

## Accessing your “M” drive from off campus:

This document will help you access your network drive from off campus. It is important that you use a supported web browser like Microsoft’s Internet Explorer, or Mozilla’s FireFox when trying to access your files. Please note that browsers included with certain internet services like AOL, MSN, and Juno may not work correctly.

Requirements:

- Cookies must be enabled.
- Supported web browser, Internet Explorer 6.0 or Mozilla FireFox
- Pop-up blockers must be turned off.

To access your drive visit the school’s website <http://www.lanesville.k12.in.us>

Click on the “Access Your M Drive” link from the bottom of the school’s website:

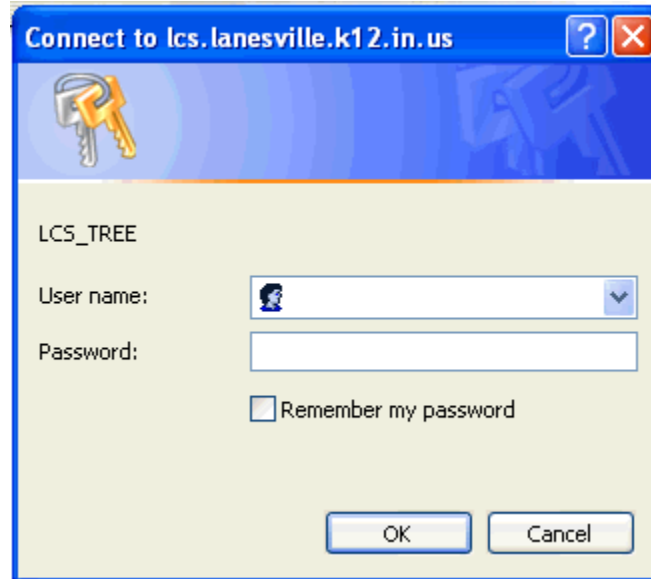


You may be present with a “Security Alert”

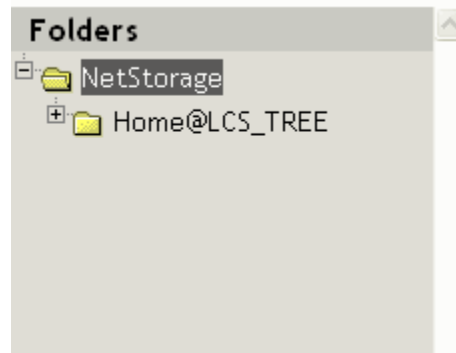


Click “Yes” in order to continue.

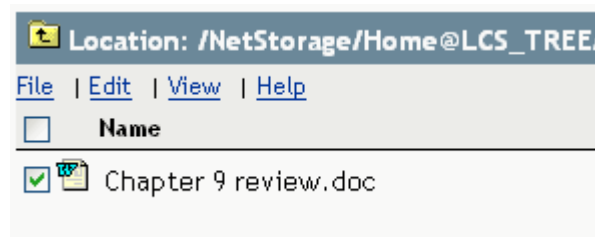
Next a login box will appear. Enter your regular LCS username and password.



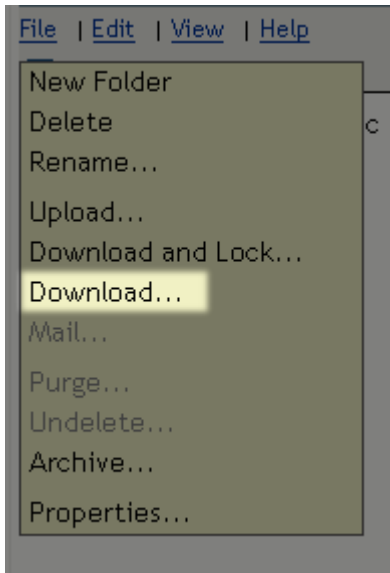
You are able to access your "M" drive by clicking on Home@LCS\_TREE. (Note your files and folders will appear in the window to the right.)



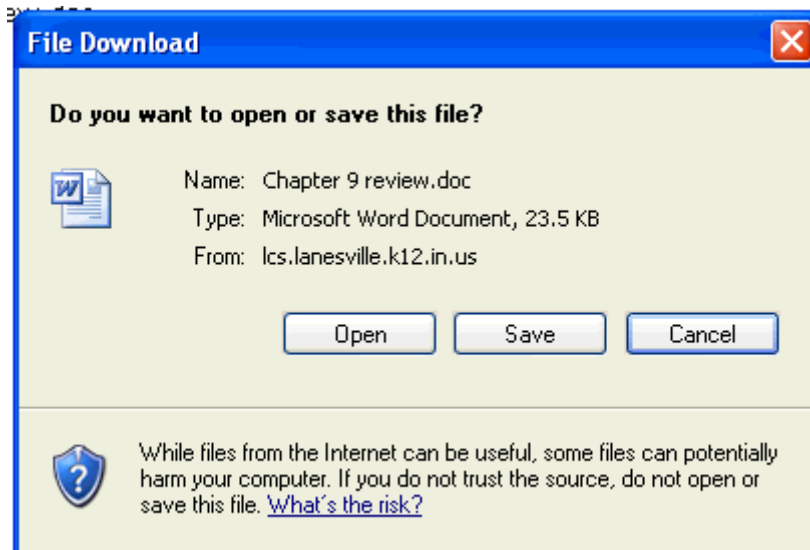
In order to save your changes you must save your file to your computer. To do this check the box next to the file you wish to download, then click "File" near the top.



Select "Download" to download the file.

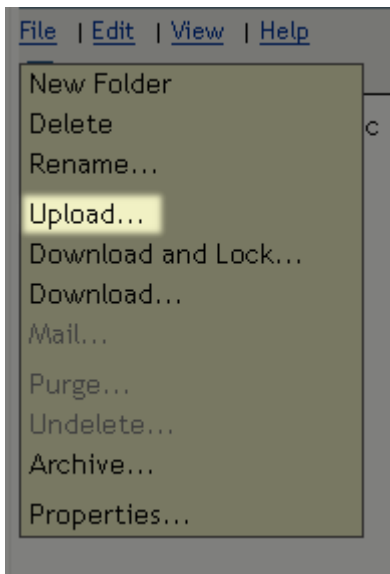


You **MUST** select the option to save the file to your computer.



Once saved you can open the file and make any changes you need.

When you are finished and have saved your work you **MUST** upload the file so that the most recent file is on your network drive. To do this login to your M drive and select "File" then select "Upload".



Click "Browse" and locate your file, then click "Upload".

**Upload File**

Note that the following illegal filename characters will be removed from uploaded files: \ / : \* ? " " < > |

File:

Overwrite existing files

(Note: The "Overwrite existing files" box should only be checked if you wish to overwrite the file on the server.)

You **MUST** use the logout feature in order to access your account at LCS when you are on campus.

