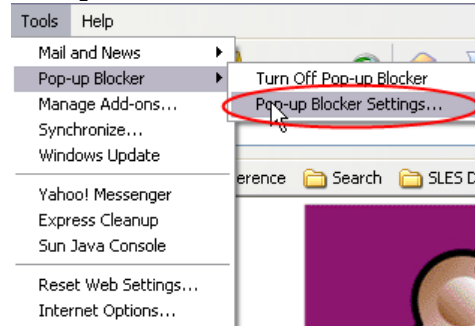


Accessing NetStorage (Your H: drive)

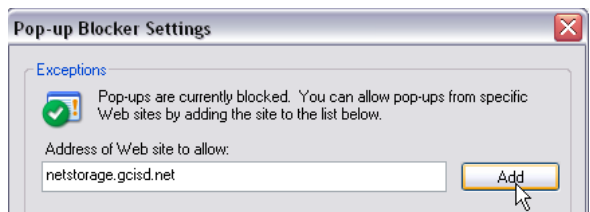
Before You Begin...

You will need to modify your pop-up blocker to allow pop ups from NetStorage. Use the following directions to do this (directions are for Internet Explorer):

1. Click **Tools>Pop-up Blocker>Pop-up Blocker SETTINGS.**

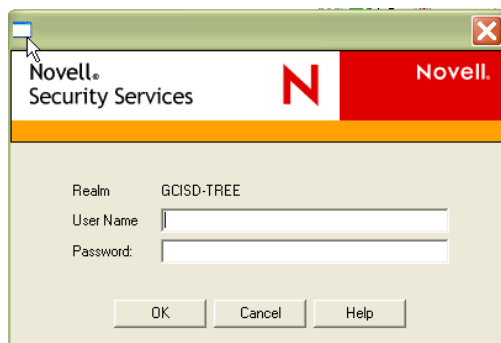


2. Enter the address of the site you wish to allow (netstorage.gcisd.net) Click **ADD.**
3. Click **CLOSE** at the bottom of the window.



Logging In

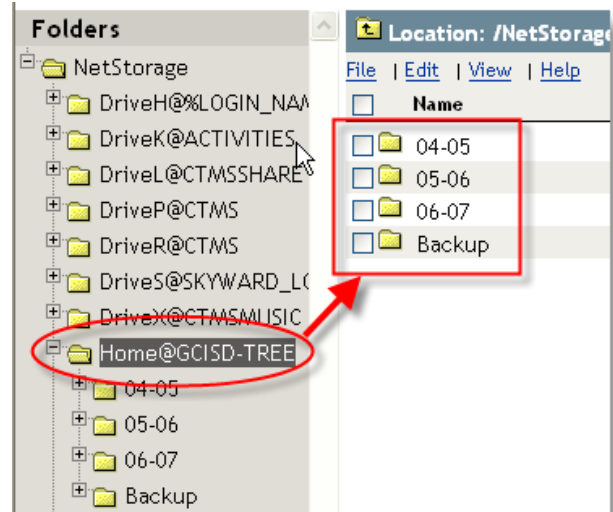
1. Go to <https://netstorage.gcisd.net/netstorage>
Make sure that you include the s in https.
2. A **SECURITY ALERT** will appear. Select **YES.**
3. **LOGIN** using your **Novell UserName** and **Password.**



Accessing NetStorage (Your H: drive) (continued)

Downloading Files

- To see information in each drive, click on the **left side, HOME@GCISD-TREE**. (This server contains your H: Drive information.)
- Documents located in **HOME@GCISD-TREE** can now be seen in the right side panel.



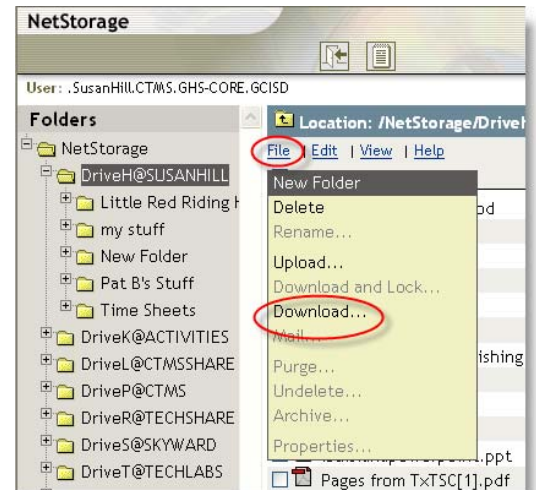
- Select the **box** to the left of each file you would like to download.



- Select **FILE > DOWNLOAD**

If multiple files are selected/checked, they will be downloaded in a .zip file.

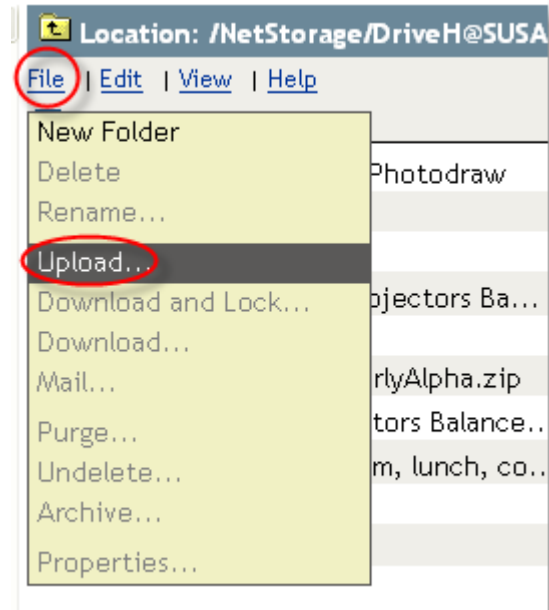
- A File Download window will appear. Select **SAVE**.
Navigate to the location where you wish to save the document(s).



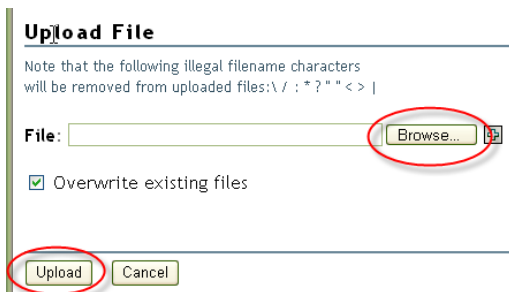
Accessing NetStorage (Your H: drive) (continued)

Uploading Files

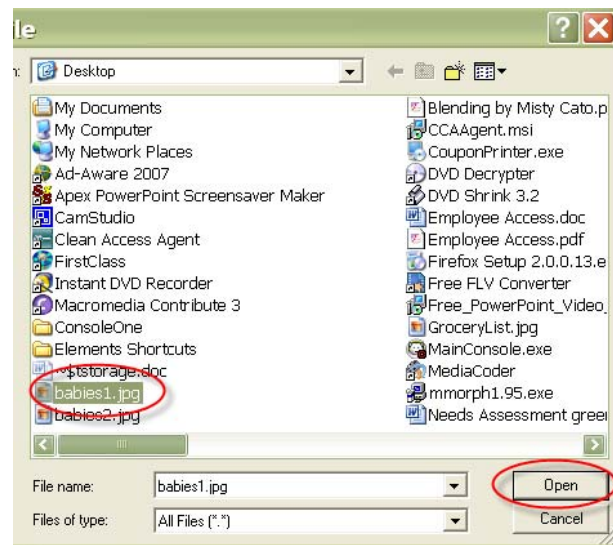
- To upload a file from your home computer to your **H:DRIVE**, Select **FILE > UPLOAD**



- When the upload window appears, select **BROWSE...**



- Browse to the document. Select **OPEN**.



To upload multiple files at the same time, click the + sign. If you do not want the file to overwrite the existing file in your **H:DRIVE**, **UNCHECK** "Overwrite existing files".

- CLICK **UPLOAD**

