

Nestucca Cloud

Help Sheet

The Nestucca Cloud is a way to access files on your school drives such as your:

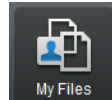
- H:\ Personal drive
- J:\ Everyone drive

1. Login:

- a. Open a web browser to www.nestucca.k12.or.us/hs
- b. Hover over Students and click the Nestucca Cloud link
- c. Enter you login name and password
- d. Click the sign in button

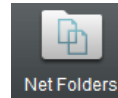
2. Personal drive (H:\)

- a. Click My Files from top menu bar
- b. You should now see a listing of your H:\ drive



3. Shared drives

- a. Click Net Folders from the top menu bar
- b. Click the shared drive (ie Hseveryone)
- c. You should now see a listing of the shared drive selected



4. Basic operations

- a. To open a sub folder, click on the folder name
- b. To move back a folder/level click the up arrow to the left of the folder name
- c. To work with a file:
 - i. Click the file name
 - ii. Select Save File
 - iii. Click Ok
 - iv. Select your desktop
 - v. Click Save
 - vi. Open the file on your desktop
 - vii. Make changes
 - viii. Save and exit the program
 - ix. Copy the file back to the school drive
- d. To copy the file back to your school drive:
 - i. Move to the folder to place the file
 - ii. Click the Add Files button
 - iii. Click the Browse button
 - iv. Click the desktop
 - v. Double click the file
 - vi. If the file already exists in that folder you will be prompted to overwrite the file with the version from your desktop, select yes
 - vii. Delete the copy on your desktop (if you want to keep you desktop clean)
- e. When finished, sign out
 - i. Click your name in the upper right corner
 - ii. Click the Sign out button

