

## Access to Webdrive

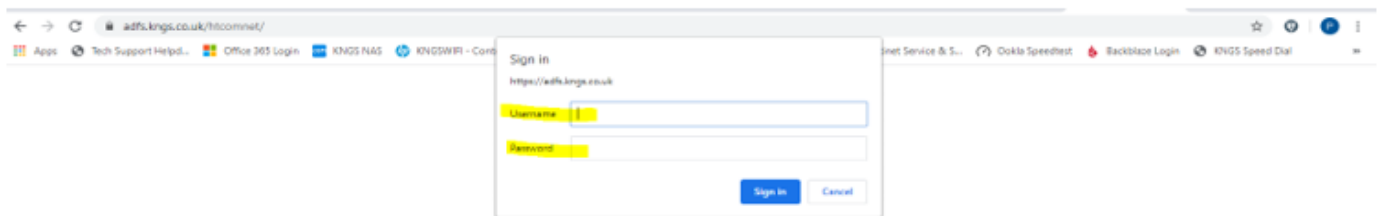
From home on a device with an internet connection (wifi or cabled), using a web browser please browse to the following website: <https://www.kngs.co.uk/>

Select: Portals and from the drop-down menu select: Webdrive

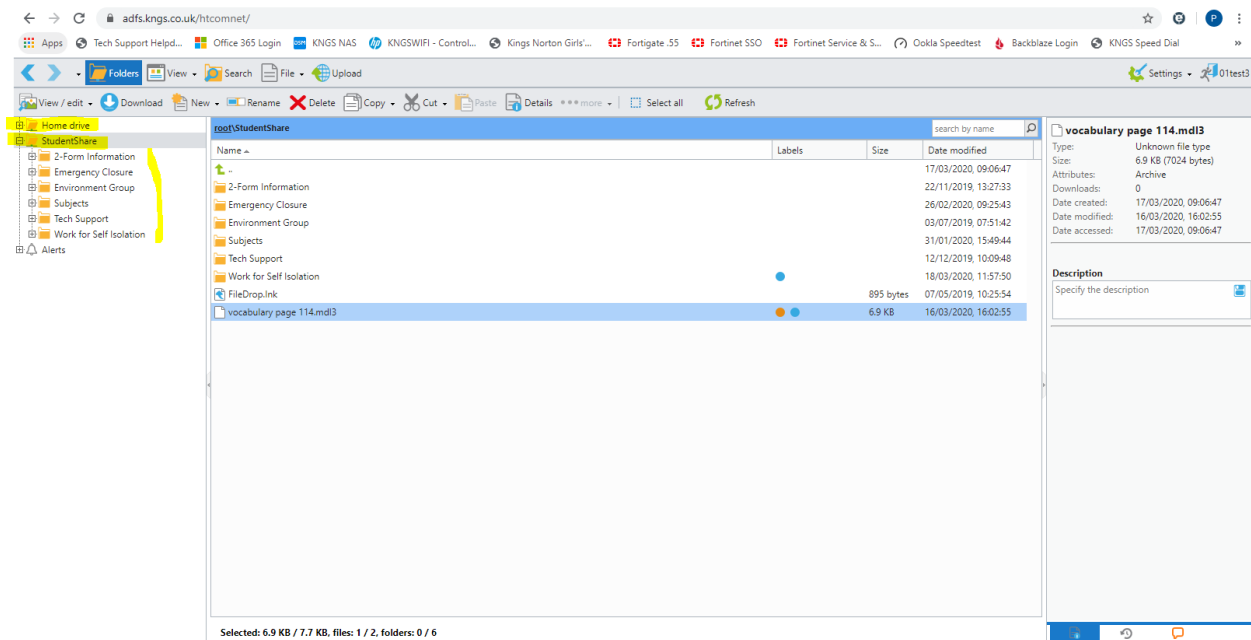


You will then be presented with the Sign In box – see image below:

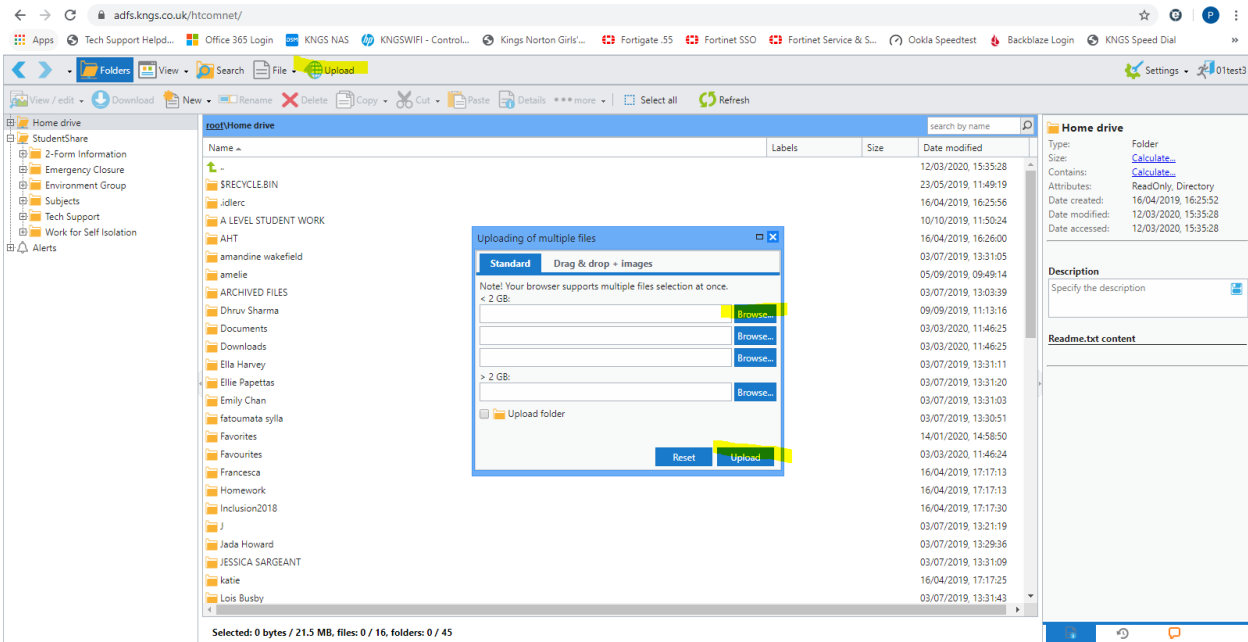
Please enter your email address for username [studentusername@kngs.co.uk](mailto:studentusername@kngs.co.uk) (your school email address). And enter the same password that you use to log on to the PCs in school.



You can now open your Home drive (N drive) folder and the StudentShare – see below image:



Any new files that you create at home you can also upload to your Home drive. See image below:



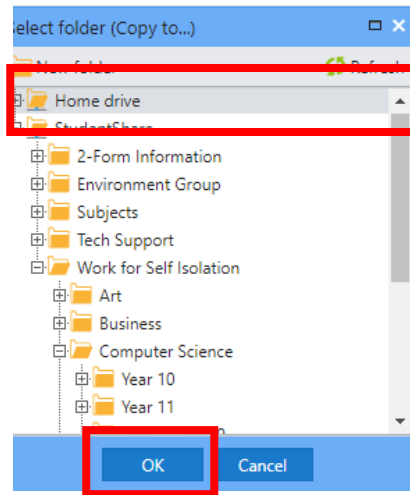
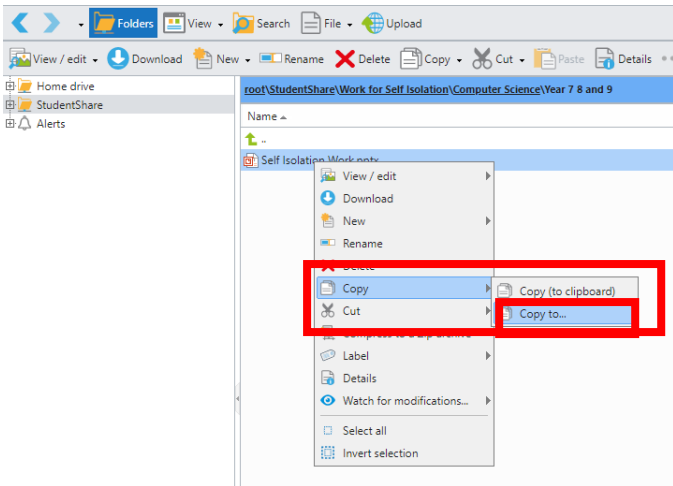
To do this have your Home drive selected and select Upload (in the bar at the top), then Browse to the file on your PC that you want to upload and select the 'Upload' button to complete it - (you cannot upload to the StudentShare folder, only your Home drive).

When you return to school the uploaded files will be in your N Drive (Home) when you log on to the school PCs.

### Editing existing files in Word/PowerPoint directly from Web Drive using a desktop or laptop computer (not smartphones)

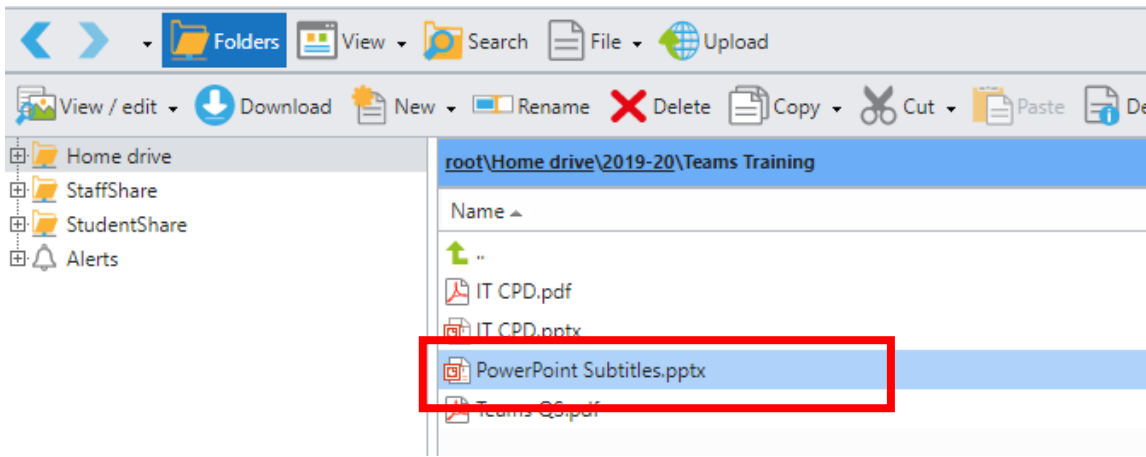
#### **Step 1: Copy files from StudentShare to your Home drive (N drive):**

Please note – files need to be copied to your N drive before you can edit them e.g. from StudentShare to Home drive as shown below.

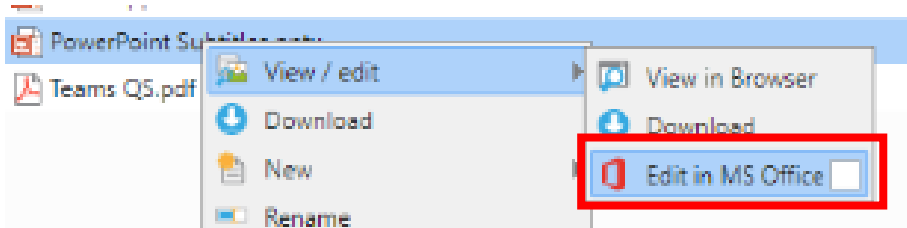


#### **Step 2: Find the file you want to edit (in your N drive):**

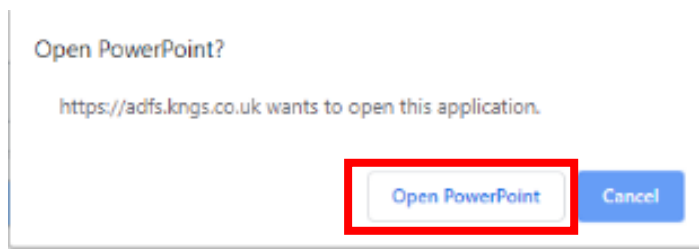
In this example I want to edit my PowerPoint that is in my N drive...



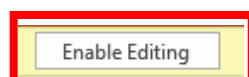
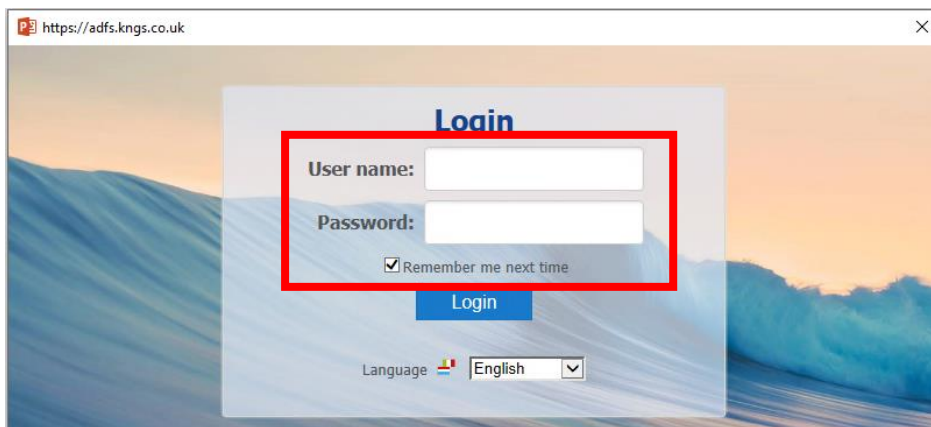
**Step 3: Right click and select “Edit in MS Office”:**



**Step 4: You’ll get a pop-up saying the website wants to open Word/PowerPoint, etc click “Open PowerPoint/Word”:**



**Step 5: Log in to the Web Drive from within Office (click remember me and you shouldn’t need to do this each time):**



**Step 6: Click “enable editing”:**

How you know its live editing – notice the save icon in the top left now has arrows on it... when you want to send your changes back to school just hit the save button.

