

Foldr allows you to access your school files from any desktop, laptop, tablet or phone in school, at home...in fact anywhere.

The new Foldr app is available for all platforms- download it now onto your phone or tablet. On first download click – personal.

Site address is:

mccfoldr.schoolsedu.org.uk

Then follow instructions below.



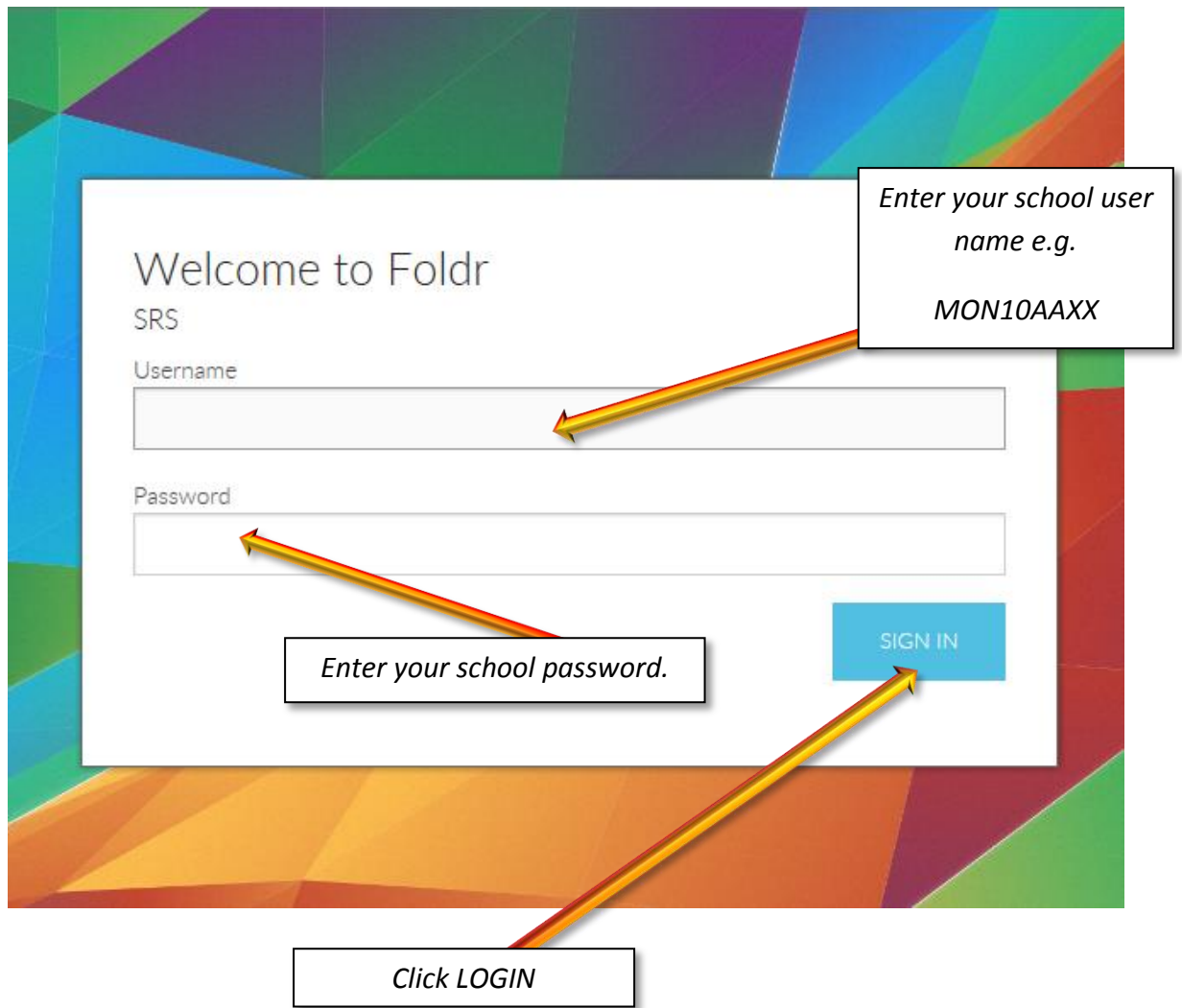
A button for Foldr is on the left hands side of our website- use it to access Foldr from a desktop or laptop.

Login to Foldr

Access to Foldr can be found at

<https://mccfoldr.schoolsedu.org.uk/>

- 1) To log into Foldr you will need your school user name and password
- 2) Enter your User name in the User name field.
- 3) Enter your password in the Password field.
- 4) Click LOGIN

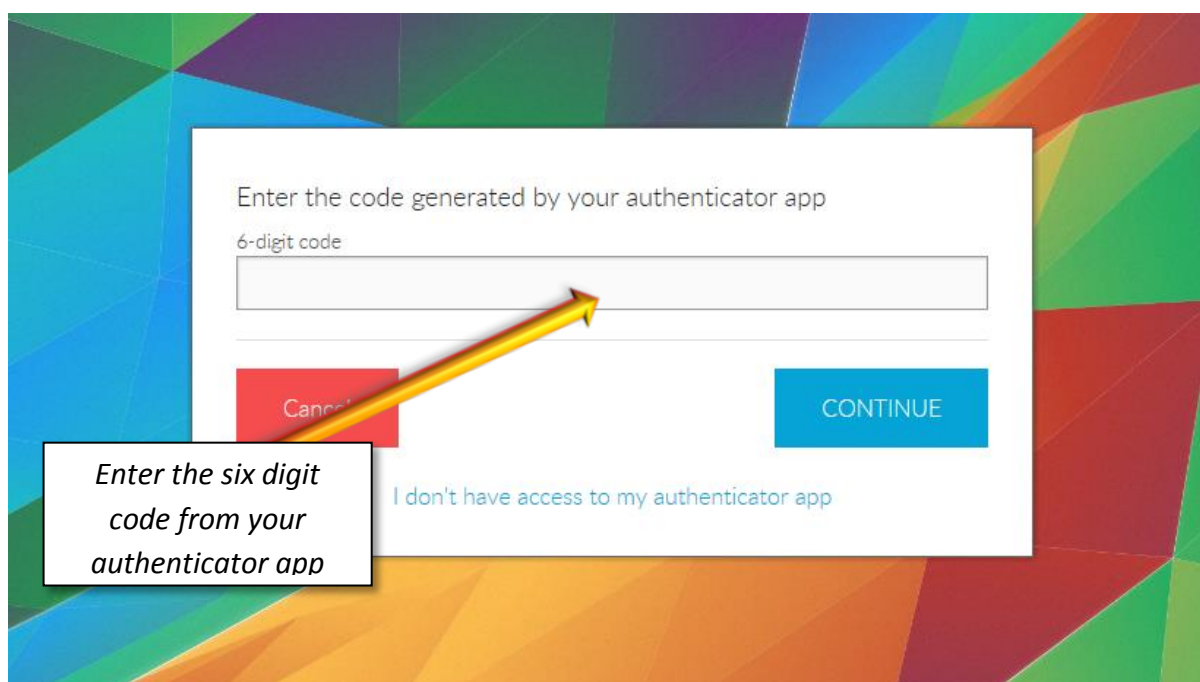


Second Authentication

For additional security to login into Foldr you will need to download an Authenticator app .e.g. Google Authenticator for Android, Microsoft Authenticator for windows devices. At the first attempt you will be required to enter the 'secret' displayed into your Authenticator app (either enter the 16 digit code manually or **photograph the 'qr' image on your phone**). Please ensure you make a copy of the emergency backup code just in case you change your device in the future.

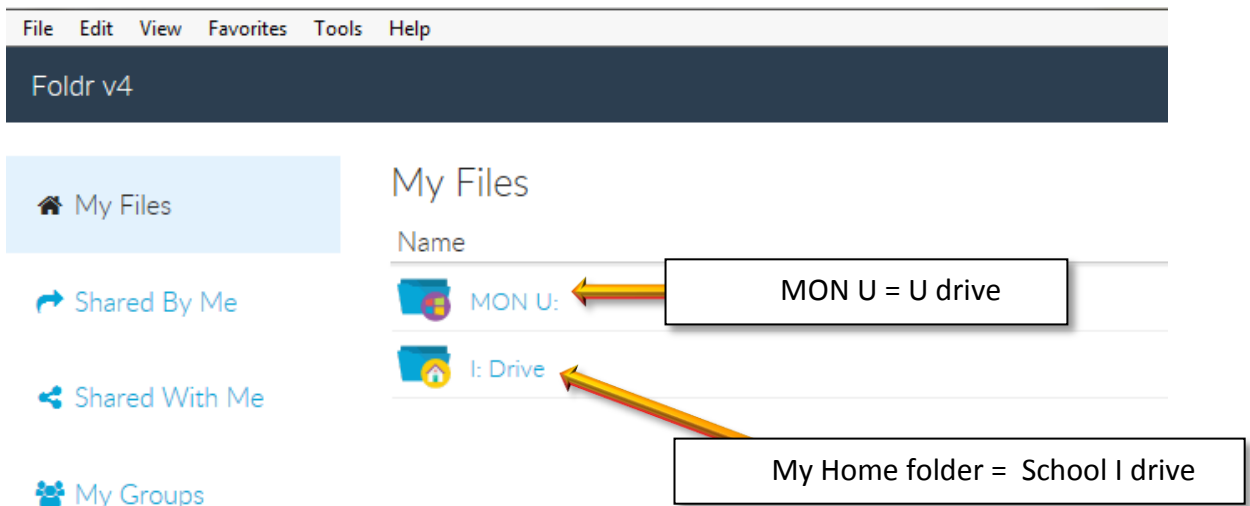


Click Continue. Enter the six digit code from your authenticator app

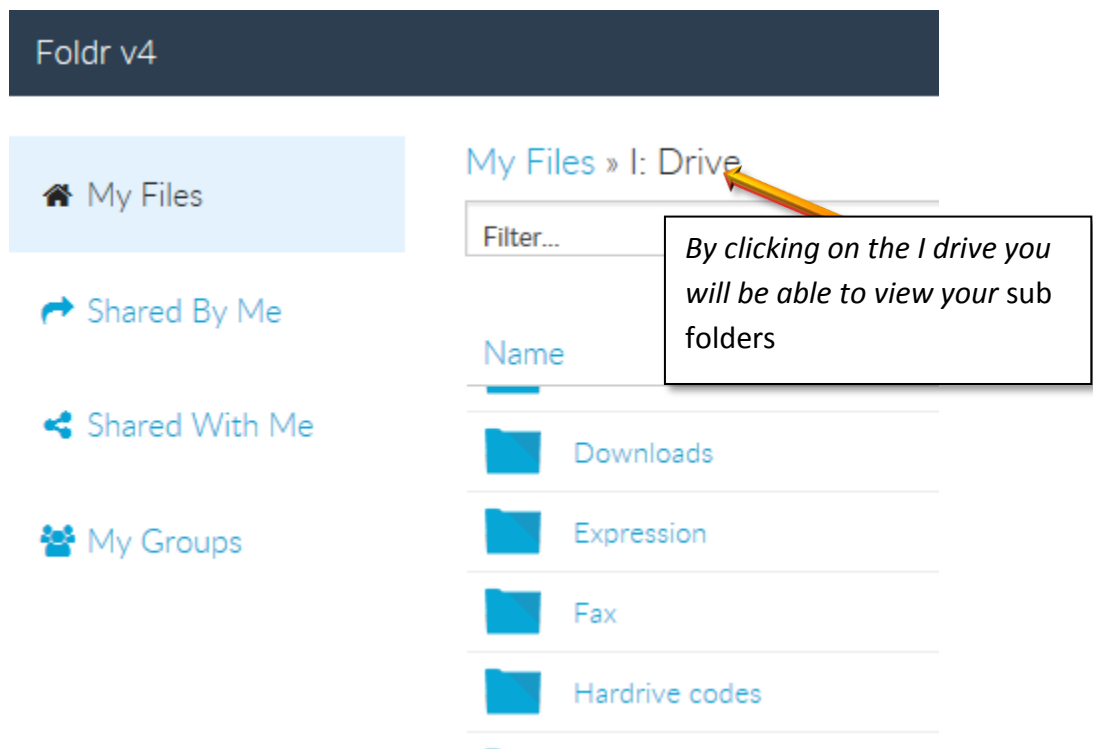


View folders and files

Once logged your home folder and MSC U will be displayed. My Home Folder will be your I drive from School. MSC U will contain all school resources that you have access to in school.



To view your folders and files click the drive you want to access, this will display your sub folders.



To view your resources and files click "MON U" this will display all folders that you are allowed access to with your login details.

Foldr v4

My Files » MON U:

Filter...

Name
MONStudentShare

MonStudentShare

Foldr v4

My Files » MON U: » MONStudentShare

Filter...

Name
English
Humanities
ICT, Business & Enterprise
Integrated Curriculum Sixth Form

MonStudentShare

Resources and files

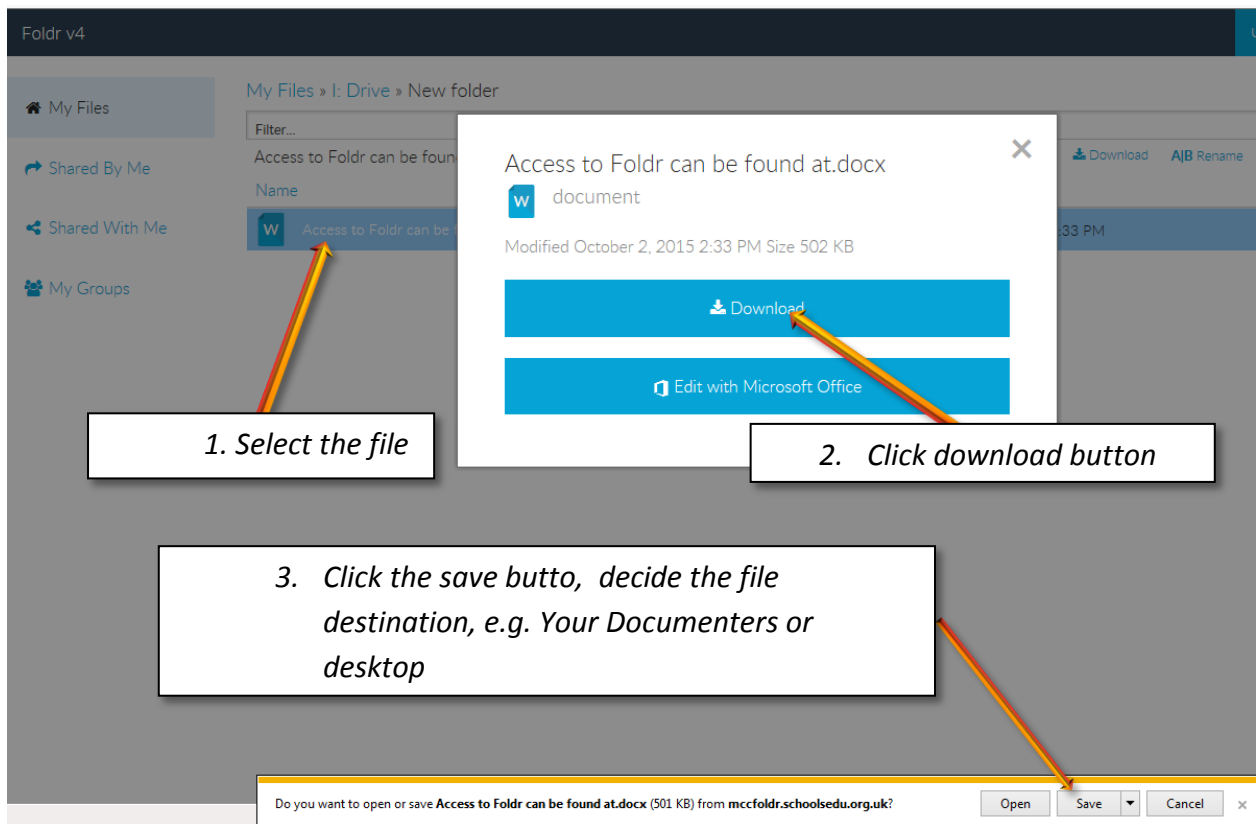
How to down load a file

Log in to Foldr <https://mccfoldr.schoolsedu.org.uk/>

- 1) Browse to the file you want to download.

2) Select the file you want download, click download file.

3) Click save as and decide the file destination, e.g. Your Documenters or desktop.



Your file will now be downloaded to your device.

Uploading file to folder

Log in to Foldr <https://mccfoldr.schoolsedu.org.uk/>

1) Select the folder you would like to upload to.

Foldr v4

My Files » I: Drive

Filter...

Name
My Notebook Content
My Pictures
My SIMS Documents
My Videos
My Web Sites
New folder
New folder (5)

Select folder

This screenshot shows the 'My Files' interface for the 'I: Drive'. A list of folders is displayed, including 'My Notebook Content', 'My Pictures', 'My SIMS Documents', 'My Videos', 'My Web Sites', 'New folder', and 'New folder (5)'. A yellow arrow points from a callout box labeled 'Select folder' to the 'New folder' entry.

1. Click for menu

Foldr v4

My Files » I: Drive » New folder

Filter...

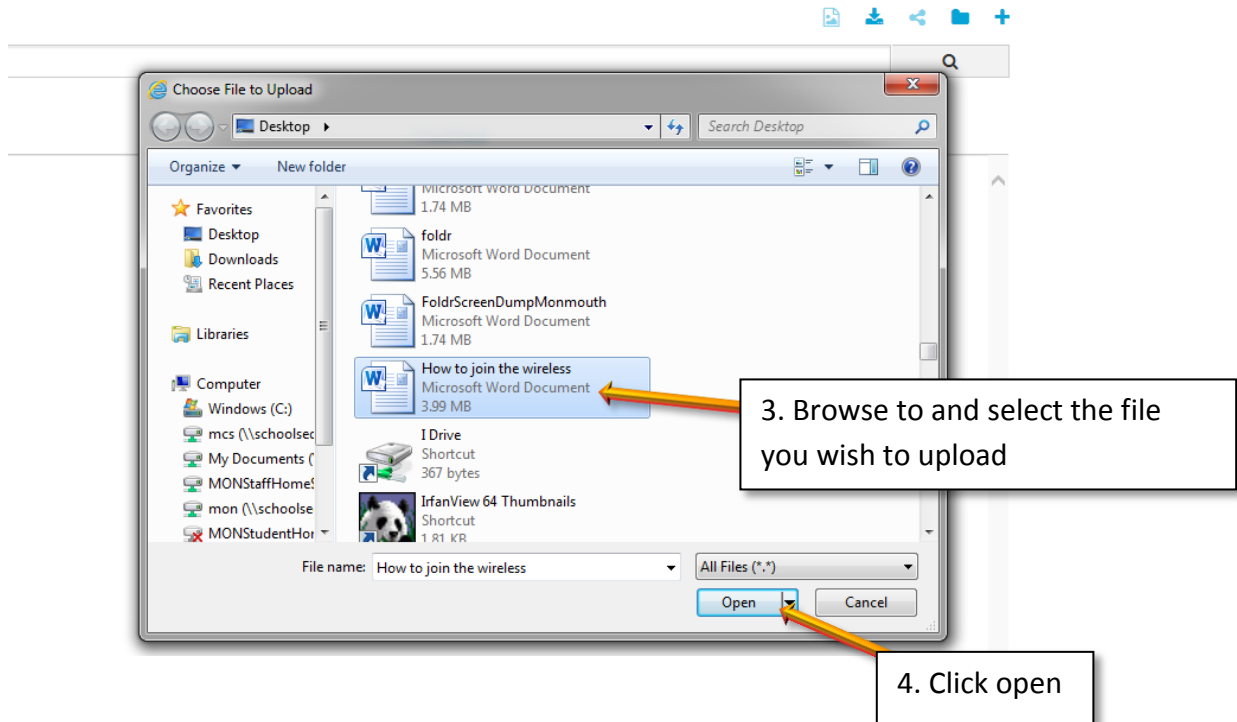
Name
W Access to Foldr can be found at.docx

Folder Selected

2. Select Upload Files

- Move File Here
- Duplicate File Here
- Upload Files
- Add Web Shortcut
- Add New Document
- Add New Spreadsheet
- Add New Presentation

This screenshot shows the 'New folder' view. A context menu is open over the file 'W Access to Foldr can be found at.docx'. A yellow arrow points from a callout box labeled '1. Click for menu' to the '+' icon in the top right corner of the file list. Another yellow arrow points from a callout box labeled '2. Select Upload Files' to the 'Upload Files' option in the context menu. A third yellow arrow points from a callout box labeled 'Folder Selected' to the 'New folder' breadcrumb in the address bar.



2) Your file has been uploaded.

