

Student Remote File Access – Apple macOS

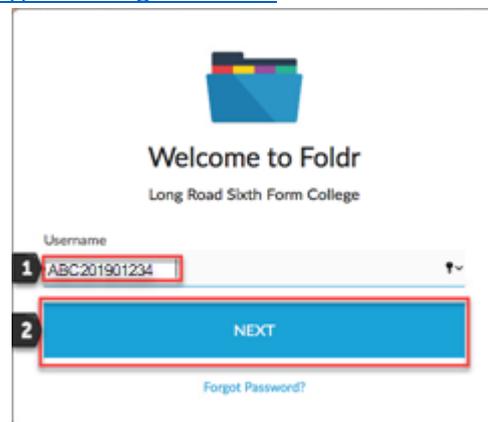
These instructions describe how to use the college’s “Foldr” system to access your U: drive from your own personal Apple iMac or Apple MacBook.

NOTE 1: You should only install the Foldr macOS software on an iMac or MacBook that is used solely by you. Unlike the mobile version it does not have a “Shared” mode where it can safely be installed on a computer that’s used by multiple users.

NOTE 2: The Foldr software is not yet compatible with the recently released new version of macOS, 10.15 Catalina.

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”.



Welcome to Foldr
Long Road Sixth Form College

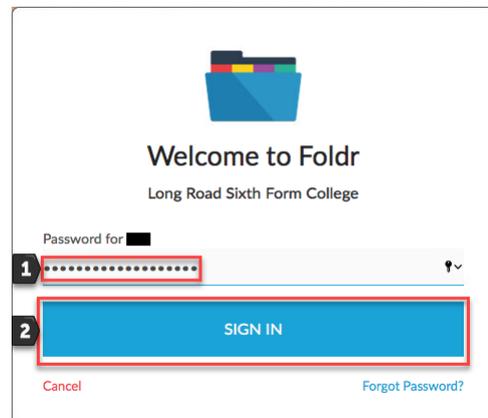
Username

1 ABC201901234

2 NEXT

Forgot Password?

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



Welcome to Foldr
Long Road Sixth Form College

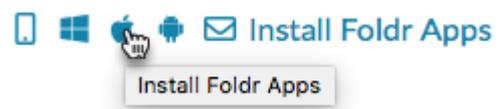
Password for [redacted]

1 [redacted]

2 SIGN IN

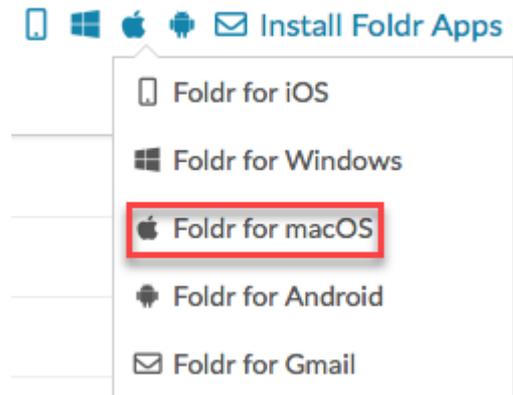
Cancel Forgot Password?

4. Click on the “Install Foldr Apps” link at the top of the screen.

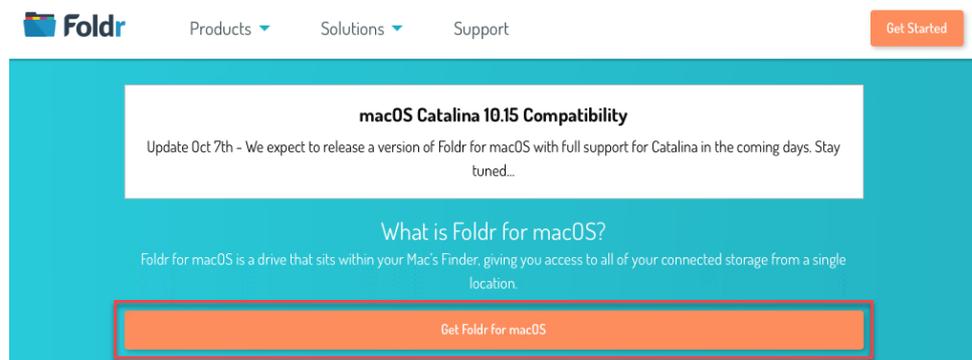


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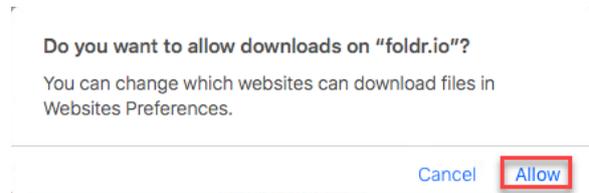
- Click on “Foldr for macOS”. You will be redirected to the Foldr download page for macOS.



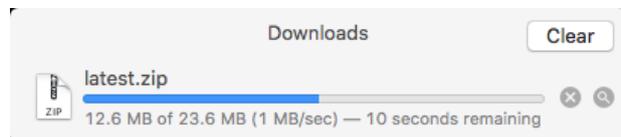
- Click on “Get Foldr for macOS”.



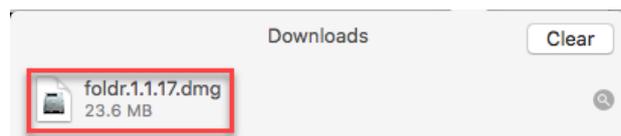
- Click “Allow” to allow the Foldr installer to download.



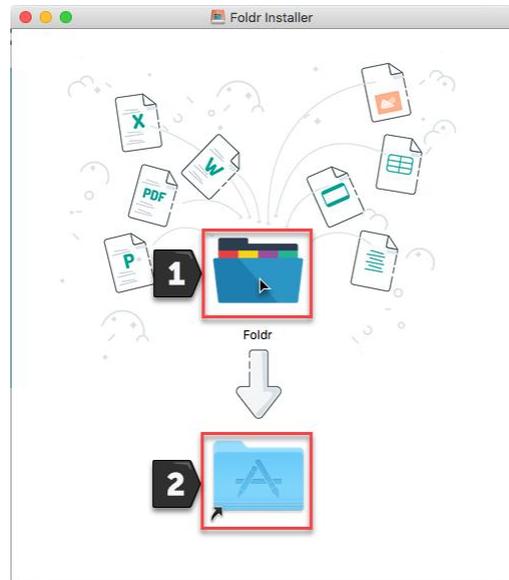
- Wait while your computer downloads the Foldr installer.



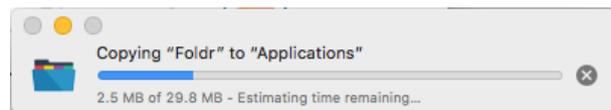
- Click on the downloaded file to open it.



10. Drag the “Foldr” icon into the “Applications” folder.



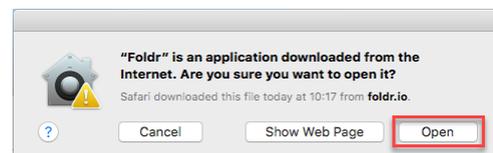
11. Wait while the software is copied to your “Applications” folder.



12. In Finder, go to your “Applications” folder and double-click the new “Foldr” icon.



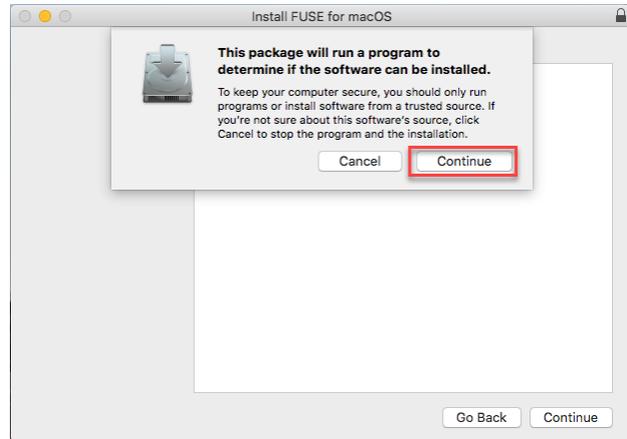
13. Click “Open” when asked if you are sure you want to open it.



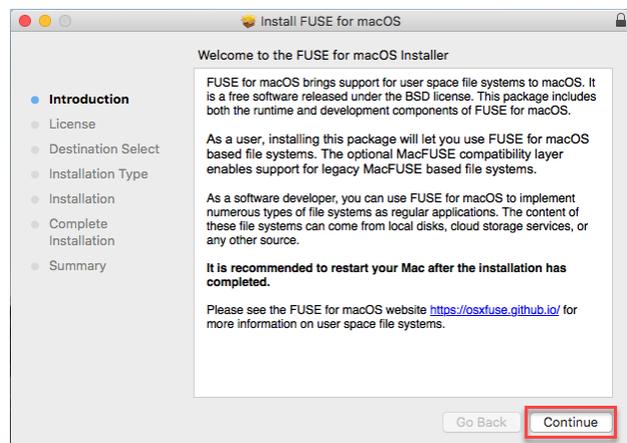
14. Click “Continue” when asked to install “FUSE for macOS”.



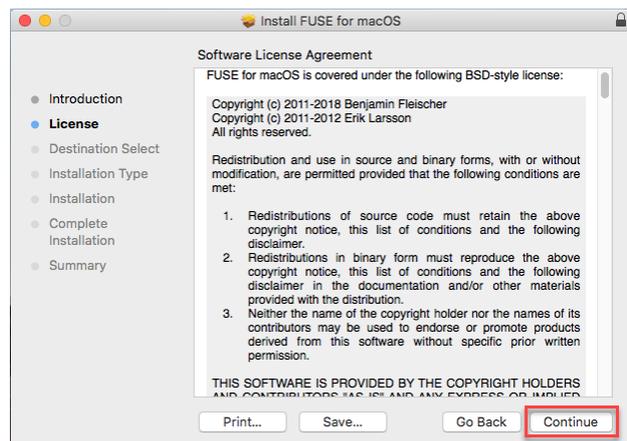
15. Click “Continue”.



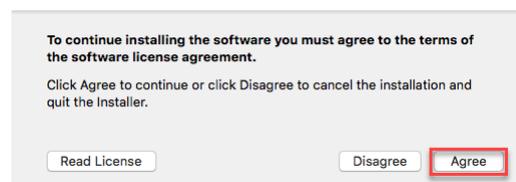
16. Click “Continue”.



17. Click “Continue”.

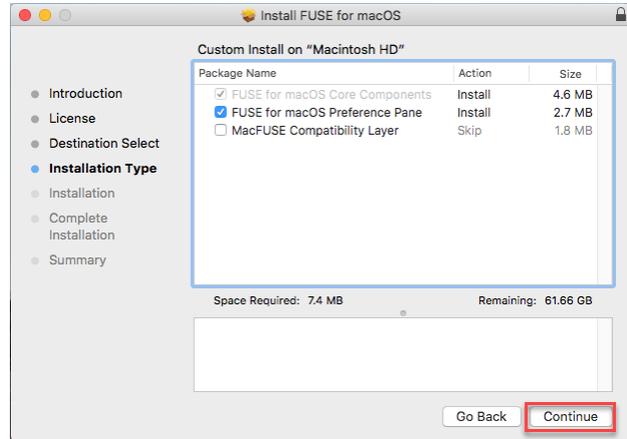


18. Click “Agree”.

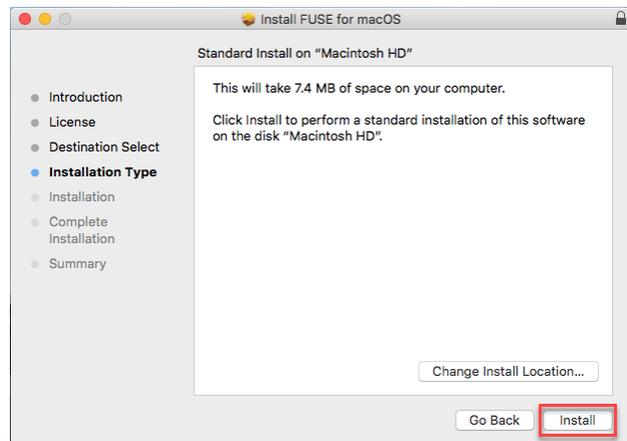


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19. Click “Continue”.



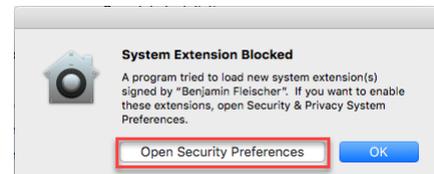
20. Click “Install”.



21. When prompted, fill in your Mac username and password (**NOT your college username and password**) and click “Install Software”.



22. Click “Open Security Preferences”.

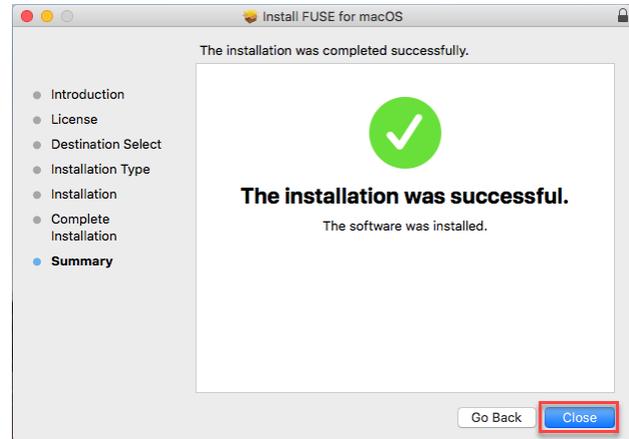


23. Click “Allow”.

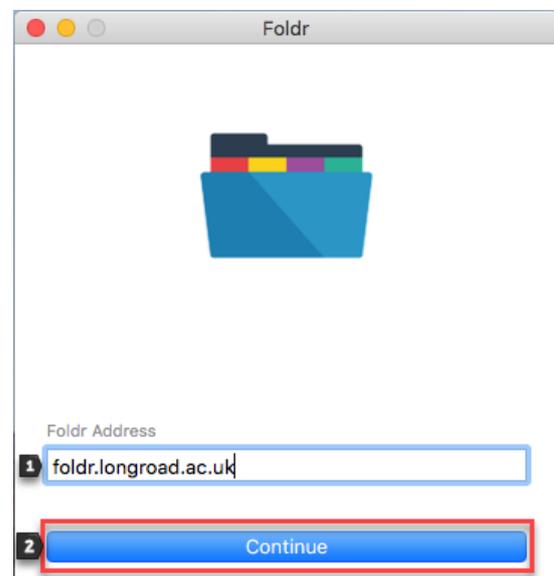


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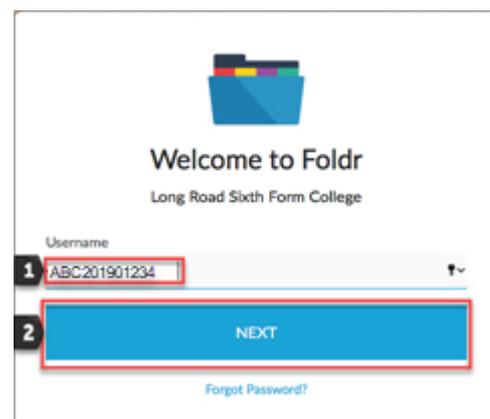
24. Return to the “Install FUSE for macOS” window and click “Close”.



25. Type foldr.longroad.ac.uk in the “Foldr Address” box and click “Continue”.

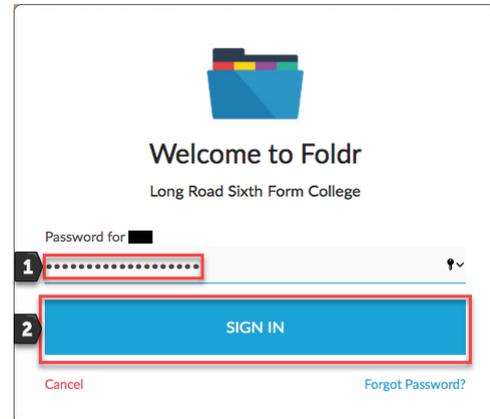


26. Type your college username in the “Username” box and click “Next”.

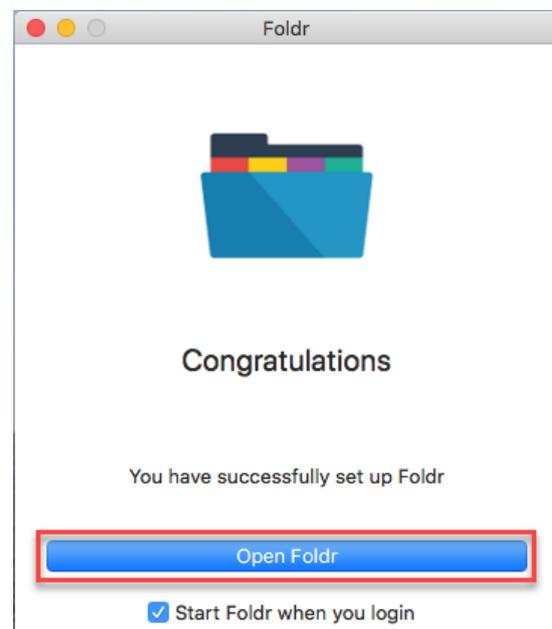


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27. Type your college password in the “Password” box and click “Sign In”.



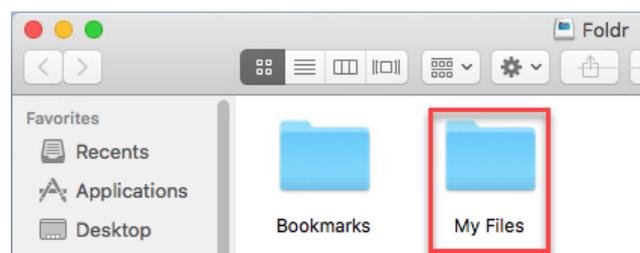
28. Click “Open Foldr”.



29. Foldr appears on your desktop like a removable drive.

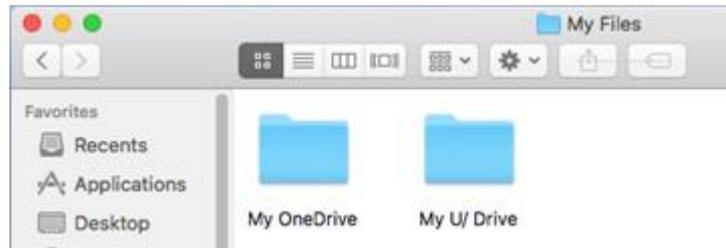


30. In the Foldr window, double-click “My Files”.



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31. 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.

You can use Finder to find your file and double-click it to open it just as you would a file on a removable drive.

The latest version of Microsoft Word for macOS 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.

