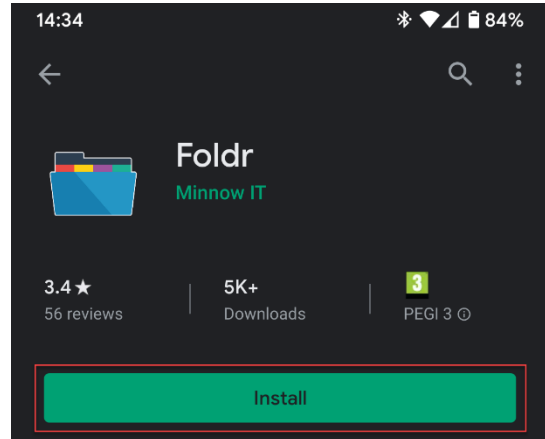


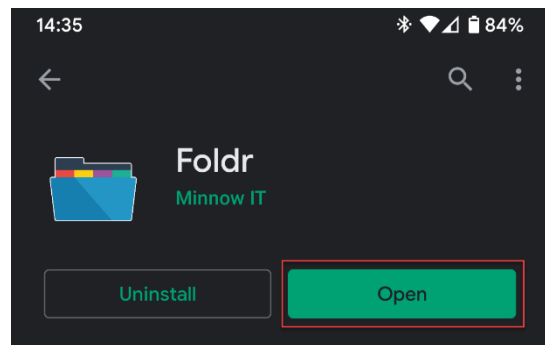
These instructions describe how to use the college’s “Foldr” system to access your U: drive from your own personal Android phone or Android tablet.

First-Time Setup of Foldr

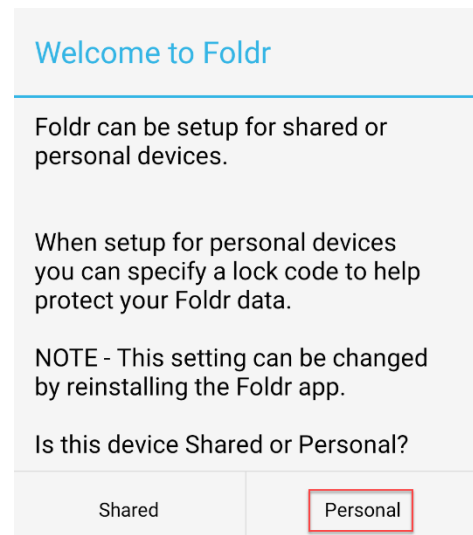
1. Open the Google Play store on your device and search for Foldr.
2. On the Foldr app page, tap the “Install” button to install the Foldr app.



3. Tap the “Open” button to open the newly installed Foldr app.



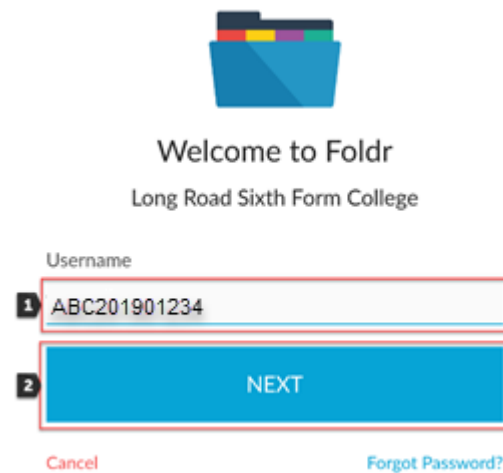
4. When prompted, choose “Personal” as it is your own personal device.



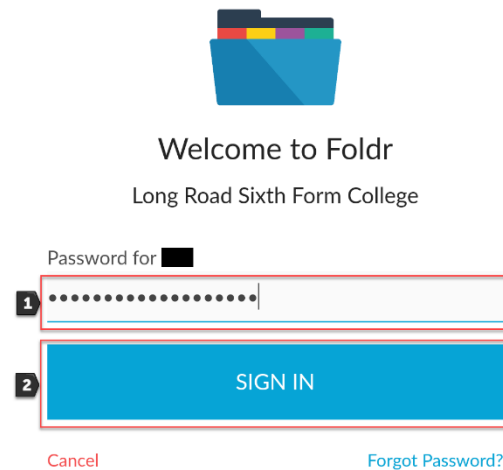
5. Type `foldr.longroad.ac.uk` in the “Foldr Address” box and tap “Continue”.



6. Type your college username in the “Username” box and tap “Next”.



7. Type your college password in the “Password” box and tap “Sign In”.



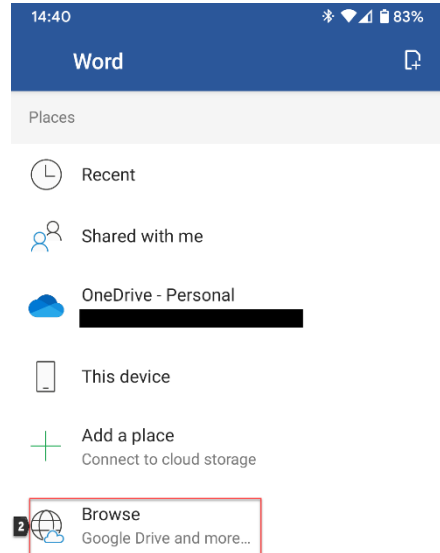
8. Once you’re signed in, you can then see your U: drive and your college OneDrive all in one place.



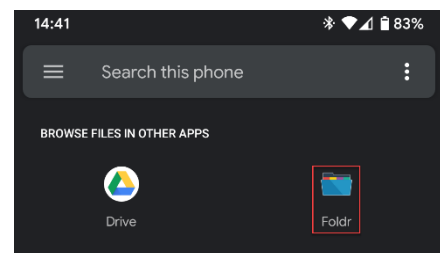
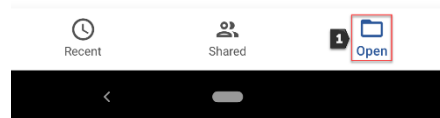
Editing Files

To edit files from your U: drive on your device, you'll need to make sure you have the appropriate app installed, for example Microsoft Word.

1. Open the Microsoft Word app on your device and tap "Open".
2. Tap "Browse Google Drive and more..."



3. From "Browse files in other apps" tap "Foldr".



4. You can then see your U: drive. Tap on the appropriate location to find the file you want to edit.
5. Edit your file. By default, Microsoft Word on Android devices is set to save changes automatically.

