## Using the District's Web File Manager to access your H:\\ Drive files from Home.

Open Internet Explorer, Chrome or other browser, and type the web address https://files.klschools.org on the URL. You'll get the Windows Security log-in screen to the right.

Log in using your District network username (firstinitiallastname), enter your password, and click OK. You'll see the screen below.

Click the folder and/or subfolder containing the file you want to download, select the file, click **Download**, and follow the screen prompts to save it to your computer or drive to work on it.
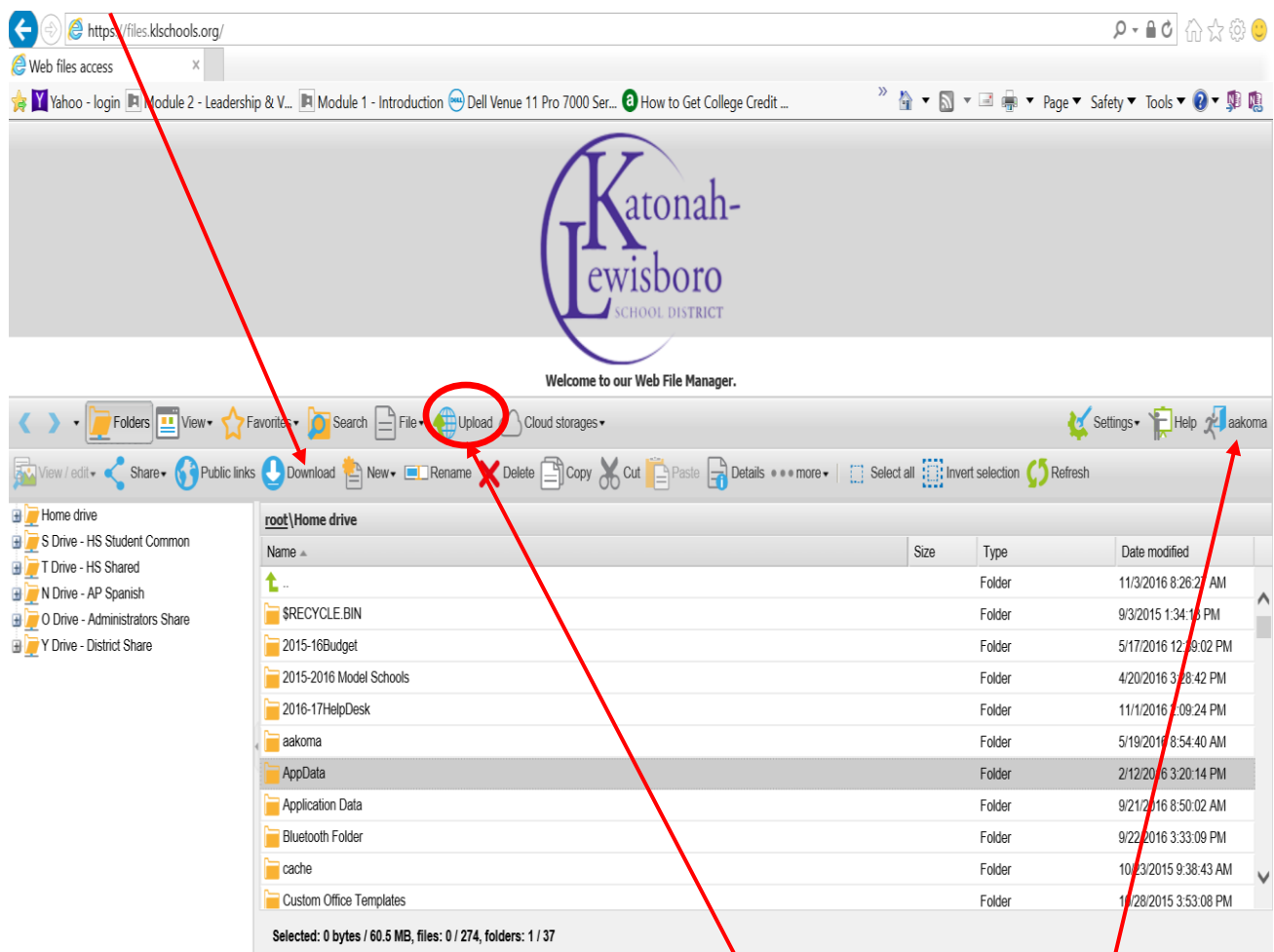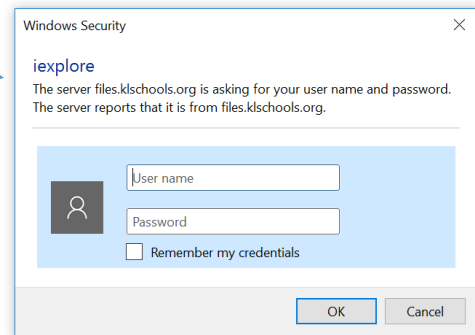
If you want to upload a file you worked on at home, click the **Upload** button and browse to the file to be uploaded, select it, and follow the prompts. When you're done downloading or uploading, **Log Off** by clicking your username on the upper right hand side, and click the Log Off option that will appear.

This is not OneDrive (our Microsoft Office 365 Cloud) and will not allow you to edit while online or to collaborate on the same document with colleagues as you've become accustomed through OneDrive. It is just a file managing system to access your Home (H:\) drive or any other shared server-based drives.