

## Remote Access to Files

NOTE: This is to be used **off-site only**. You must have the appropriate program on the computer in order to open the files. For example, if you are trying to open a Word file, you must have Microsoft Word installed on your home computer.

1. Open the district's home page and navigate to your school's page. Click on Staff and then click once on Remote Access. Alternatively, open your browser and type in:  
<http://netstorage.esd20.org>
2. Type in your Novell user name (the same name you type in to login at work) Example: mine would be jneilon
3. For password, type in your current password that you use to log into the network at school.
4. To work with a file, select it by double-clicking on it or by selecting File from the menu bar and Download for Editing
5. When the download is complete, click Open to work on the file
6. When you are finished working on the file, save your changes and close the file.
7. To return the changed file to your Home Files on the district's network, click on File and then Upload. Click the browse button and locate the file, and then click Upload or Finished.
8. Be sure to log out using the icon that has a door with an arrow. It is located at the top of the page. If you do not log out, your personal files are still open on the Internet.
9. Close your browser.

The last two steps are very important for the security of your files.