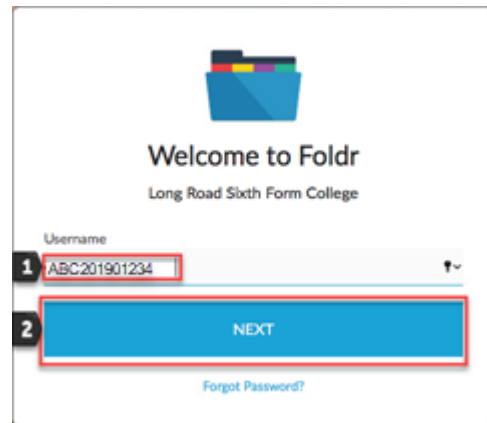


These instructions describe how to use the college’s “Foldr” system to access your U: drive from your own personal Windows PC, Windows laptop or Windows tablet.

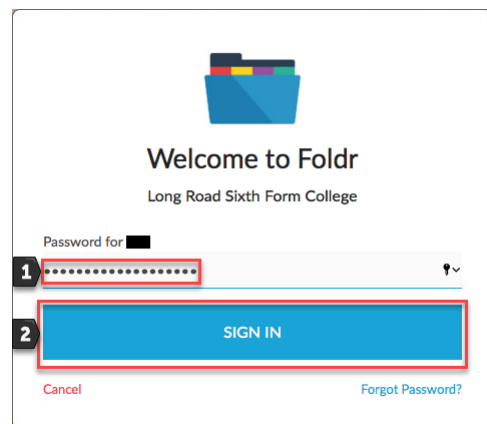
NOTE: Your computer will need to restart during the first-time setup process, so you may wish to view these instructions on another device or print them out.

First-Time Setup of Foldr

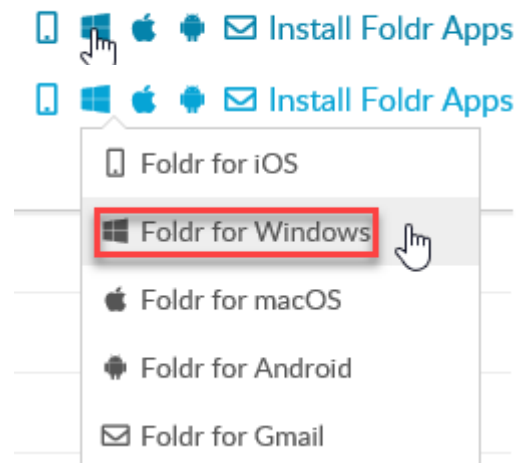
1. Open a web browser on your device and go to <https://foldr.longroad.ac.uk>.
2. Type your college username in the “Username” box and click “Next”.



3. Type your college password in the “Password” box and click “Sign In”.



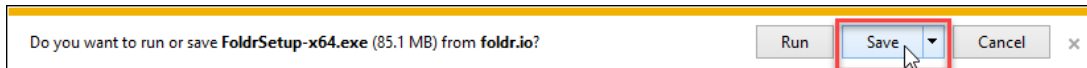
4. Click on the “Install Foldr Apps” link at the top of the screen.
5. Click on “Foldr for Windows”. You will be redirected to the Foldr download page for Windows.



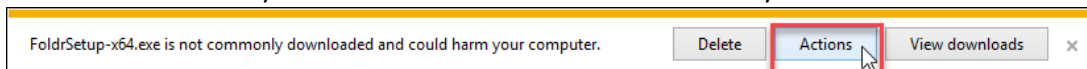
6. Click on “Get Foldr for Windows (x64)”.



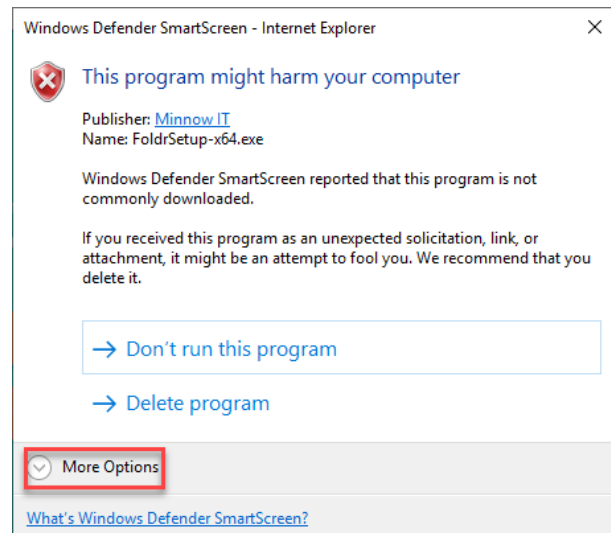
7. Click “Save” when asked what you want to do with the downloaded file.



8. Click “Actions” when you are warned that Foldr is not commonly downloaded.

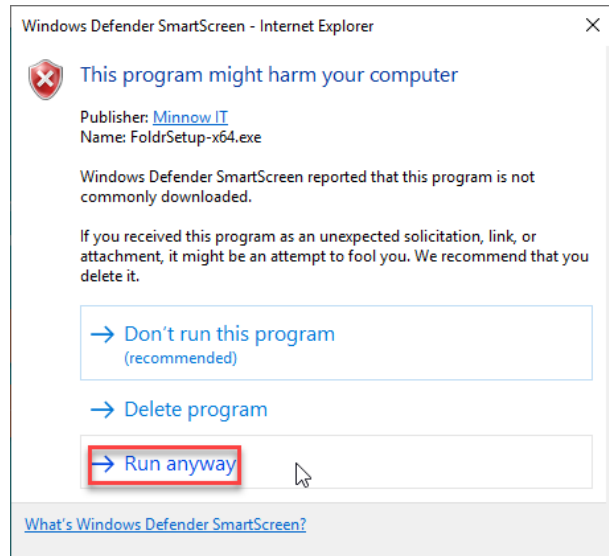


9. Click “More Options”.

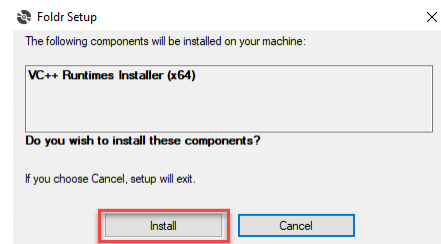


Student Remote File Access – Microsoft Windows

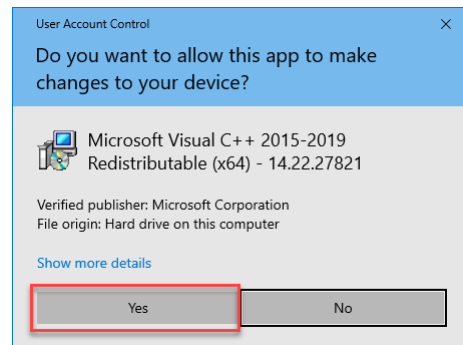
10. Click “Run anyway”.



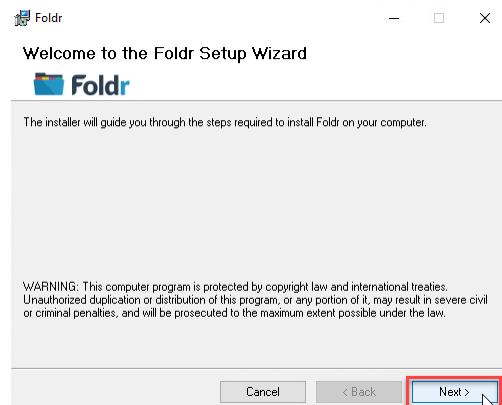
11. Click “Install”.



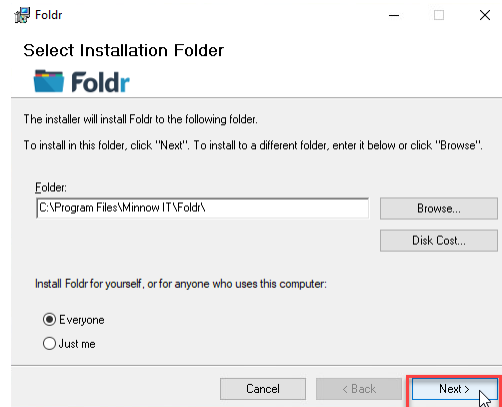
12. In the “User Account Control” dialog box click “Yes”.



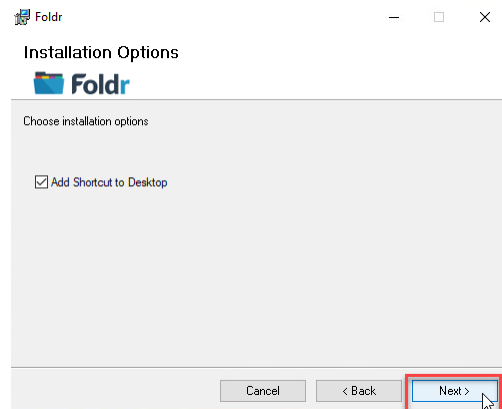
13. Click “Next”.



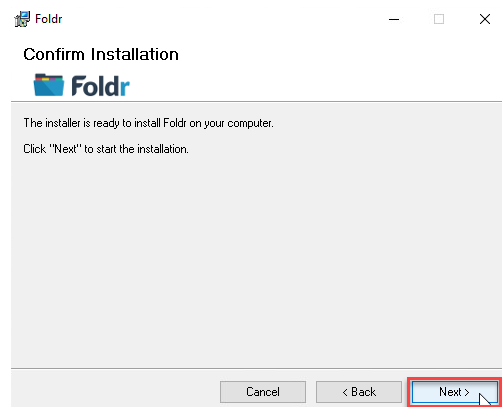
14. Click “Next”.



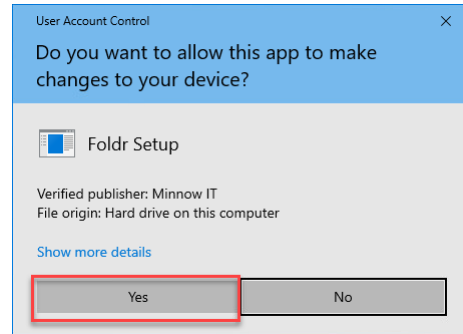
15. Click “Next”.



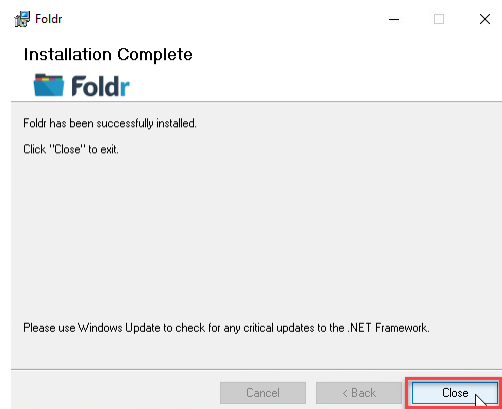
16. Click “Next”.



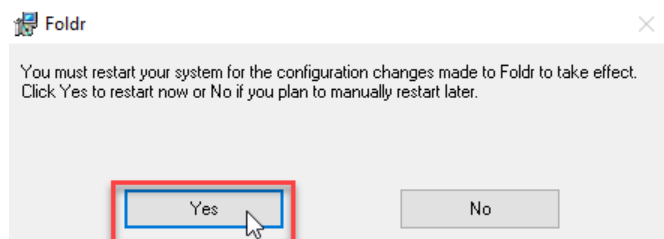
17. In the “User Account Control” dialog box click “Yes”.



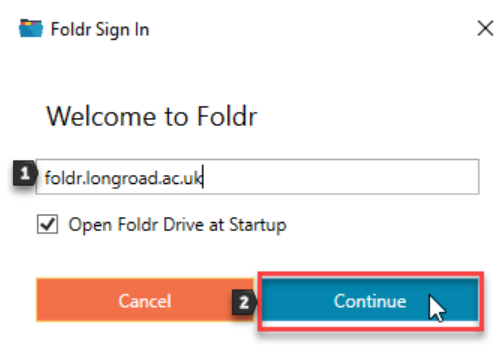
18. Click “Close”.



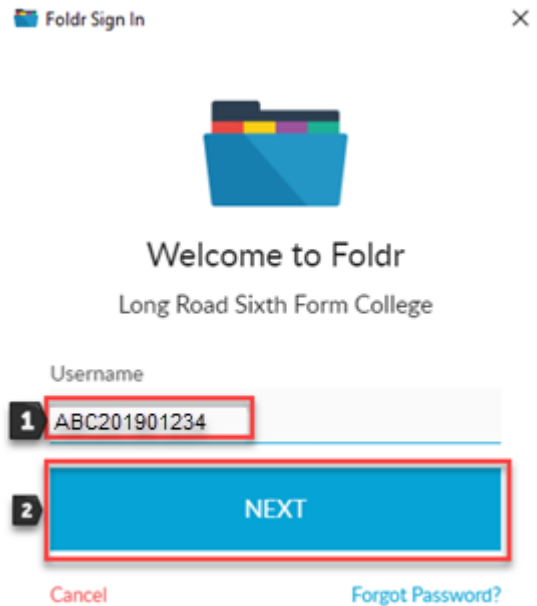
19. Click “Yes”. Your computer will restart.



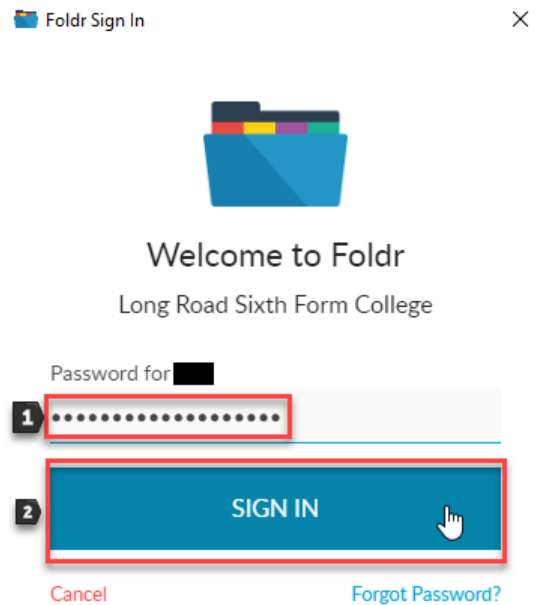
20. Log back in to your computer after it has restarted. The “Foldr Sign In” dialog box appears. Type foldr.longroad.ac.uk in the “Foldr Address” box and click “Continue”.



21. Type your college username and click “Next”.

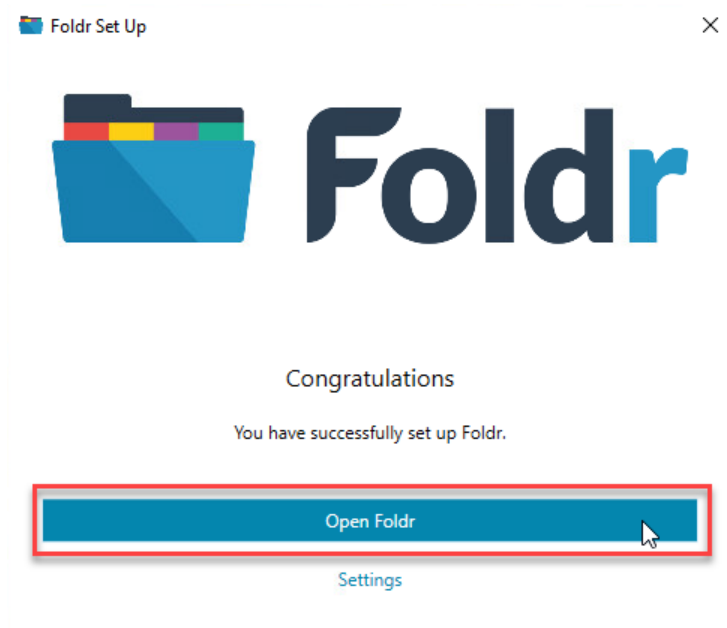


22. Type your college password and click “Sign In”.

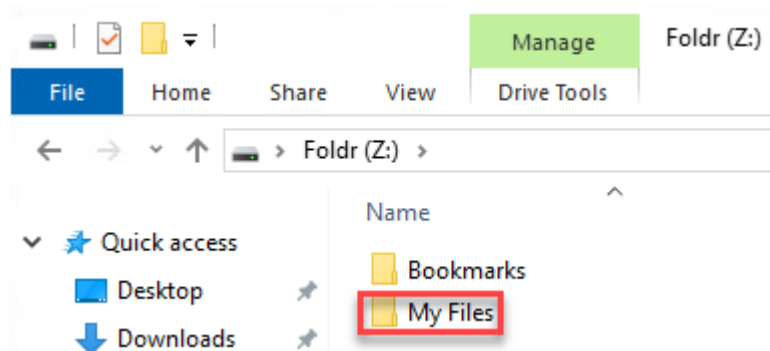


Student Remote File Access – Microsoft Windows

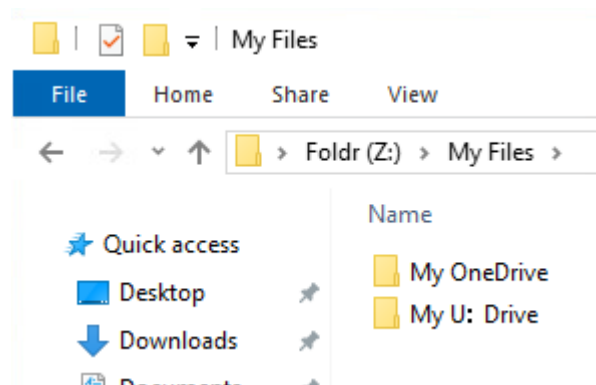
23. Click “Open Foldr”.



24. Foldr appears in File Explorer like a hard drive on drive Z. In the Foldr window, double-click “My Files”.



25. You can then see your U: drive and your college OneDrive all in one place.



Editing Files

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

You can use File Explorer to go to your new Z: drive, find your file and double-click it to open it just as you would a file on a hard drive.

The latest version of Microsoft Word for Windows can only autosave when using OneDrive, not when using Foldr. To save your changes to documents in your college U: drive, you **must** use the Save button.

