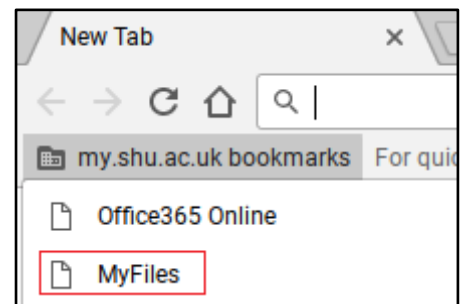


How to access files on Homespace with a Chromebook

It is possible to access, edit and print files stored on Homespace using the MyFiles service. Please read this document and ensure you copy any updated files back to Homespace before returning the Chromebook.

The editing features of Google Docs are not as extensive as Microsoft Office, but acceptable for basic editing of documents. Some advanced features will not be supported.

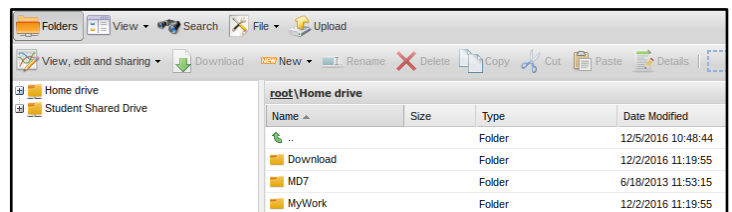
1. Within Chrome, select the my.shu.ac.uk Managed Bookmarks tab and select 'MyFiles'



2. When requested, enter your SHU usercode and password.

A screenshot of a login form. It has two input fields: 'Username' and 'Password'. Below the fields is a 'Logon' button.

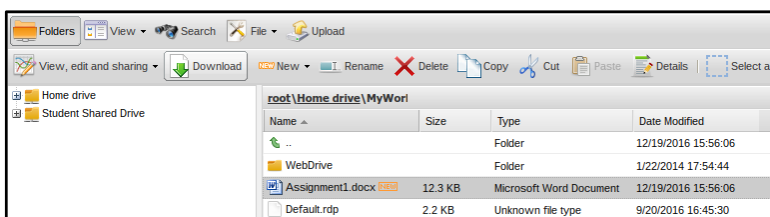
3. The browser will open at the root of your Homespace folder.



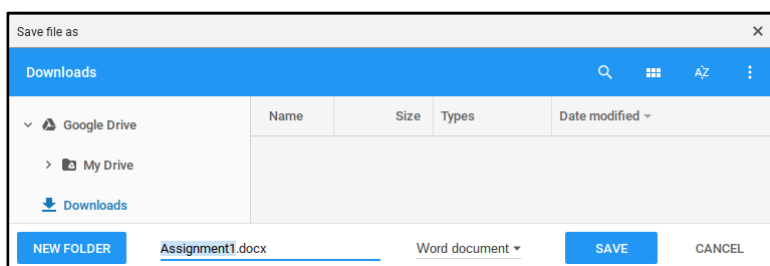
Accessing Homepage on a Chromebook

4. Select the file you wish to edit or print.

Press the 'Download' button to download the file to the Chromebook.

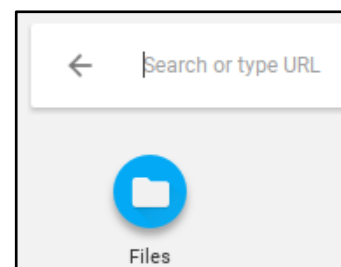


5. Accept the Downloads folder as the folder to download the file to and press the 'SAVE' button.



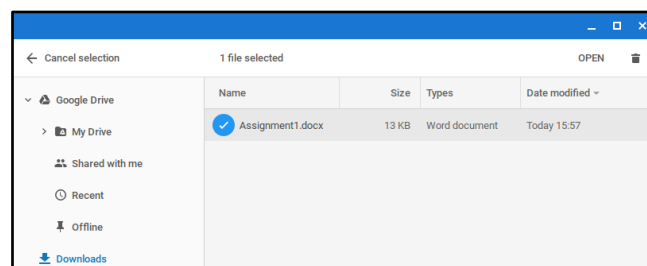
6. Search the Chromebook for the 'Files' application and open the application.

To do this, select the Chromebook menu and enter 'Files' in to the Search box.



7. Select the Downloads folder and open the file you have just downloaded.

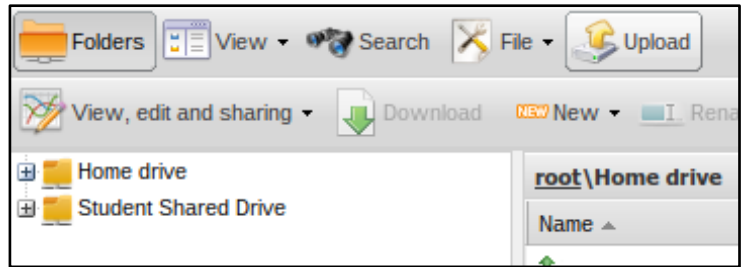
The document will open within Google Docs to allow for basic editing and printing.



Accessing Homespace on a Chromebook

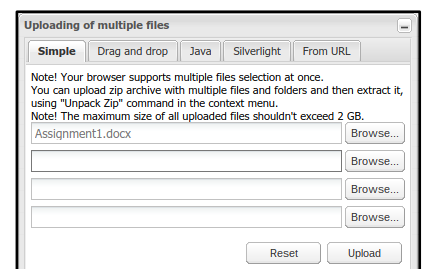
8. If the document has been edited and you wish to retain the changes you will need to copy the file back to Homespace.

To do this, open MyFiles and select 'Upload'.



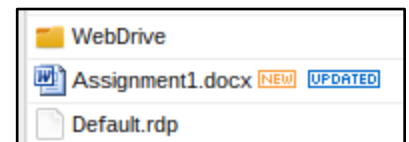
9. Within the dialog box, select 'Browse...' and then select the file you wish to upload from the 'Downloads' folder.

Once done and the document appears within the window select the 'Upload' button.



10. Browse to the folder you wish to upload the file to and if prompted, accept the message to overwrite the existing file.

Your updated file will appear within MyFiles as being updated.



Warning - Before logging out of the Chromebook please ensure all files have been transferred to other storage

On logout from the Chromebook your user profile will be removed and any files downloaded to the Chromebook will be deleted.

Please copy any files you wish to retain to Homespace, USB or cloud storage.