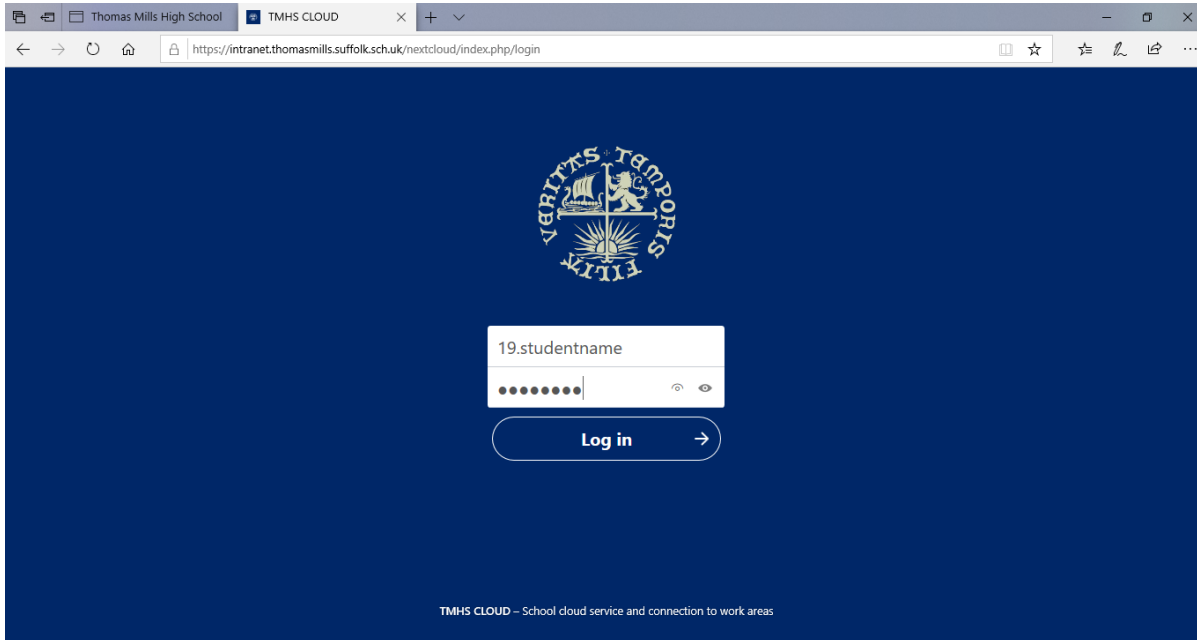














Using the TMHS School Cloud

Access to the school cloud can be found by using the links on the school web site, the school's intranet or by going to this web site address <https://intranet.thomasmills.suffolk.sch.uk/nextcloud>

To log into the school cloud use your normal computer logon details.



When you log on to the school cloud you will be shown the FILES page. From here you can access your school work area 'My Work' and other shared resources.

<input type="checkbox"/>	Name ^		Size	Modified
<input type="checkbox"/>	 Documents	 ...	2.5 MB	5 months ago
<input type="checkbox"/>	 My Work	...	Pending	3 days ago
<input type="checkbox"/>	 Photos	 ...	3 MB	5 months ago
<input type="checkbox"/>	 Student Shared	...	Pending	3 days ago
<input type="checkbox"/>	 Nextcloud.png	 ...	36 KB	5 months ago
<input type="checkbox"/>	 Nextcloud intro.mp4	 ...	452 KB	5 months ago
<input type="checkbox"/>	 Nextcloud Manual.pdf	 ...	6.4 MB	5 months ago

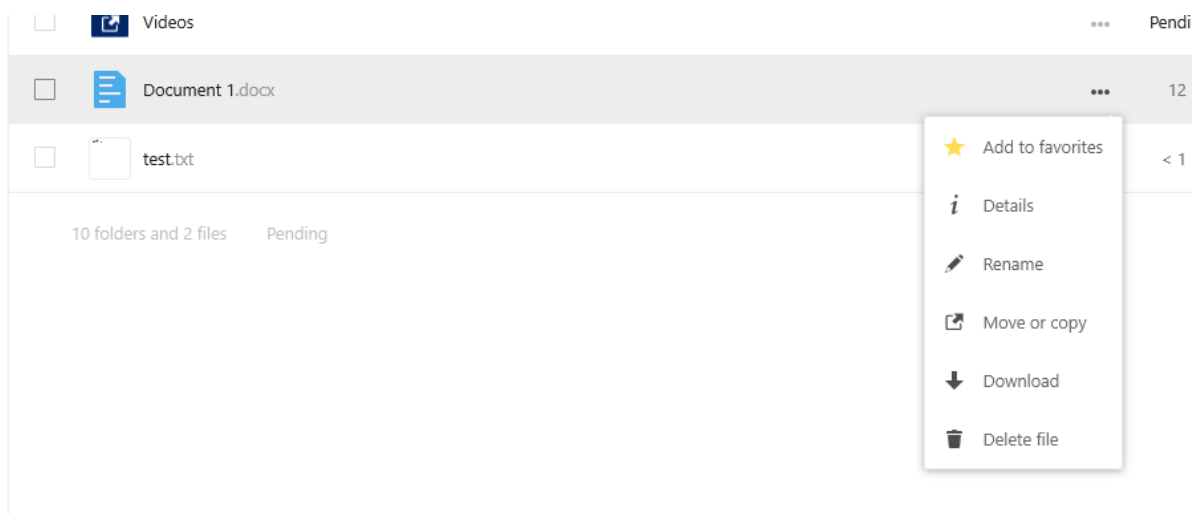


Folders with the icon shown here are school network resources just as you would use when you are using a school computer.

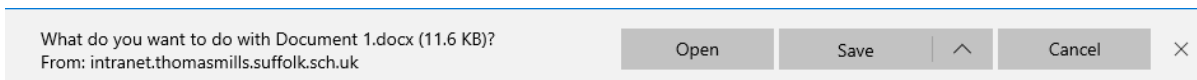
Working on a document from your 'My Work' area or another shared resource.

To work on any documents from a school resource you will need to download the document onto your computer.

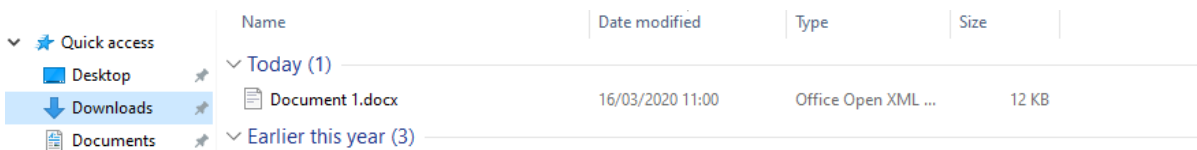
To the right of the document you wish to work on are three dots ... Click on these and a drop down menu will appear. Select Download.



Click Save to download your document.



Generally downloaded documents will be downloaded to the 'Downloads' folder of your computer



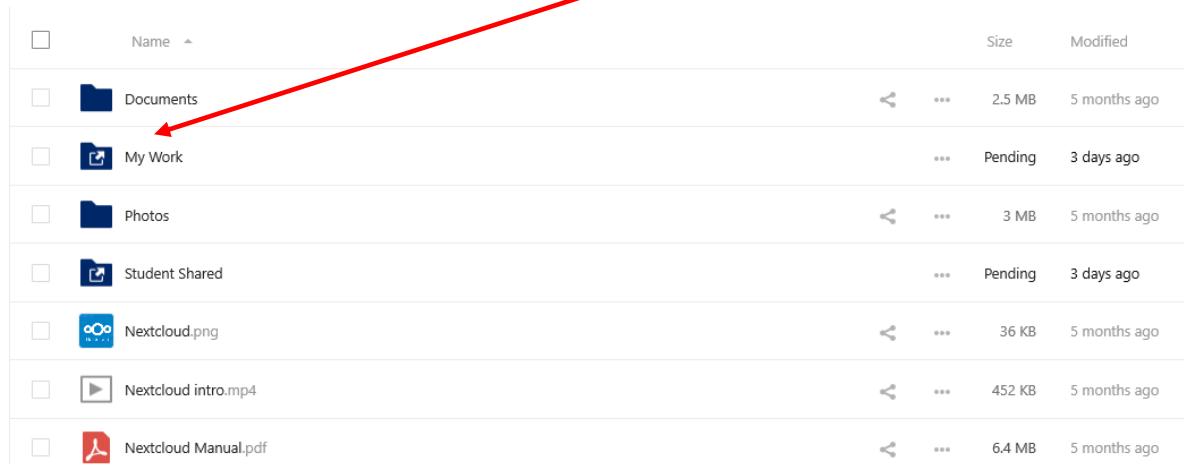
Once you have downloaded your document you can work on the document from your computer.

See the next section for instructions on how to upload your document after you have finished working on it.

Uploading a document to your 'My Work' area or another shared resource.

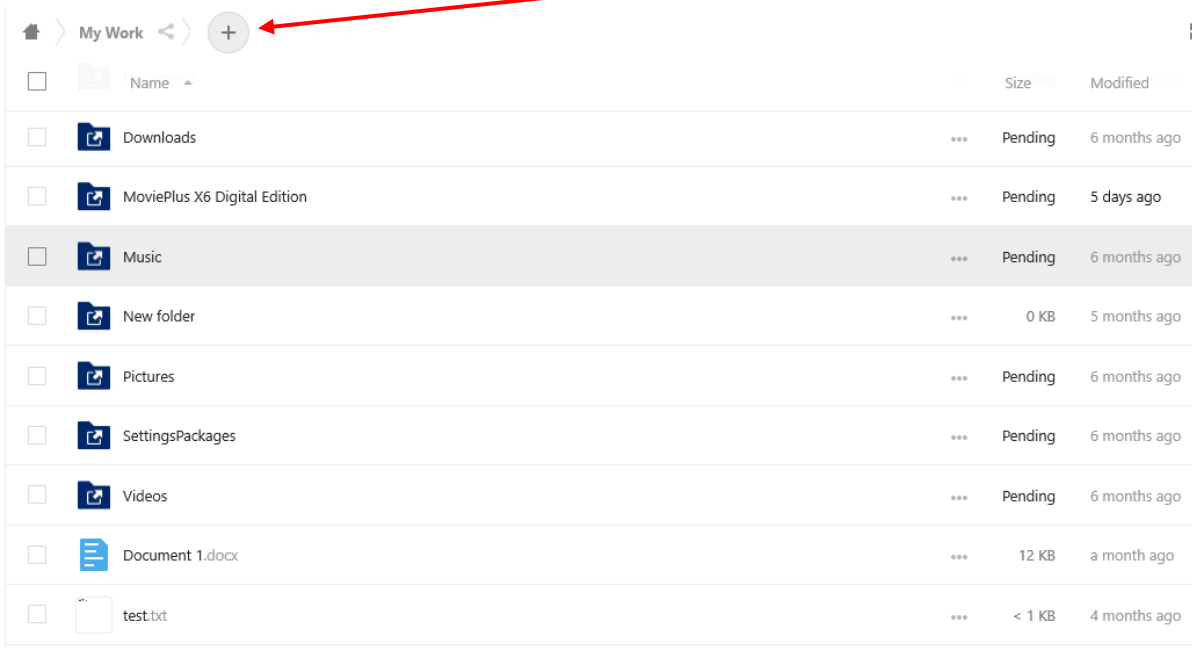
(Students cannot upload documents to the Student Shared folder. Please upload to the appropriate shared resource indicated by your teacher.)

To upload a document to for example your 'My Work' folder select your 'My Work' folder in the FILES area of the school cloud.



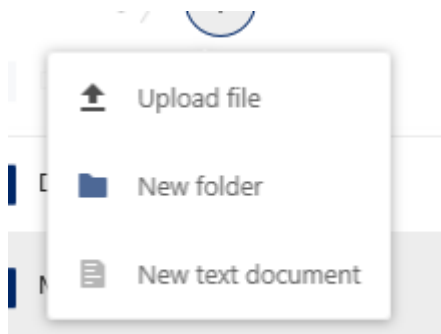
<input type="checkbox"/>	Name			Size	Modified
<input type="checkbox"/>	Documents		...	2.5 MB	5 months ago
<input type="checkbox"/>	My Work		...	Pending	3 days ago
<input type="checkbox"/>	Photos		...	3 MB	5 months ago
<input type="checkbox"/>	Student Shared		...	Pending	3 days ago
<input type="checkbox"/>	Nextcloud.png		...	36 KB	5 months ago
<input type="checkbox"/>	Nextcloud intro.mp4		...	452 KB	5 months ago
<input type="checkbox"/>	Nextcloud Manual.pdf		...	6.4 MB	5 months ago

From within the folder you are uploading to click on the '+' button.

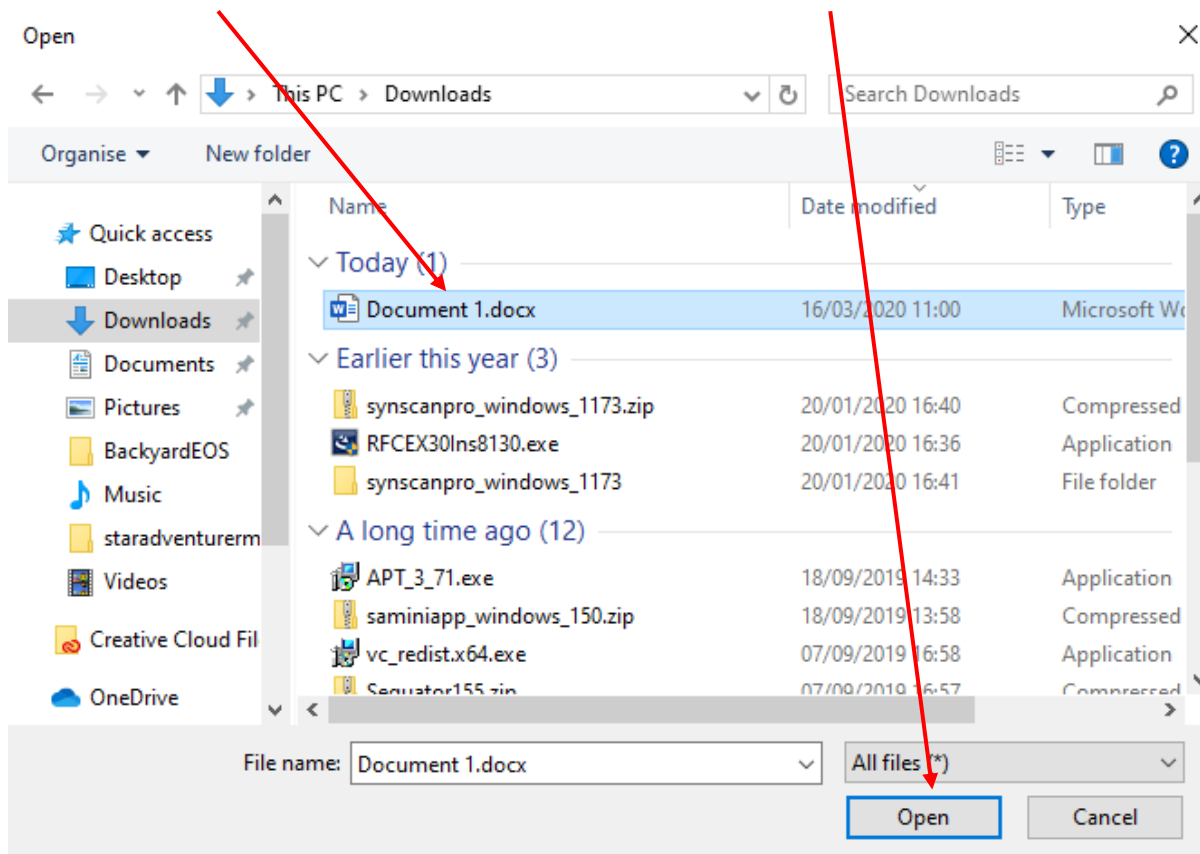


<input type="checkbox"/>	Name		Size	Modified
<input type="checkbox"/>	Downloads	...	Pending	6 months ago
<input type="checkbox"/>	MoviePlus X6 Digital Edition	...	Pending	5 days ago
<input type="checkbox"/>	Music	...	Pending	6 months ago
<input type="checkbox"/>	New folder	...	0 KB	5 months ago
<input type="checkbox"/>	Pictures	...	Pending	6 months ago
<input type="checkbox"/>	SettingsPackages	...	Pending	6 months ago
<input type="checkbox"/>	Videos	...	Pending	6 months ago
<input type="checkbox"/>	Document 1.docx	...	12 KB	a month ago
<input type="checkbox"/>	test.txt	...	< 1 KB	4 months ago

Select Upload file



Select the document you have been working on and click on the 'Open' button.

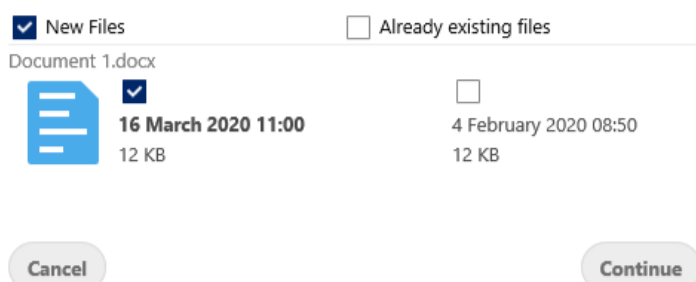


If you see this box appear...

1 file conflict

Which files do you want to keep?

If you select both versions, the copied file will have a number added to its name.



It is asking you if you want to upload and overwrite the document in your user area.

This is to ensure the document you are saving is the correct up-to-date version.

(If you are unsure, cancel the upload and rename the document.)

If you are happy this is correct click on the 'New Files' tick box and click continue to upload.