

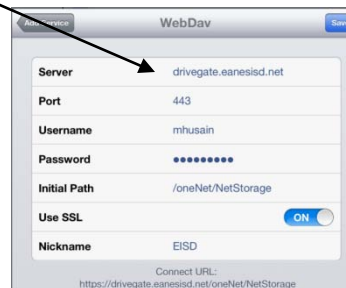
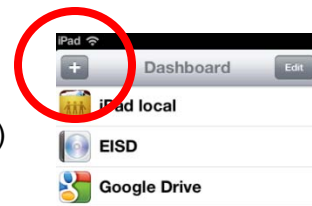
iFiles App Setup



Create connections on your iPad to the EISD shared drive and your Home folder, Google Drive and Local iPad storage

Connecting iFiles to your EISD network folders

1. Open the iFiles App in LANDSCAPE mode (Get the app from Self-Service)
2. Click the + sign on the top left of your screen (make sure you are on the DASHBOARD)
3. Select **WebDav**
4. Enter the following:
 - a. SERVER: <https://drivegate.eanesisd.net/oneNet/NetStorage>
 - b. The port 443, Initial Path and USE SSL fields should auto-populate, the server name will shorten
 - c. Enter your NOVELL username and password
 - d. For NICKNAME, enter EISD
 - e. Tap the blue **SAVE** tab on the top right
 - f. Tap EISD and you should see all of your network folders



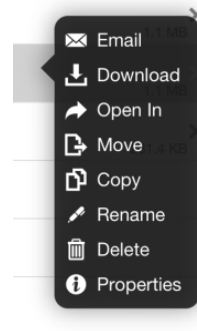
Uploading media from your iPad to your EISD folders

1. From your DASHBOARD, press **EISD**
2. Navigate to the folder you want to drop iPad media into
3. Press the + sign in the bottom middle to bring up a menu
 - a. Press **From Library** (may have to click OK to allow access)
 - b. Press the Camera Roll or Photo Stream, press a photo
 - c. It may look as if nothing happened, but it will transfer. Use the arrow keys at the top middle to go back a level and then go forward to your folder and you will see the files
 - d. You can also make a folder, voice recording, or snap a pic from the same menu



Downloading media from your EISD folders to your iPad apps

1. Find the file you need
2. Press and hold the file name to get the share menu and make your choice

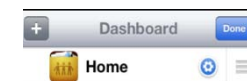


Google Drive Setup

1. From your **DASHBOARD**, press the + sign on the top left
2. Select **Google Docs** from the Add Service menu
3. Enter the following:
 - a. Username: Full EISD email address Password: EISD email password
 - b. Nickname: Google Drive
 - c. Press SAVE
4. Tap the Google Drive icon, wait for it to connect, and then your Google Drive files will appear
5. Press and hold a file to activate the share menu and make your choice

Change the NICKNAME of your iFiles "HOME" folder to My iPad

1. From your DASHBOARD press EDIT on the middle top
2. Press on the blue gear next to the HOME account and change the NICKNAME to My iPad



*This will help us remember that we can save media to this folder if we need to access files when NOT connected to WIFI