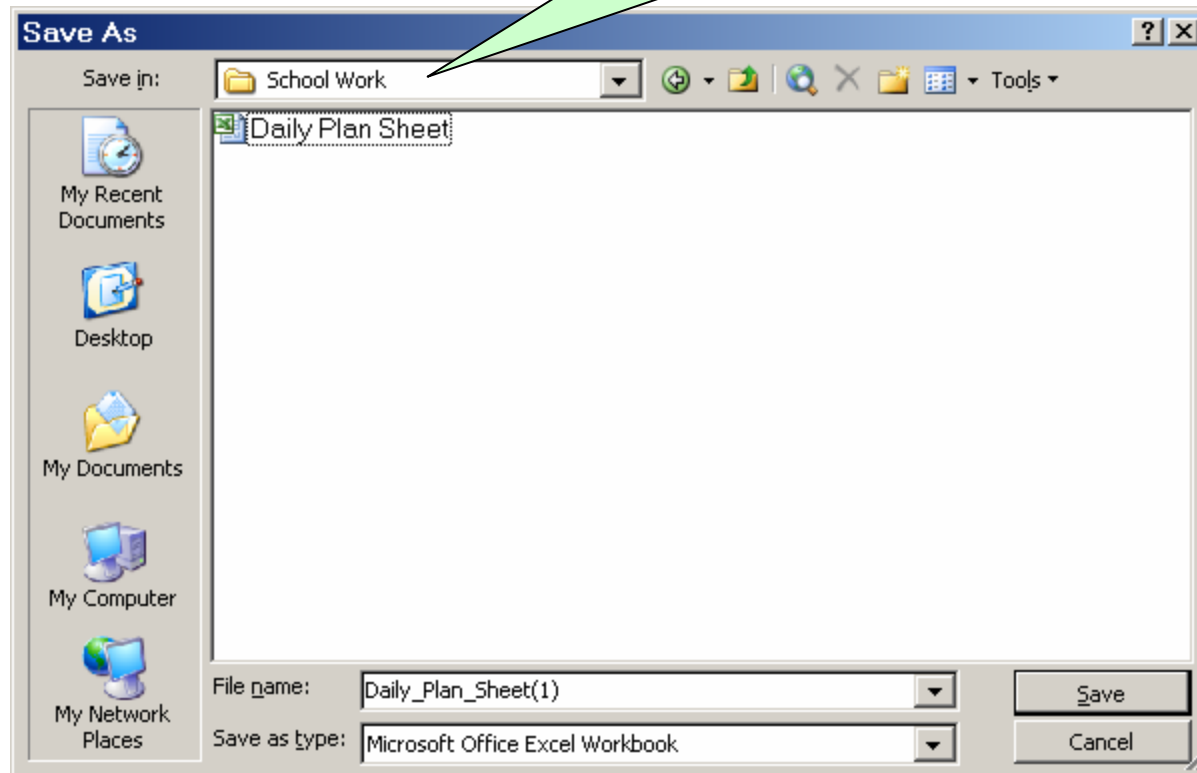
3. The file opens for you. Save it to a folder on your computer, then work on it.

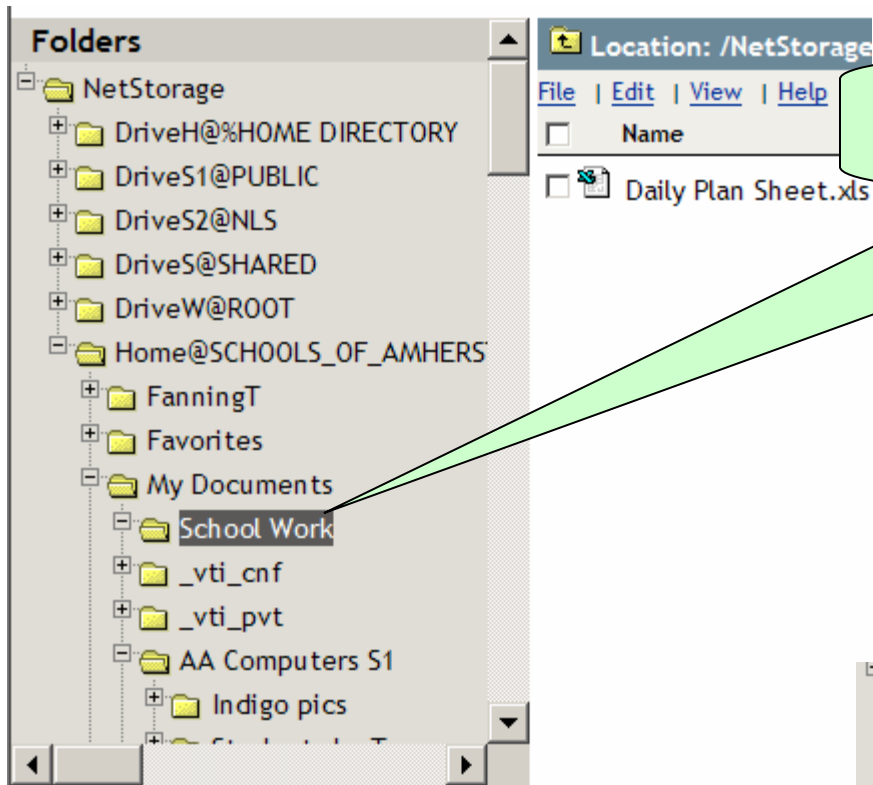


Note: Sometimes your Internet security software will block the download. Don't be put off. Set your security to allow downloads from this web site.

# How to upload a file to NetStorage.

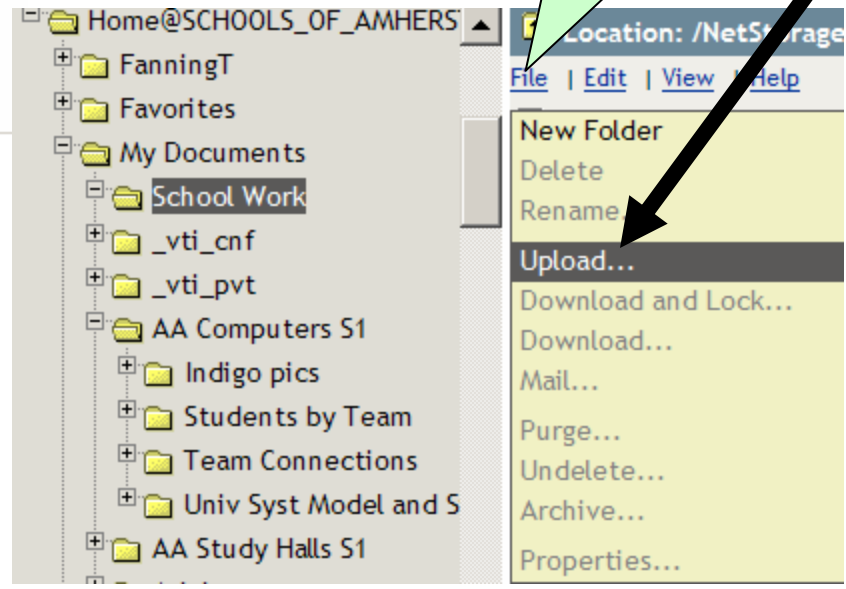
1. First, save the file to the folder on your computer.

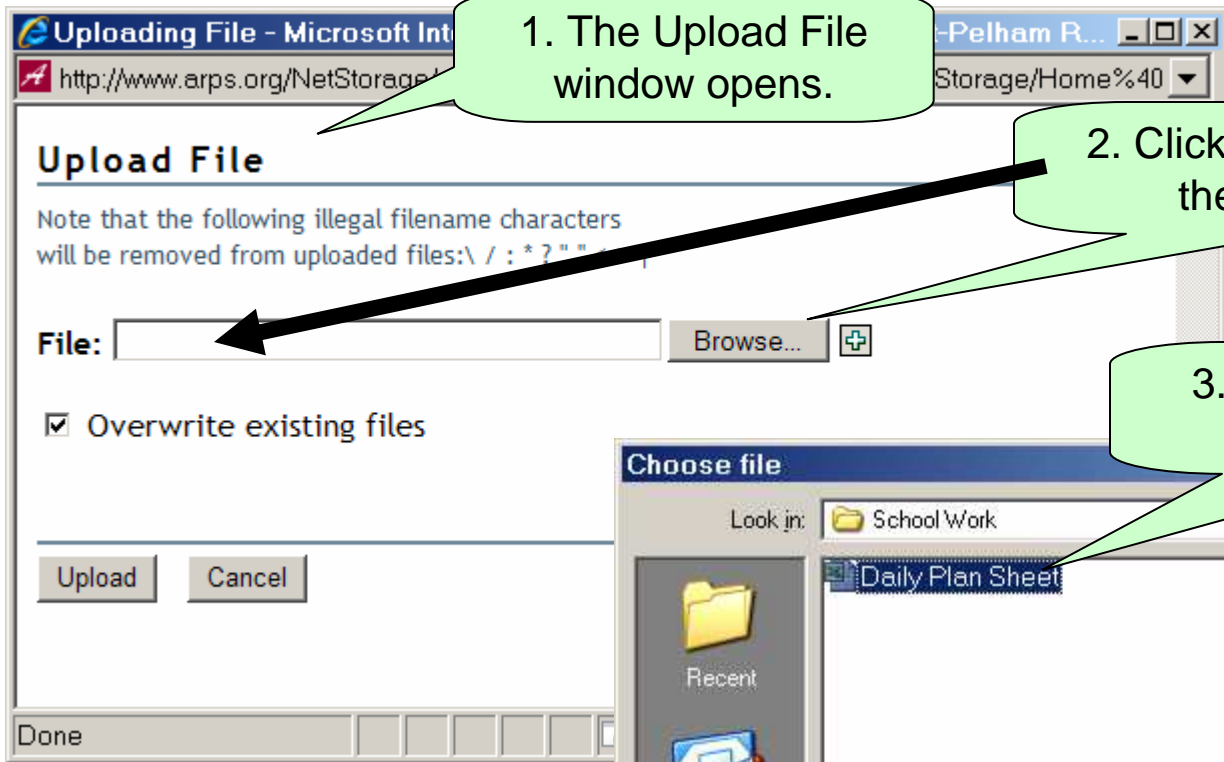




1. Then, click on the folder in NetStorage that you want to upload the file into.

2. Next, click File then Upload.

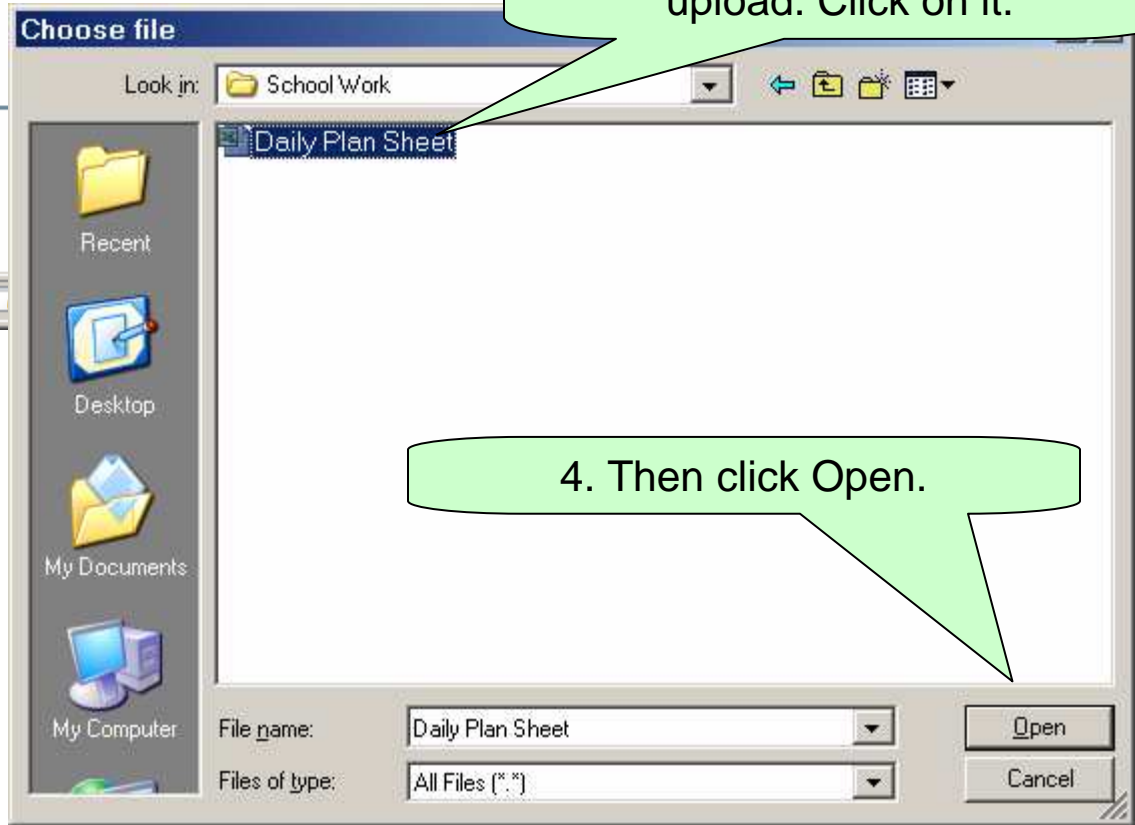




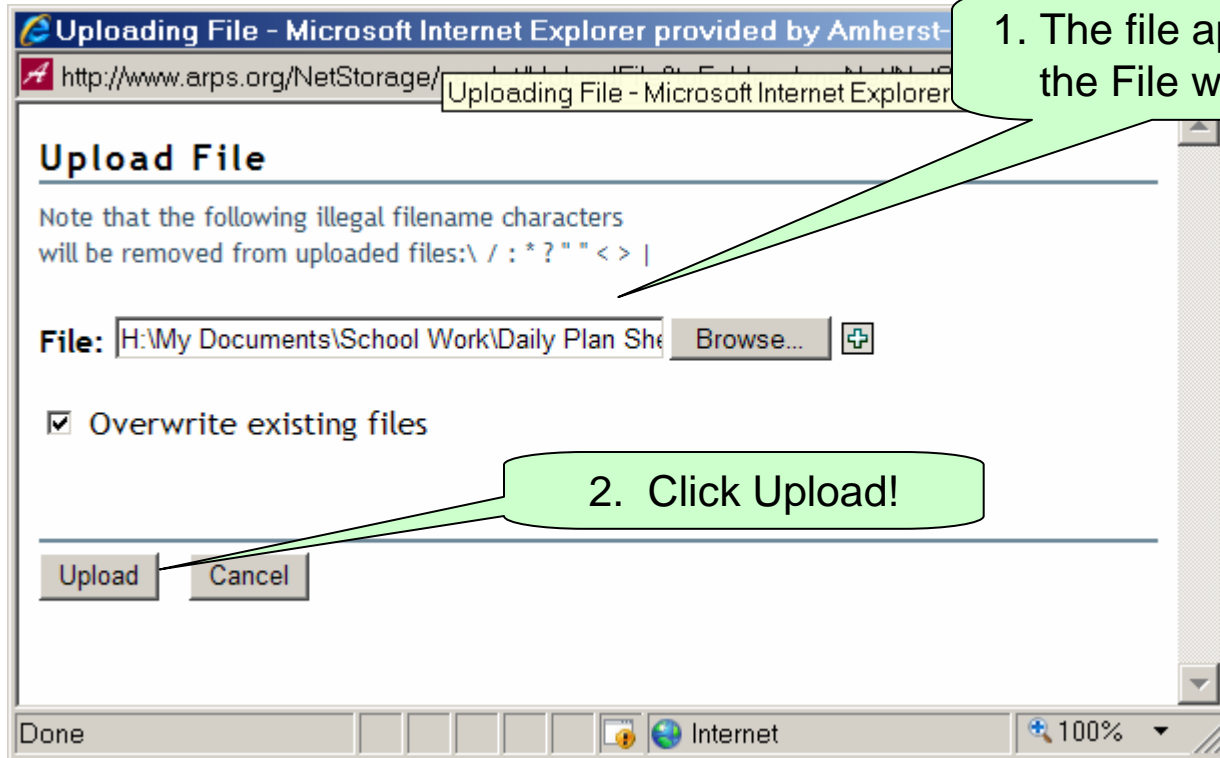
1. The Upload File window opens.

2. Click into the File window then click Browse.

3. Go to the file you want to upload. Click on it.

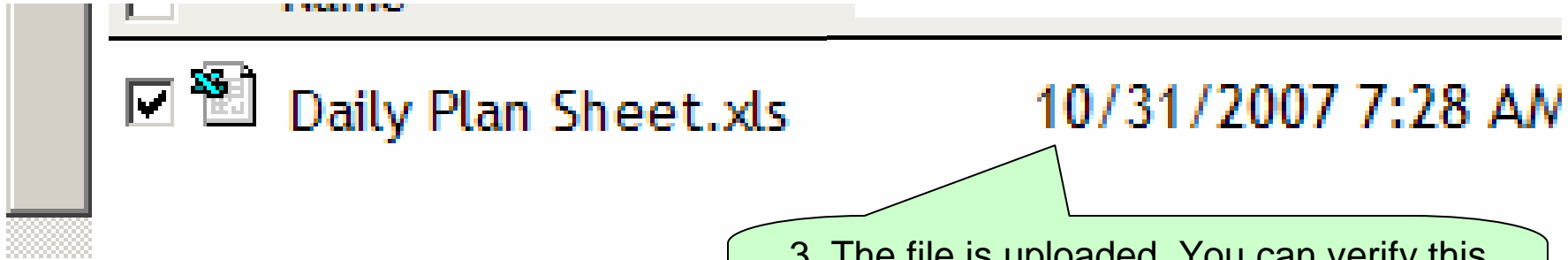


4. Then click Open.



1. The file appears in the File window.

2. Click Upload!



3. The file is uploaded. You can verify this by checking the date and exact time on the file extension.