

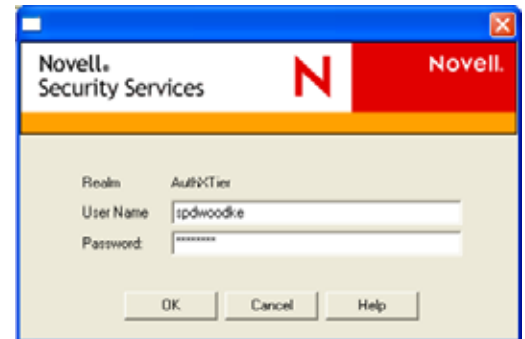
# How to access files on the SMS server from home using NetStorage

## A. Logging in

1. Browse to the Springvalley Middle School website:  
[www.sms.sd23.bc.ca](http://www.sms.sd23.bc.ca)
2. Click on “NetStorage”.



3. Enter your username and password just like you would if you were logging on at SMS:

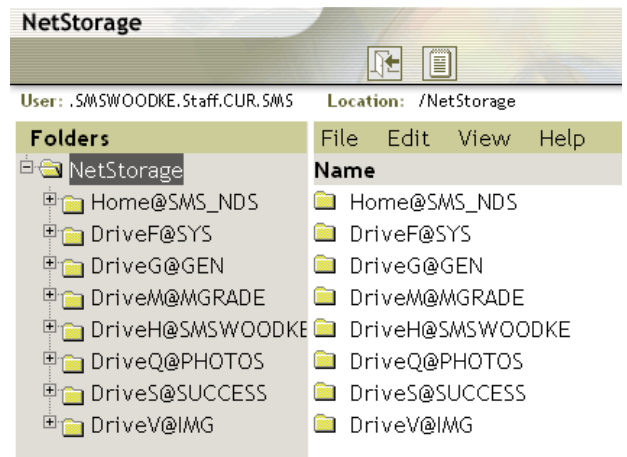


4. Click “Continue to this website” (or equivalent) anytime you are asked if you wish to proceed.

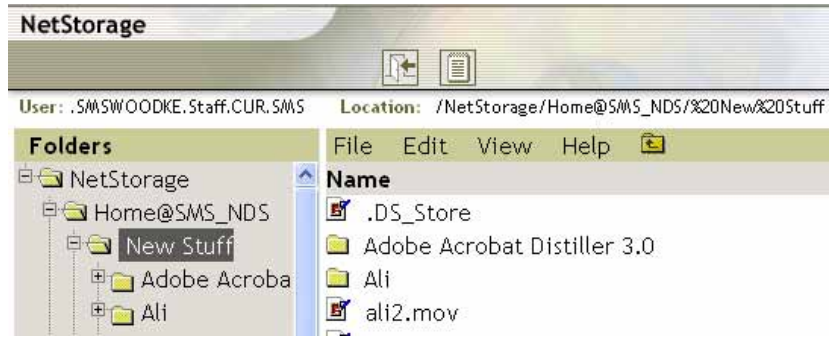


5. You will see the various server directories available to you in a list on the left side of the window.
6. Click on “Drive H...” or on “Home...” to see a list of your files/folders.

*(Note also that the shared folders to which you have access are in “Drive G... > Groups Folder”.)*

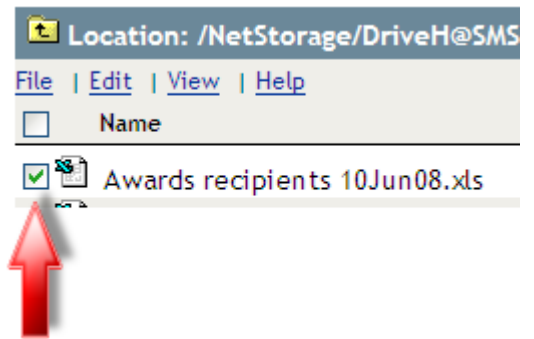


- The contents of the folder will appear on the right side of the NetStorage window.



## B. Downloading files to your home computer

- If you wish to open any of your files, place a checkmark beside each one you need...



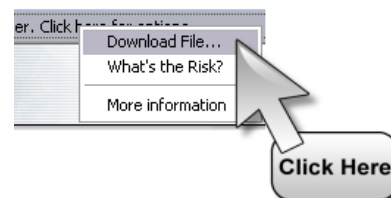
- ...then choose "File > Download..." from the NetStorage menu.



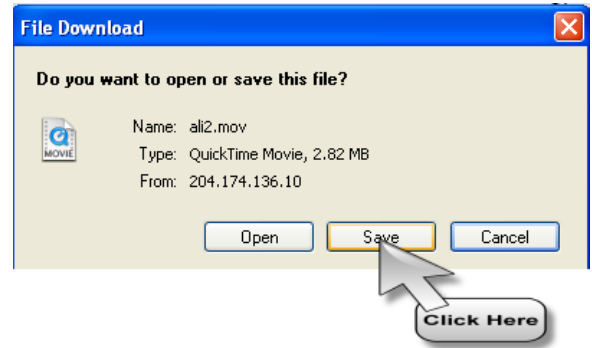
- You might get a message like this:



- If you get a message like that, click on it, then click on "Download File..." and repeat steps 1 & 2.



- In the dialogue that appears, click “Save”, then navigate to the folder where you wish to save the file on your computer.
- You can now open the file on your home computer and edit it.



### C. Uploading files to the SMS server from home

- If you wish to send a file to your folder on the SMS server, choose “File > Upload” from the NetStorage menu.

If you get a yellow warning bar similar to the one you might have seen when downloading, click on it and choose “Upload file”.

**NOTE: The new dialogue window might open in a new tab or in a separate window behind the window you are using. It depends on your browser settings.**

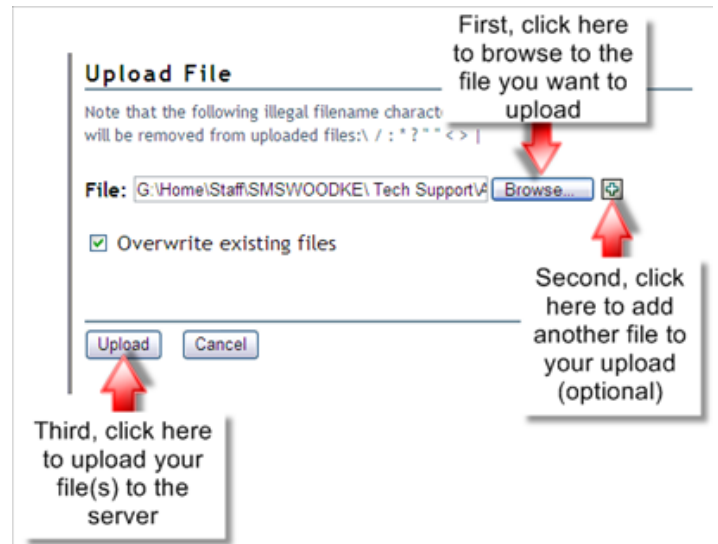


- Click the “Browse” button and navigate to the file you wish to upload, and then click “Open”.

**NOTE: The file(s) must be closed before uploading.**

If it is a file you downloaded and edited, and its name is unchanged, make sure you leave “Overwrite existing files” *checked*.

- Click “+” to add another file to the upload if desired.



- Click “Upload” to send your file(s) to the server.
- Important! Be sure to **log off from NetStorage** and **restart your computer** or you may not be able to log in at SMS.

