

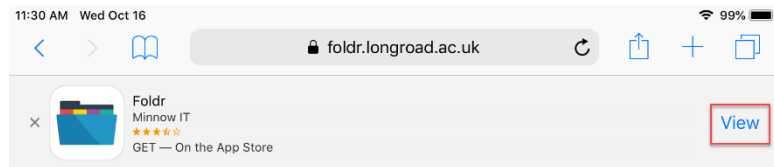
Student Remote File Access – Apple iPhones and iPads

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

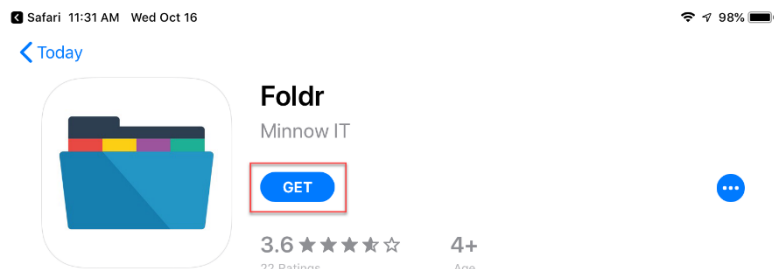
First-Time Setup of Foldr

1. Open a web browser on your device and go to <https://foldr.longroad.ac.uk>.

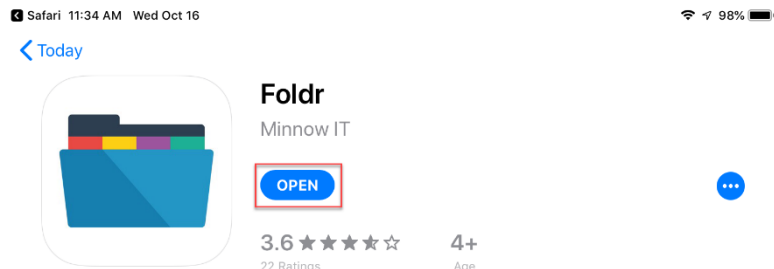
2. At the top of the page, tap the “View” link to go to the Foldr app in the App Store.



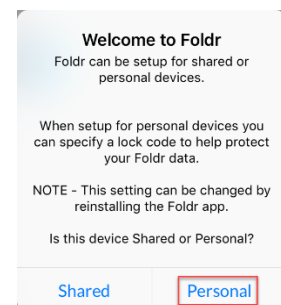
3. In the App Store, on the Foldr app page, tap the “Get” button to install the Foldr app.



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



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

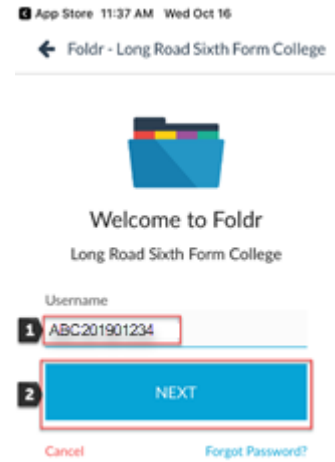


6. Type foldr.longroad.ac.uk in the “Foldr Address” box and tap “Continue”.

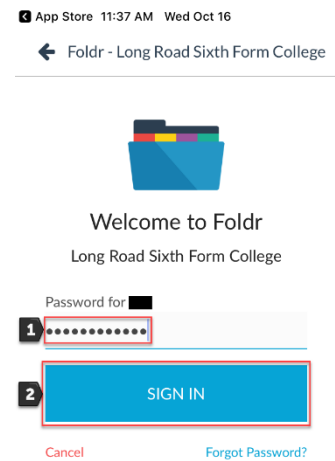


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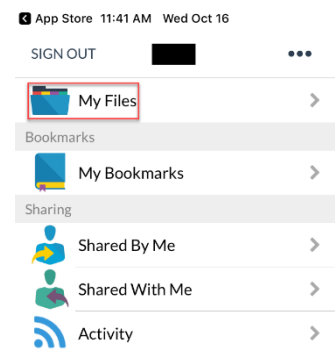
7. Type your college username in the “Username” box and tap “Next”.



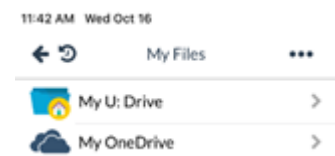
8. Type your college password in the “Password” box and tap “Sign In”.



9. Once you’re signed in, tap “My Files”.



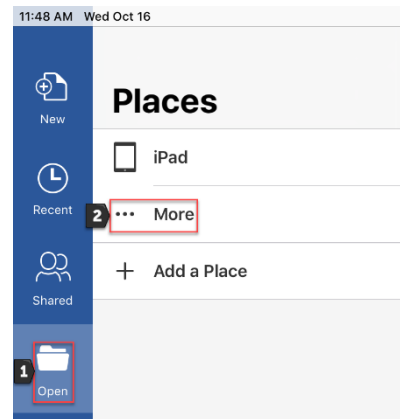
10. You can then see your U: drive and your college OneDrive all in one place.



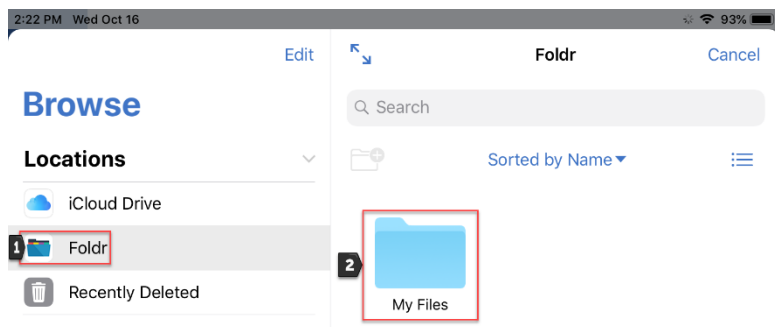
Editing Files

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.

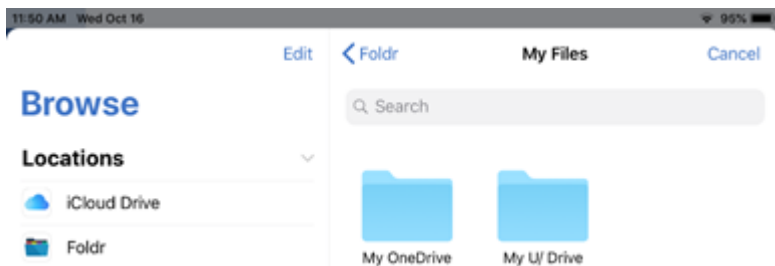
1. Open the Microsoft Word app on your device and tap "Open".
2. Tap "... More".



3. On the left hand side tap "Foldr", then on the right hand side tap "My Files".



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 Apple devices is set to save changes automatically.