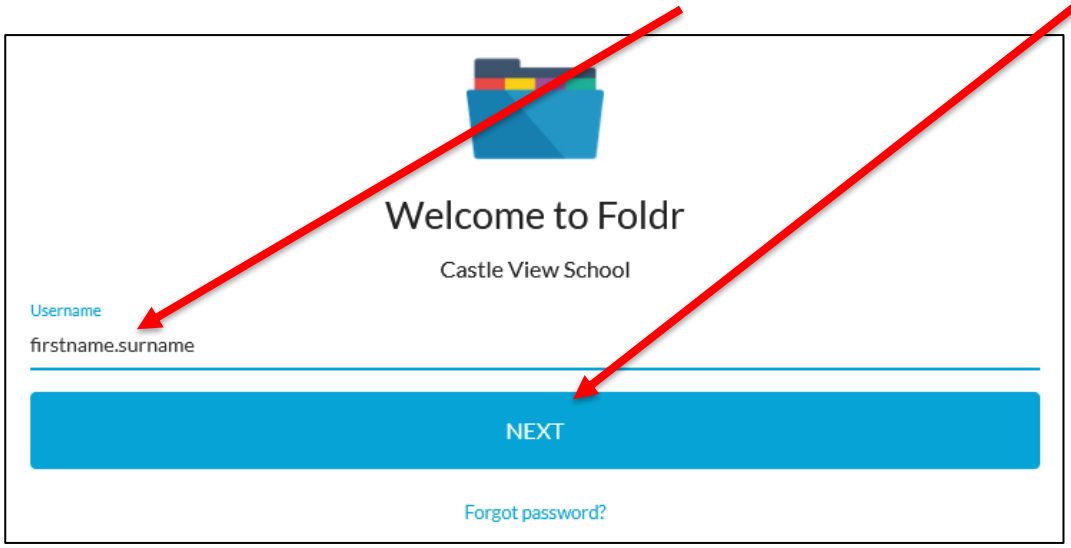
Castle View School
Pursue Excellence | Be The Best

Castle View School
Foksville Road
Canvey Island
Essex
SS8 7FH

Foldr User Guide – Accessing Files And Drives – Home Use

1)
Open your web browser and navigate to the following URL:-
https://foldr.castleviewschool.co.uk/

2)
Type your normal username. For example, "**joe.bloggs**" and then press "**NEXT**".



3)
Type your normal "**password**" and then press "**SIGN IN**".

Headteacher: Steve Durkin, BA (Hons), MTL, NPQH **Tel:** 01268 696811 **Fax:** 01268 511585
E-mail: admin@castleview.essex.sch.uk **Web:** www.castleview.essex.sch.uk

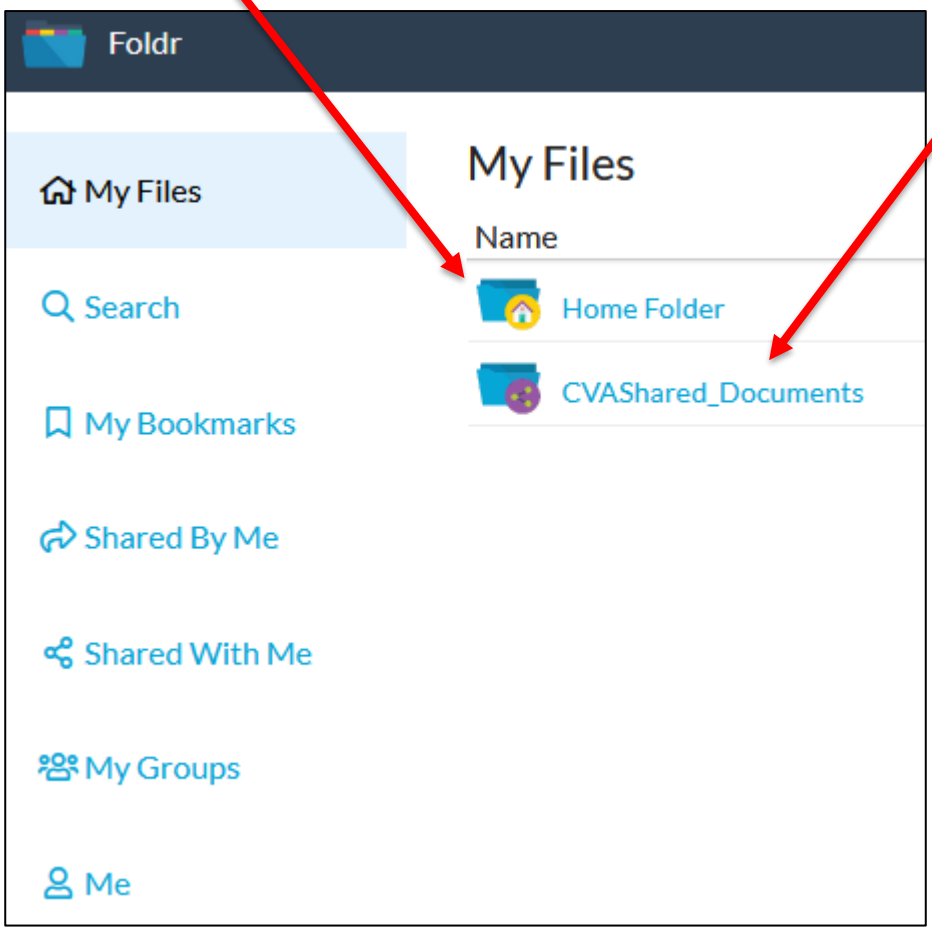
ZENITH MULTI ACADEMY TRUST

Castle View School is a charitable company by guarantee and registered in England and Wales with company no: 09146848.
Castle View School is working in partnership with the Zenith Multi Academy Trust

Castle View School
Pursue Excellence | Be The Best

Castle View School
Foksville Road
Canvey Island
Essex
SS8 7FH

4)
After logging on, you should see a list of directories underneath the main My Files header. "**Home Folder**" is your personal user area. Other folders are shared drives.



5)
Click on "**Home Folder**" to open up your user area remotely (saved at school).

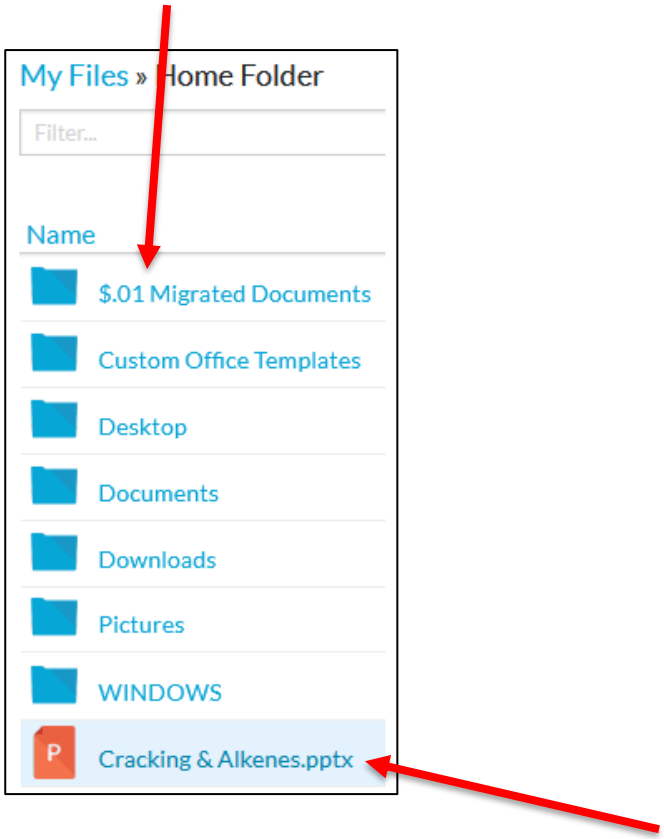
Castle View School is a charitable company by guarantee and registered in England and Wales with company no: 09146848.
Castle View School is working in partnership with the Zenith Multi Academy Trust

Castle View School
Pursue Excellence | Be The Best

Castle View School
Foksville Road
Canvey Island
Essex
SS8 7FH

6)

Most of your documents prior to September 2020 are likely still stored inside the "**$.01 Migrated Documents**" folder as before. This does not apply to Year 7 students.



More recent folders will be shown as well. Files will be shown underneath the folders. Files such as Word, Excel and PowerPoint will also have a coloured icon next to them.

7)

To open and edit a live Microsoft Office file, simply click on it and then press the blue button called "**Edit with Microsoft Office**" within the file information message box.

Non editable files such as PDF will have a blue "**View**" button instead.

The other blue "**Download**" button only saves a file on to your computer and does not open it automatically. This button is also the only option available if the file type is not recognised by Foldr.

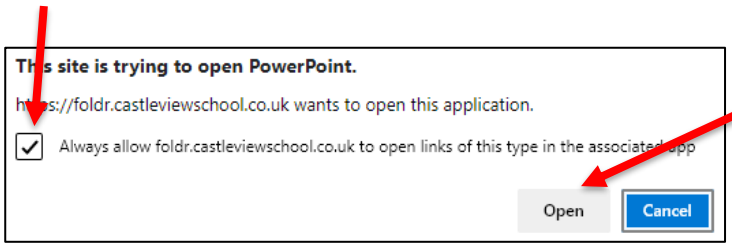
Castle View School is a charitable company by guarantee and registered in England and Wales with company no: 09146848.
Castle View School is working in partnership with the Zenith Multi Academy Trust

Castle View School
Pursue Excellence | Be The Best

Castle View School
Foksville Road
Canvey Island
Essex
SS8 7FH

8)

"**Tick**" the box on the confirmation message and then press the "**Open**" button.



The requested file will now open up. The Foldr system confirms this via a web address.

If nothing occurs, you might need to install Office on to your home computer.
This can be done by logging on to https://www.office.com and then pressing the "**Install Office**" button at the top right. Further instructions are provided from there.

9)

Towards the top of the file and just underneath the main Office ribbon interface, press the "**Enable Editing**" button within the yellow PROTECTED VIEW message bar.

Make changes to your document as required.
Press the "**Save**" button at the top left when ready. The document saves at school.

Press the "**X**" button at the top right when you are ready to close the document.

Headteacher: Steve Durkin, BA (Hons), MTL, NPQH **Tel:** 01268 696811 **Fax:** 01268 511585
E-mail: admin@castleview.essex.sch.uk **Web:** www.castleview.essex.sch.uk

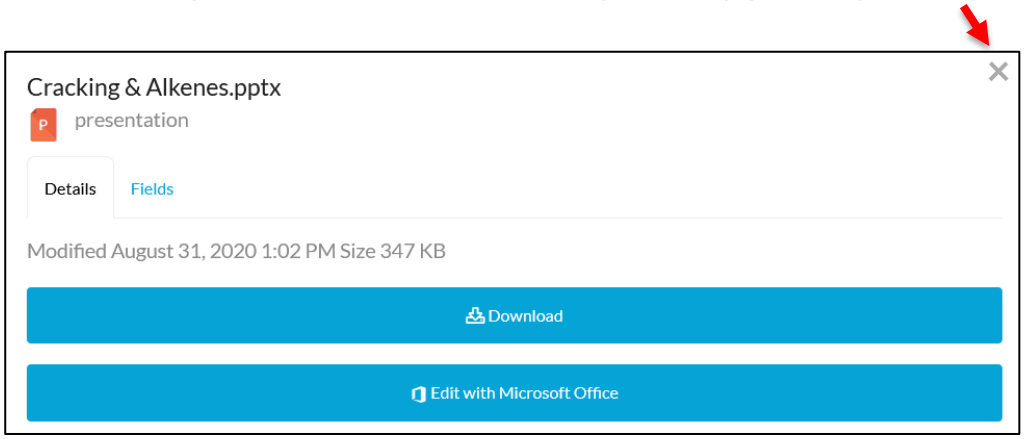
ZENITH MULTI ACADEMY TRUST

Castle View School is a charitable company by guarantee and registered in England and Wales with company no: 09146848.
Castle View School is working in partnership with the Zenith Multi Academy Trust

Castle View School
Foksville Road
Canvey Island
Essex
SS8 7FH

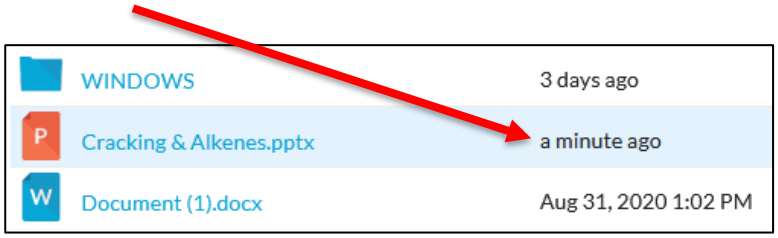
10)

Close the original file information message box by pressing the "X" button.



11)

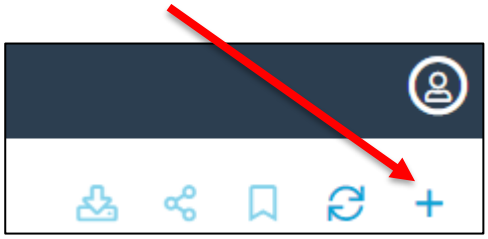
The "**date/time stamp**" will now update on the file properties (underneath Modified).



12)

To create new files or folders directly within Foldr, first make sure that you have navigated to the folder that you wish to save into.

Press the "+" symbol near the top right corner of the screen (underneath white avatar).



Castle View School is a charitable company by guarantee and registered in England and Wales with company no: 09146848.
Castle View School is working in partnership with the Zenith Multi Academy Trust

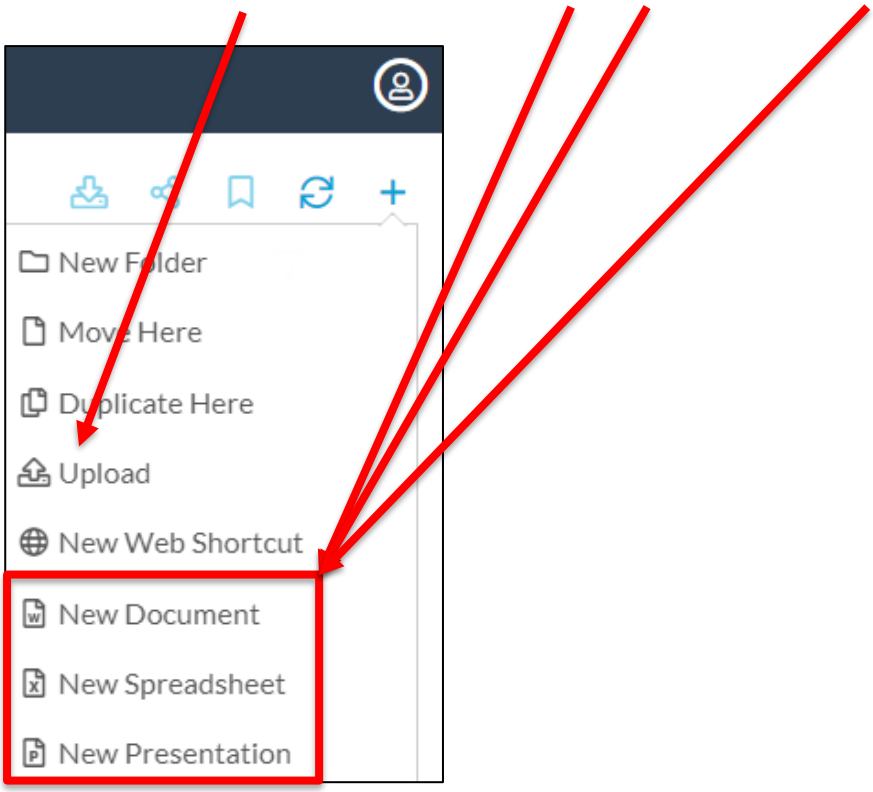
Castle View School
Pursue Excellence | Be The Best

Castle View School
Foksville Road
Canvey Island
Essex
SS8 7FH

13)

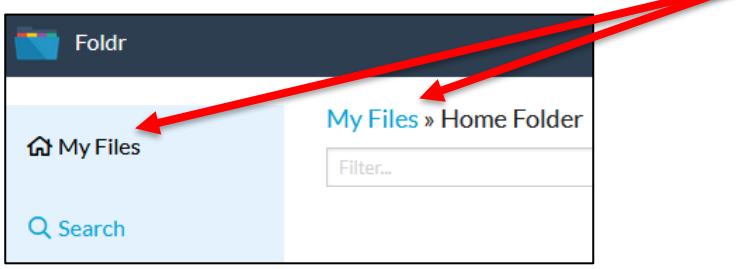
A drop down menu appears after previously pressing the "+" symbol.

Files can be uploaded here or new Word, Excel and PowerPoint files can be created.



14)

To go back to the Foldr home screen, click on "**My Files**".



To sign out, click on the "**white avatar**" icon at the top right and then press "**Sign Out**".

This concludes how to access files and drives within Foldr at home (web browser).

Castle View School is a charitable company by guarantee and registered in England and Wales with company no: 09146848.
Castle View School is working in partnership with the Zenith Multi Academy Trust