

## Accessing Your sFiles (H drive)

Your H drive is your unique storage drive that you can access anywhere on campus and anywhere that has internet access.

### ON CAMPUS

When on campus, do not save or open your files using the internet!

To save a document to your H drive:

1. Click FILE > SAVE AS
2. Click MY COMPUTER
3. Double click your H drive (the one that includes your student ID number)
4. If you want to be able to open your document on any version of Word or with another word processing program, choose **.rtf** as the file type.

To open a file you have saved:

1. Go to MY COMPUTER
2. Select the H drive that includes your student ID number
3. Select the file you want to open

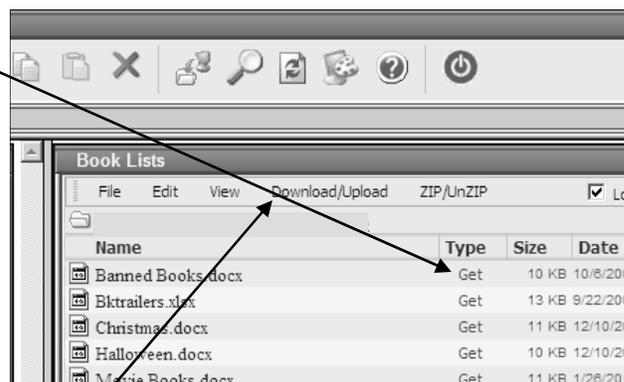
### OFF CAMPUS

To open a document you have saved:

1. Go to <http://sfiles.nisd.net>
2. Log in with the same username and password that you use to log into the computers on campus
3. Locate the document you want and click GET
4. Do NOT save your document by clicking the disk button. This will not work.

To save a document to your H drive:

1. Save your document to **your computer**
2. Close your document
3. Go to <http://sfiles.nisd.net> & login
4. Click DOWNLOAD/UPLOAD and choose UPLOAD
5. Browse to where you saved your document and then click UPLOAD. Your document should appear in your list.



## **SAVING TO THE TURNIN FOLDER**

If your teacher asks you to turn in a document to the TurnIn folder, follow these directions. This folder is shared with all users, so only save items you have been asked to turn in here.

1. Save your document to your H drive (with your student ID number in it).
2. Close your document.
3. Open MY COMPUTER.
4. Click on your H drive (where you just saved the document).
5. Locate your document, click on it, and when it is highlighted, RIGHT CLICK on the mouse and select COPY.
6. Click on MY COMPUTER.
7. Click on the S drive (sFiles).
8. Open the TurnIn folder.
9. Select the department folder for your teacher.
10. Select your teacher's folder. Right click and select PASTE. PASTE a copy of your document to the correct folder.