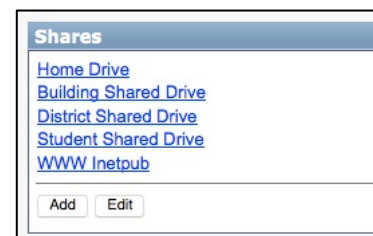
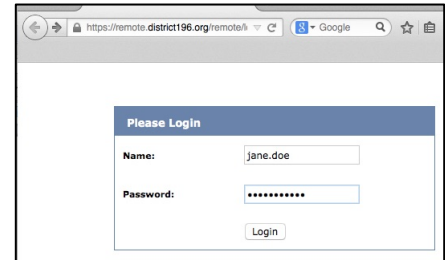


Remote Access to District 196 Files

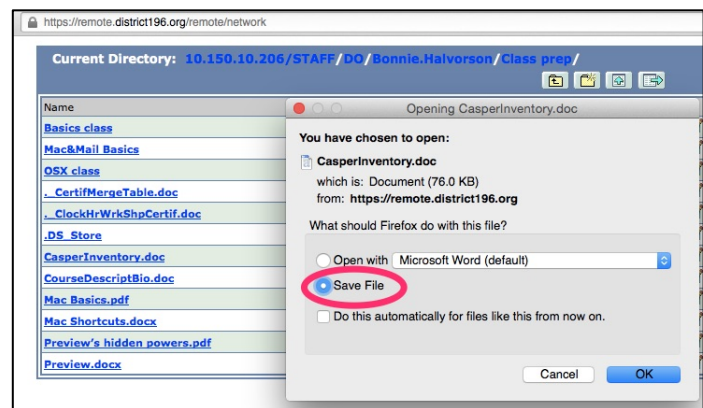
Logging On

1. In a web browser go to <https://remote.district196.org>. Be sure to use the https prefix.
2. At the login screen enter your network username and password (same as district email username and password), click the **Login** button
3. After login you will see the shares you have access to. The Home Drive is where your personal folder is located. You will also see your building shared and district shared volumes and any other volume you have access to. Click on the share you would like to access.



Working on a File from the Server

1. To work on a file, click on the file and select the option to save a copy locally to your computer. The file will go into your downloads folder. If you open the file the file will first be downloaded to your downloads folder.
2. Work on the file that has been downloaded to your computer's hard drive. Save the changes as you make them.



Saving a File Back to the Server

1. Once you are finished editing/creating a file you must first save a copy to your local computer.
2. You may need to log back into the <https://remote.district196.org> website.
3. Once you have navigated to the location the file should be saved back to, click on the upload icon. This icon is the one with the green up arrow.
4. Click on the **Browse** button to locate the file on the computer's hard drive, then click **OK**.
5. Before quitting the web browser be sure to Log out (upper right) of the SSL VPN Service.

