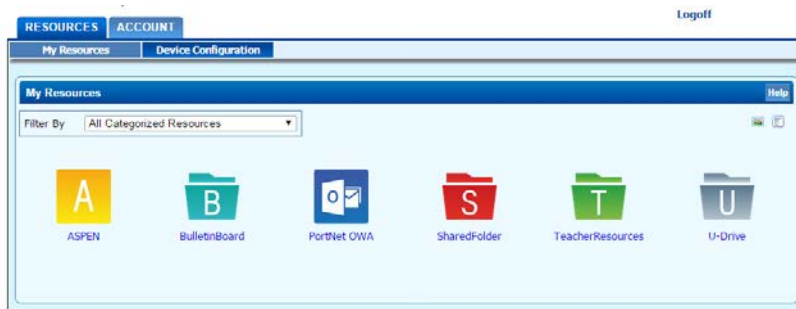








Working with Files in Port Cloud

1. Access the Port Cloud at: cloud.portnet.org
2. Login with your Network Username and Password.

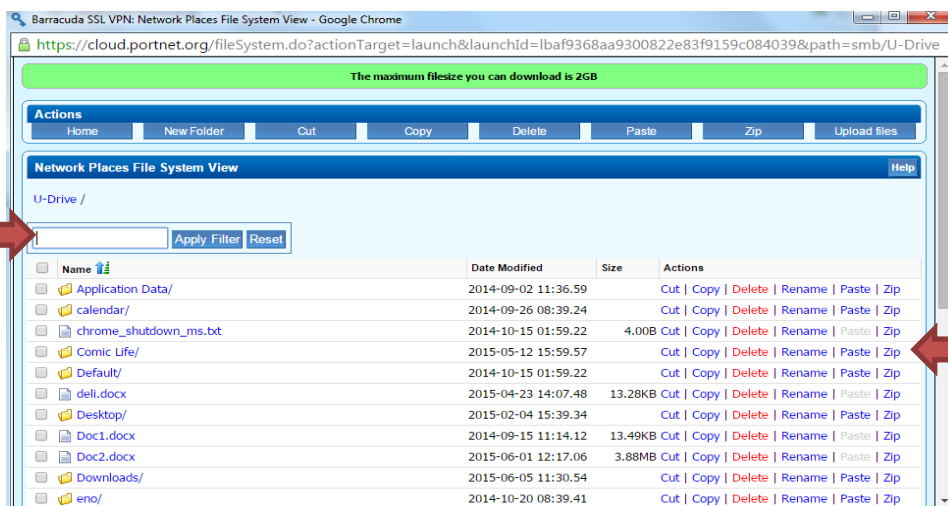


3. Once logged in, you can view the resources available to you.



	Launches aspen.portnet.org to login and access your Aspen account.		Launches your building's shared folder.
	Launches your building's bulletin board. This used to be your First Class Main Office Conference.		Launches the Teacher Resource Drive.
	Launches OWA and log you in to your account to view email.		Launches your U-drive to access all your personal files and folders.

4. When you launch the Shared Folder, Teacher Resources or U-Drive, it will bring you to a list of folders and/or files.



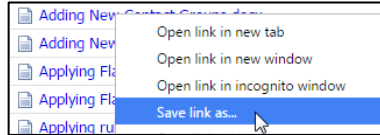
Use the search box to search for files or folders.

Use the Actions links to cut, copy, delete, rename, paste or zip a file while working within the cloud.

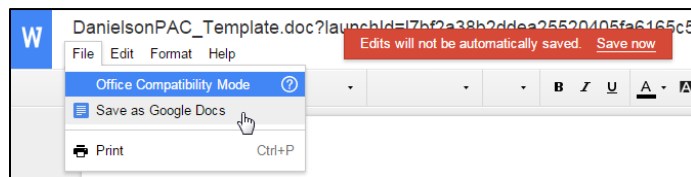
Editing documents from Port Cloud

There are 3 ways to save a document:

- Right click on the file and select **Save Link As** or **Save Target As**.

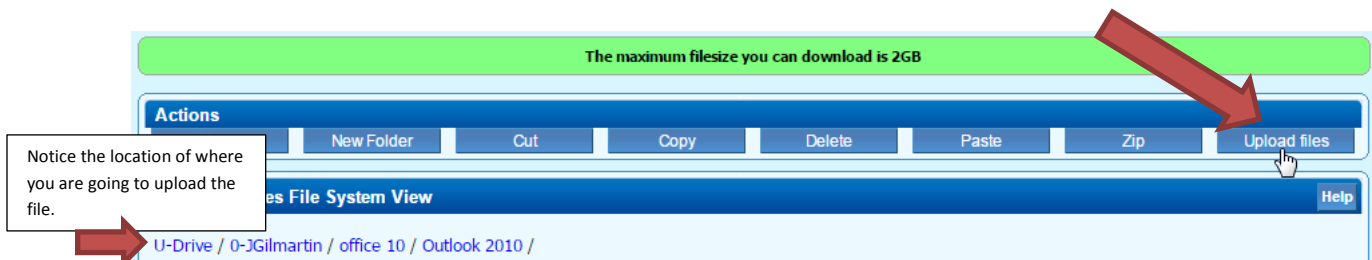


- This will allow you to navigate to the location on your computer where you decide to save the file.
- Once the file is saved, you can open and edit the file. Be sure to save your changes.
- Double click on the file. This will automatically save the file to your **Downloads** folder.
- If you are logged into your Google Account on the computer, double click on the file to launch it in a Google Document. You have the option to convert and save it to your Drive.
 - a. Click the **File** button to **Save the Document as a Google Docs, Slides or Sheets**. If you select this, it will save it to your Drive and open in a new window with the converted file to edit.
 - b. Note that if you **do not save** as a Google Document, changes will not automatically be saved.



Uploading Documents Back into Port Cloud

- You must upload the document from your computer back into the Port Cloud to be able to access the most current version of the file.
- Log back into the Port cloud. Open the drive you wish to upload the file to. (U-Drive, Shared Folder, etc)
- Then navigate to the folder (if necessary). Click the upload files button in the top right corner.



- The maximum file size for upload is 100MB.

- Click the **Choose file** button to find the file on your computer you want to upload.

The maximum filesize for uploading is 100MB
Fields marked with * are required. Other fields may be optional.

File Upload Help

Upload type: File

Destination path: smb/U-Drive/0-JGilmartin/office 10/Outlook 2010

* Local file name: Adding New Contact Groups.docx

* Local file name: No file chosen

Notice the location of where you are going to upload the file.

- You can upload more than one file at a time. Just click the next Choose File button to add an additional file.
- Click the **Upload** button when done.
- Once the file is uploaded you will see the message below.
- Click **Exit** to return to the drive.

The file Adding New Contact Groups.docx has successfully been uploaded to smb/U-Drive.
The maximum filesize for uploading is 100MB
Fields marked with * are required. Other fields may be optional.

File Upload Help

Upload type: File

Destination path: smb/U-Drive

* Local file name: No file chosen