Department of Education, Training and Employment





Ayr State High School

iOS – Accessing Shared Folders

Version 1.0 - 31/10/2015



Great state. Great opportunity.



This type of box indicates a potential solution to the problem.



This type of box indicates problems that you may encounter, or that the fix is a work-in-progress.



Version History

• 1.0 – 31 October 2015 – Initial version.

Purpose of Document

This document details how it is possible for iOS users in the BYOx program to connect to Shared Drives on the school network to access curriculum resources. This tutorial was performed on a paid version of "FileBrowser" from the App Store (icon is shown below). To perform the equivalent actions in another app, the steps should be roughly the same.

Prerequisites

This tutorial assumes that you have the following applications loaded on your iPad:

- Microsoft Office apps for the documents you wish to open (Word, Excel, PowerPoint)
- FileBrowser (or equivalent). The version shown in this document is the paid version (\$10).



• iOS 8 or above.

Steps

- 1) Open the FileBrowser application. If this is the first time you are using the app, you will be prompted to go through a setup process. You shouldn't be required to add any folders yet.
- 2) Click the "+" icon next to "Locations" to add a new shared folder.



3) You will be presented with the "What type of storage?" prompt. Select "Manual Setup".

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Remote Files	What storage would you	like to connect to?	
iCloud			
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4) You will be presented with the "Manual Setup" screen. Fill in the options as shown below.

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G Drive

If you are following this tutorial with an app other than "FileBrowser", it may require the "Address" to be entered in a different format. The two main ways the address in the above screenshot can be formatted are shown below:

- \\EQNOQ2008001.noq.eq.edu.au\data
- smb://EQNOQ2008001.noq.eq.edu.au/data
- 5) Click "Save" on the location.

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6) You will be shown the main screen again, except with "G Drive" shown in the drive list. If the drive is not automatically connected, just tap on it, and you will be shown something like the screenshot below.

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The items in the right hand pane are all the file shares that are available on this particular server. In this example, "data" is the only one of relevance.

7) Navigate to a document that you wish to open (such as a Word document), tap the "three lines" beside the document, tap "Open In", and then in the interactions dialog, select "Copy to Microsoft Word".





When a document is edited in the Microsoft Word app, and you save the changes, this new version of your document are not copied back to G Drive. This is because each application has its own separate "Container", which is why the icon says "**Copy** to Word".

 Once you select "Copy to Word", the Microsoft Word application should open, with your document, as shown below:

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Some other useful paths on the Ayr High Network are:

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<u>\EQNOQ2008002.noq.eq.edu.au\PhotoCommon</u> - Yeardisk Photo Drive
<u>\EQNOQ2008004.noq.eq.edu.au\BYOx</u> - BYOx Folder which stores Windows/Mac applications