

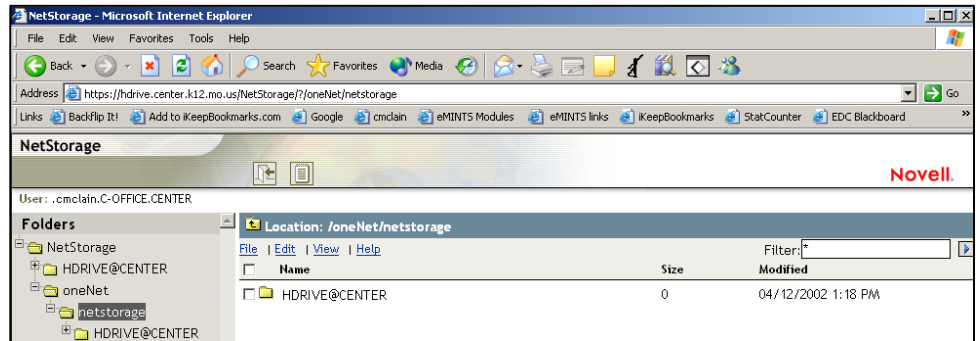
Using your H Drive over the Internet

(from home and when the network is down)

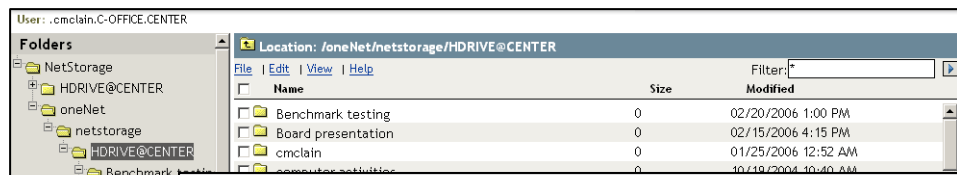
Opening document from your H Drive

1. Go to <https://hdrive.center.k12.mo.us> and select the link HDrive Access Here.

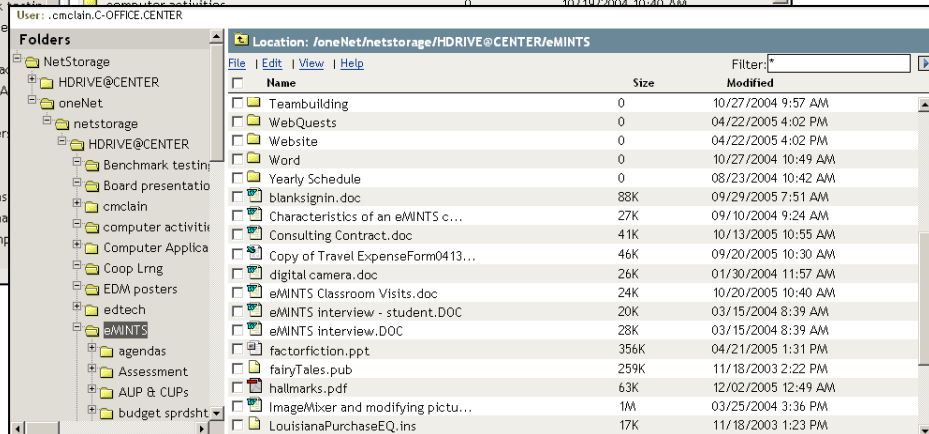
2. Double click the HDRIVE@CENTER to open your H Drive.



3. The folders and view look a bit different, but from here you can navigate your H Drive from folder to folder.

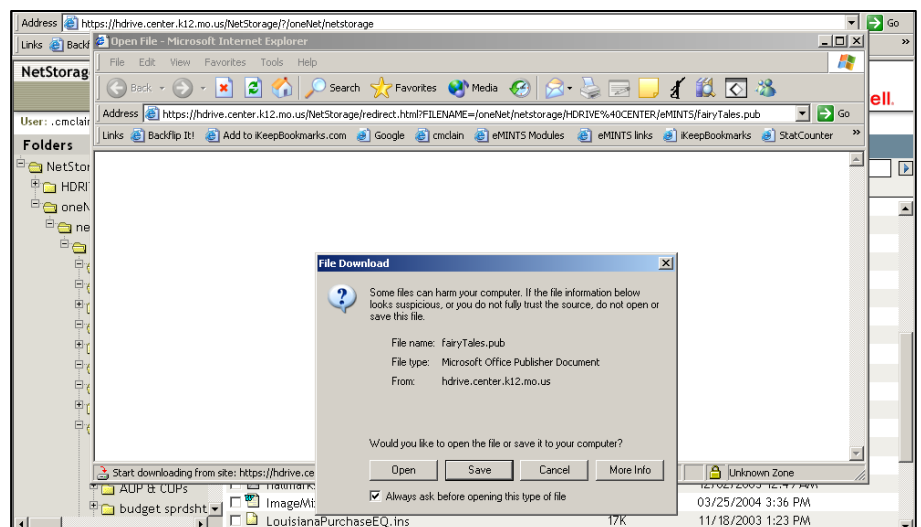


You can browse one of two ways. First, by selecting the folder in the left hand columns as in an actual explore view. Or secondly, you can double click the folders in the central location of the window.



4. When you are ready to open a document, double click it. You will get a box that asks if you want to save or open the file. It doesn't really matter which you choose. Choose Open just to open and save after doing your work, or choose Save to save immediately.

However, the program associated with the file must be running on your computer at home. For example, if you open a Notebook file, your home computer must have SMART Notebook installed on it.



Uploading the document back to your H Drive

5. So once you have your document open, **make the needed changes and save it** somewhere on your computer. My Documents would be best.

6. Next you will need to upload the document back to your H Drive to access to it when you return to school. **Go to File, Upload.**

A browsing window will open. Use this window to navigate to the stored location (from #5 above) of your document.

Once your document is found, click Open. You will notice the File field now indicates the file you are uploading. Be sure to keep the Overwrite existing files checked – you want your updated file to replace your older file.

Click Upload. This completes the process of sending the updated document back to your H Drive.

Tip!

Downloading is taking the document **from** your H Drive **to** your home computer. Uploading is sending your document **to** your H Drive **from** your home computer.

7. If you want to verify the document actually made it there, just check back in the list of your H Drive.

