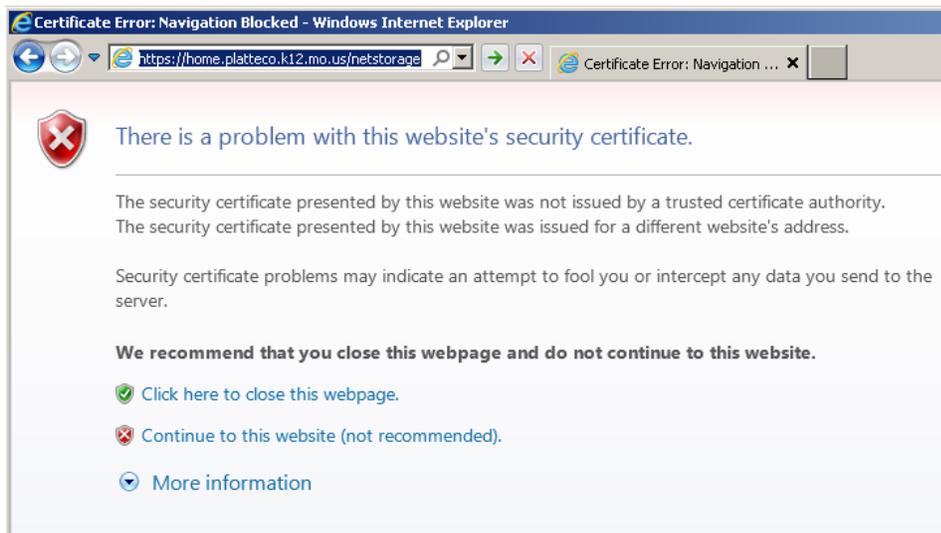


Using NetStorage

Using Netstorage is much like using any other website from which you download and upload files to. The important thing to remember is you cannot directly edit your files! You must first download the file(s) that you wish to work on to your hard drive at home. Then open the file (from your hard drive), make any changes you need then save (to your hard drive). Finally, to send it back to your H Drive at school, you must upload the file to NetStorage. We recommend reading the document “Optimizing your browser for NetStorage” prior to first use.

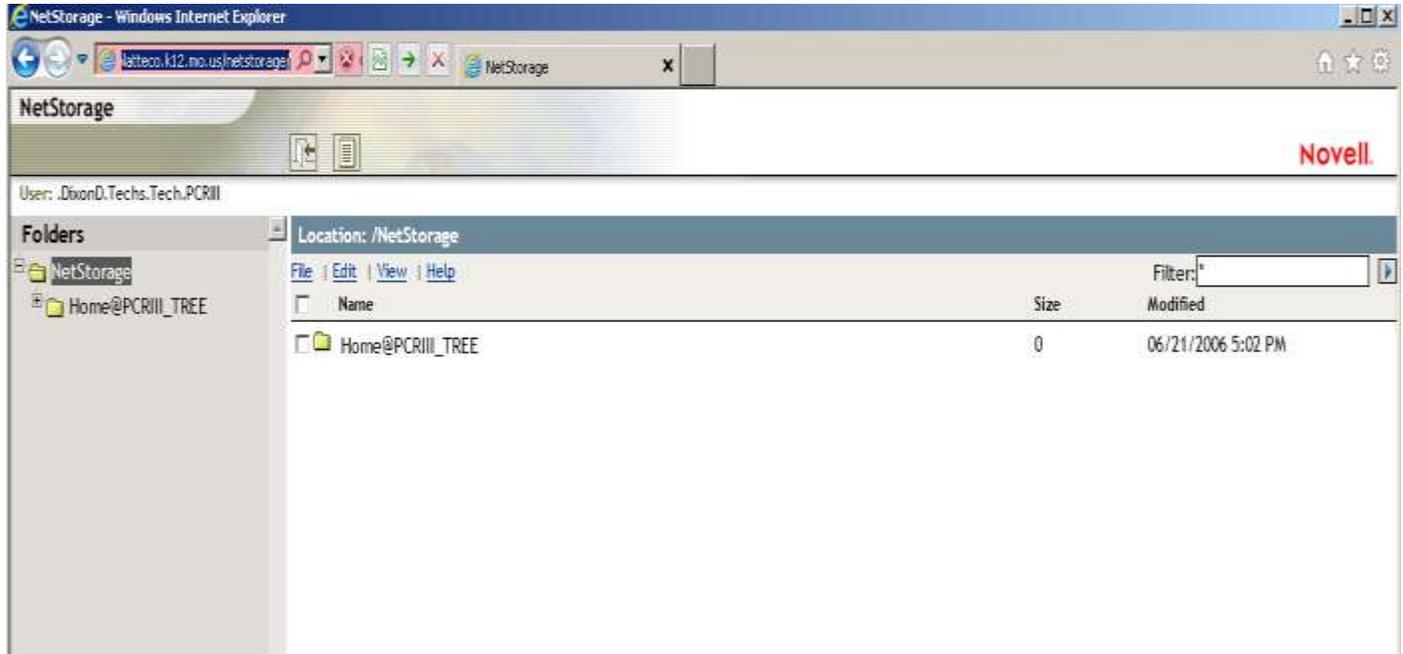
1. Open your web browser and go to <https://home.platteco.k12.mo.us/netstorage>. (You probably will want to add the site to your “Favorites” for future reference.) If you get a warning that there is a problem with this website’s security certificate select “Continue to this website (not recommended)”.



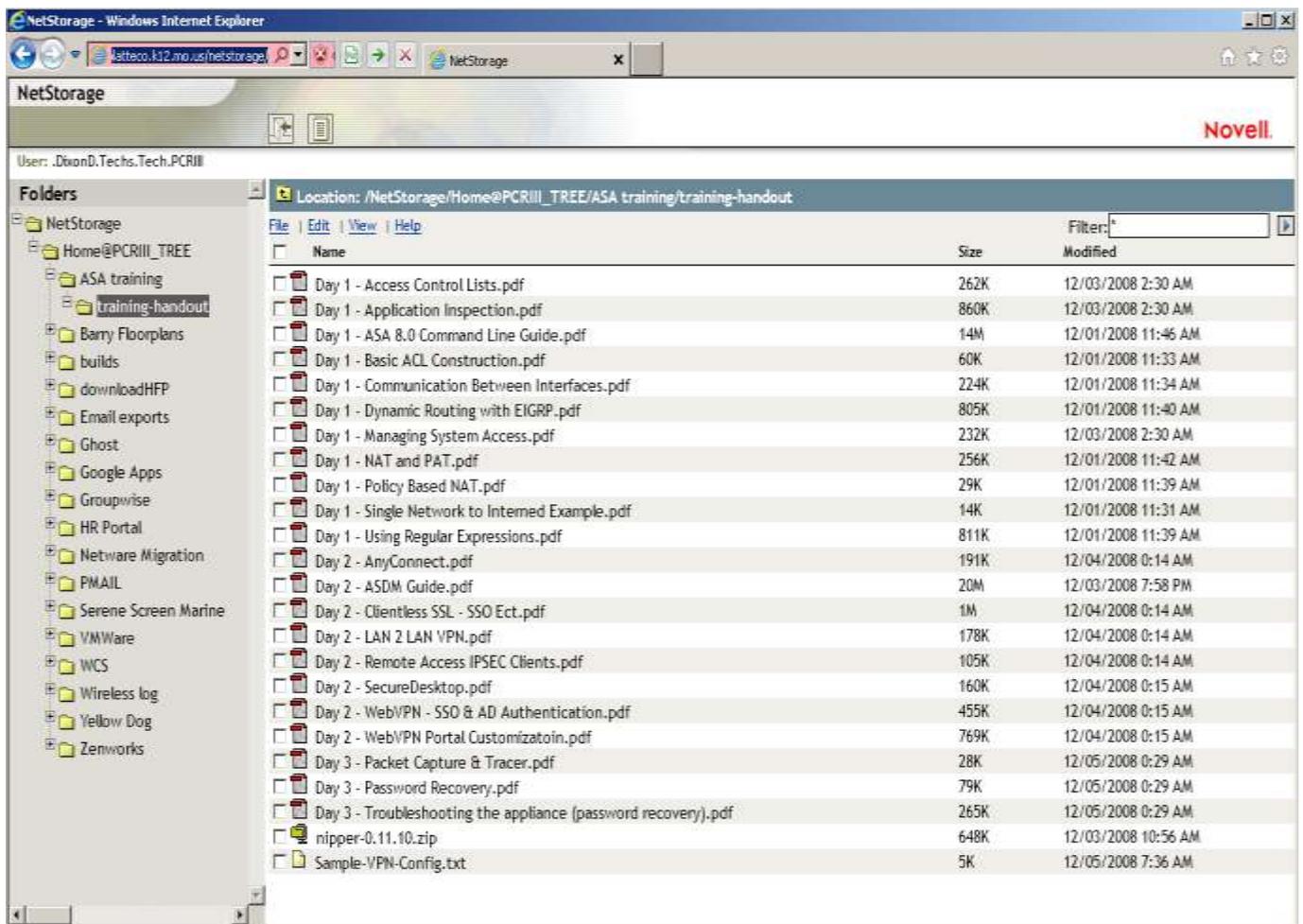
2. When the password box pops up enter the same username and password that you use at school. You may get a message that your browser has blocked a pop-up, please allow pop-ups for this site. *Depending on your browser the password box may look different than the one pictured.*



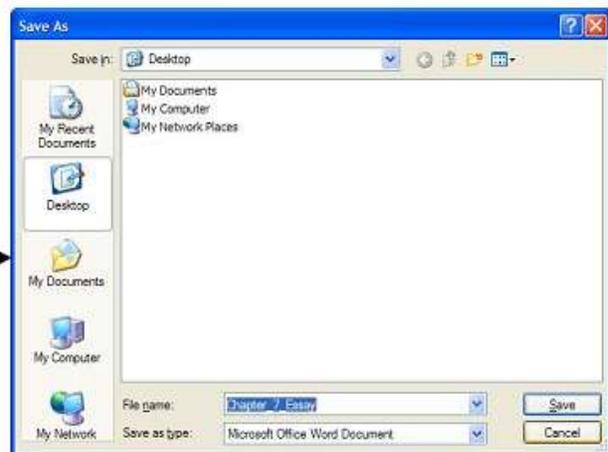
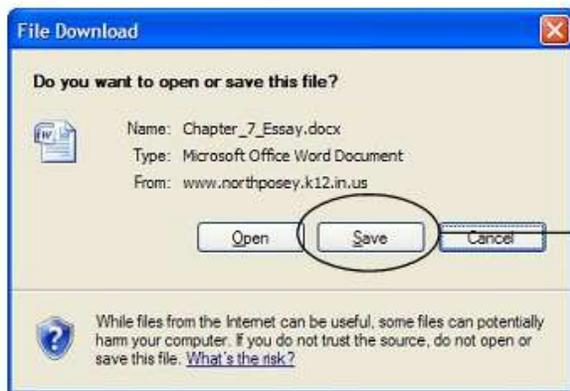
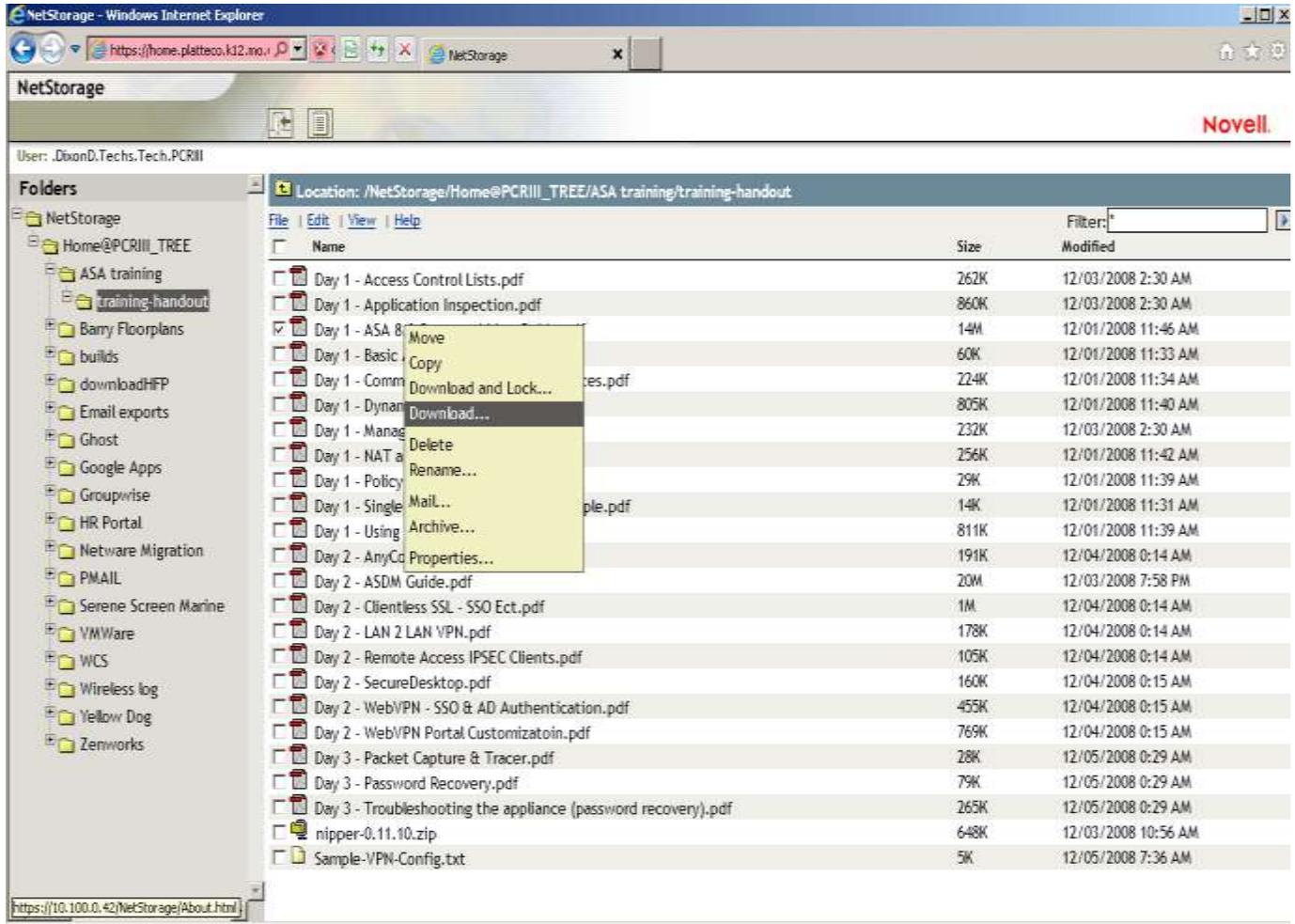
3. You will now be at the main NetStorage screen (displayed below). Click the Home@PCRIII_TREE link on the left. The contents of your H Drive appear on the right. NOTE: For NetStorage your H Drive is always referenced as “Home@PCRIII_TREE”.



4. To open folders within your home directory click on the + symbol next to the folder name.



- To download the file(s) to your computer: Right click on the file(s) you wish to download and choose the Download option from the menu. (To Download multiple files, check the boxes to the left of the files, then use the File Menu from the contents listing to get to download). Clicking Download will generate a File Download dialog box . Save the file to a location on your hard drive that is easy to access and that you will remember (such as the desktop). Once you have the file saved, you may open and work on it. ****IMPORTANT: Do NOT choose OPEN. Choosing Open will not allow you to directly save to the H Drive.****



6. When you are done working on your file save it and open the NetStorage browser window. Select the File Menu located in contents listing and choose Upload. When the Upload screen appears, browse to the file(s) you want to upload and choose the Upload button. The updated file(s) will be waiting for you at school when you return.

