



Remote Network Access **for Spring Lake Park School District staff** **using NetStorage**

<http://net.district16.org/NetStorage/>

Accessing the site

1. Access the NetStorage site from the link on the district website or by entering it manually- <http://net.district16.org/NetStorage/>.
2. Login using the same username and password that you use on district PC's.
3. The folders in the left pane will show similar drives that you see in "My Computer" on your district PC. You should see a building share, district share, and your home folder.
4. Many actions can now be performed on the files and folders. Refer to the help menu to get started. Some of the basic operations of this service are outlined below.

Download files for editing.

1. Browse to the file.
2. Select the file or files by checking the box next to them.
3. Click Download from the File menu and store them on your local PC.
4. The files are now available for editing if your local PC has the appropriate software. For example if you are editing a Word document you will need Microsoft Word on your home PC.
5. When the edits are complete do not forget to upload the files.

Uploading files

1. Browse to the folder you would like to upload the files to.
2. Select Upload from the file menu.
3. Browse to the file or files you would like to upload and add them to the upload list.
4. When you have all of the files listed that you would like to upload select upload.

As always please do not hesitate to contact the TechHelpDesk with any questions regarding this or any other service we provided by the Technology Services Department of the Spring Lake Park School District.

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