

Foldr Guide

This Guide shows you how to set up Foldr on your device, how to save documents to the shared drives, and update your Login when your password needs updating.

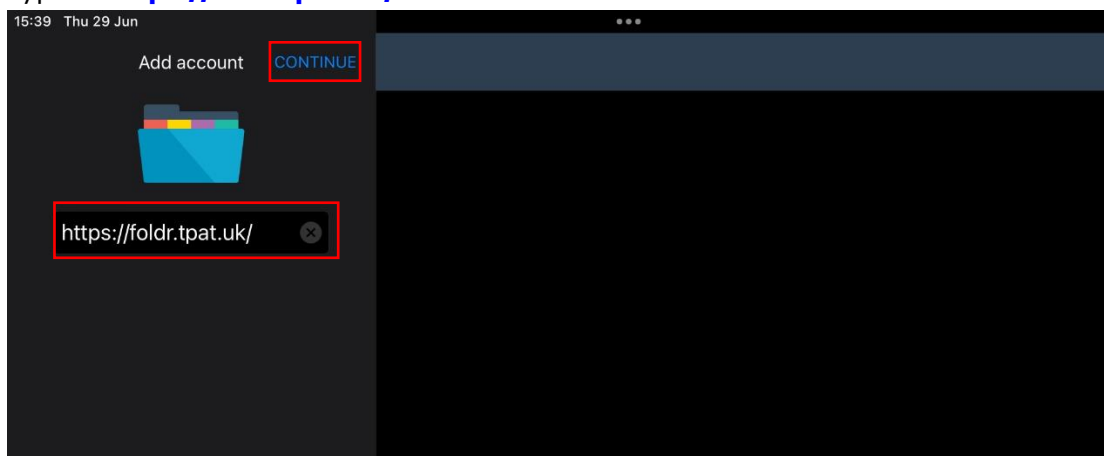
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Setting up Foldr

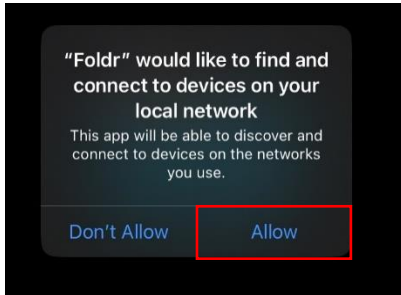
The first part of this guide will run you through how to set up Foldr on your iOS device.

1. Once Foldr is open, you will be asked to input a Foldr Address as highlighted in red. Type in <https://foldr.tpat.uk/> and select "continue."

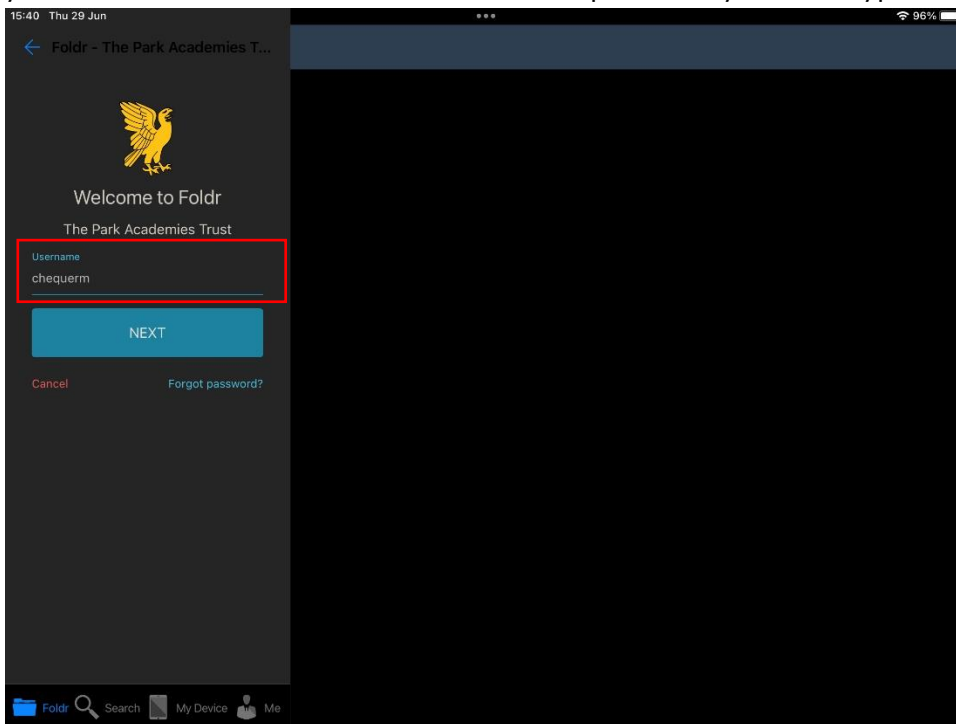




2. Upon following the last step, you may get the following message, select "Allow"

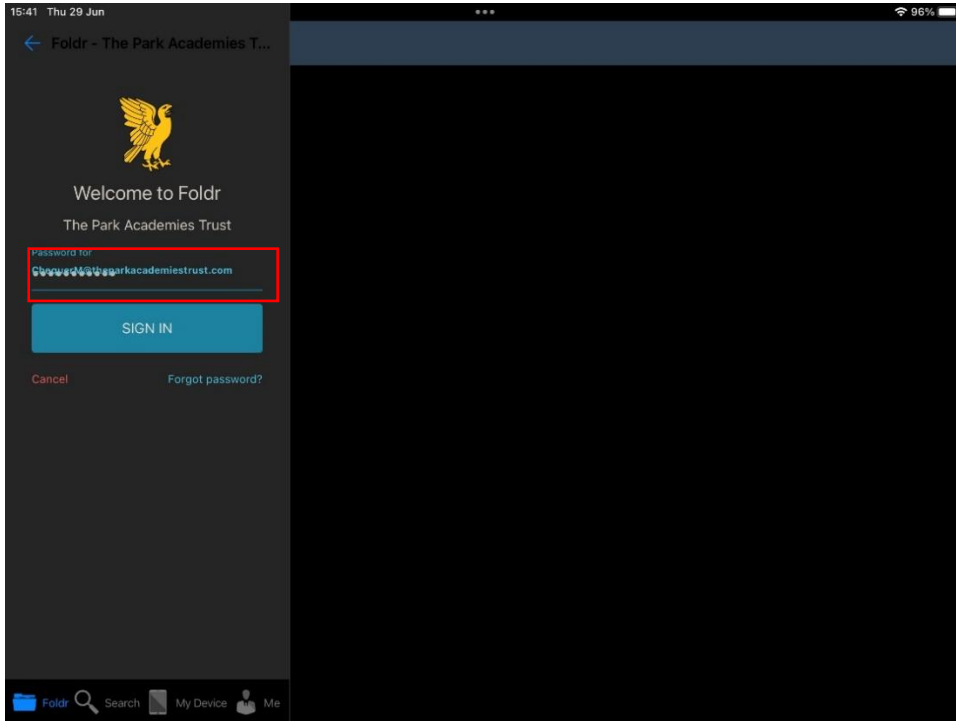


3. Once you have input the address you will then see the following screen, please input your school username. SmithJ.OVS for example. Once you have typed it in select 'Next'

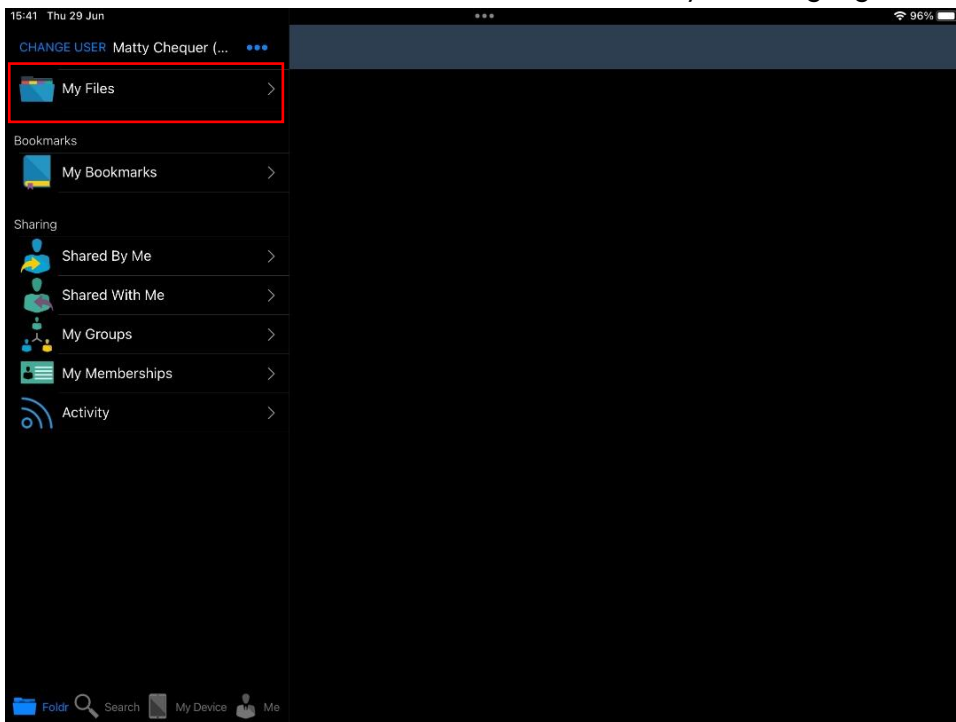




4. You will then need to type in your school password and select "Sign in"

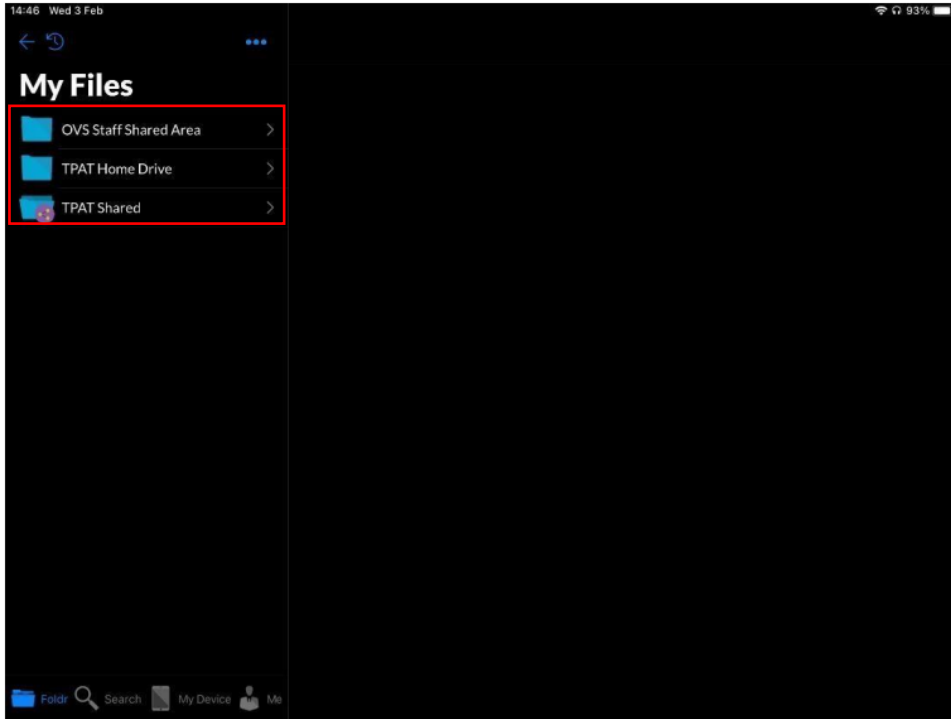


5. You will then see the screen shown below, select "My Files" highlighted in red.





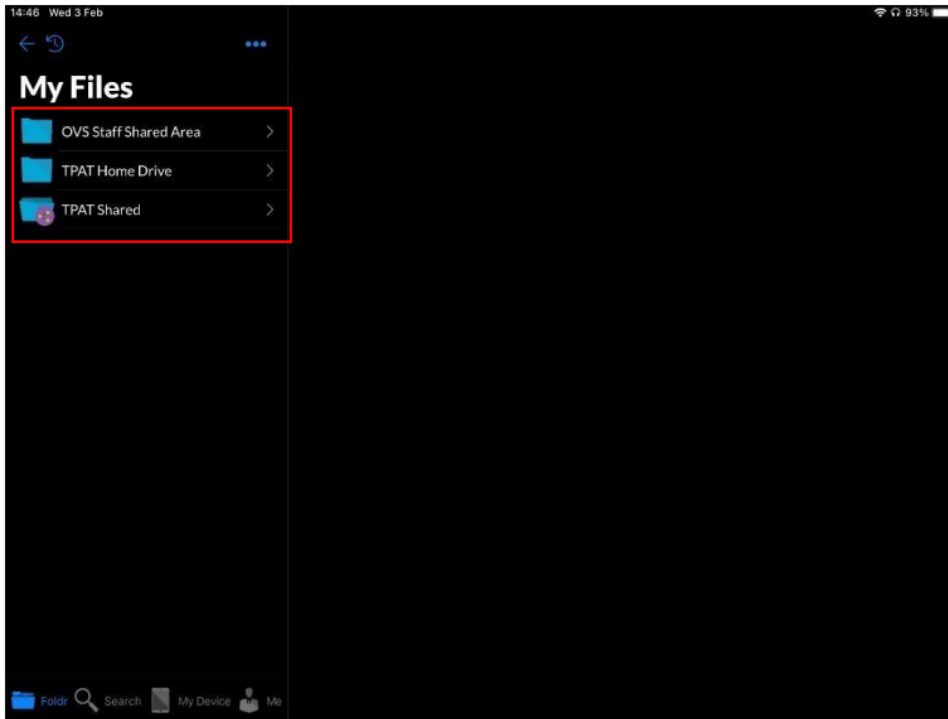
6. Selecting "My Files" gives you access to the Shared Areas; they will appear as shown below ready to be viewed and saved to



Saving to Foldr

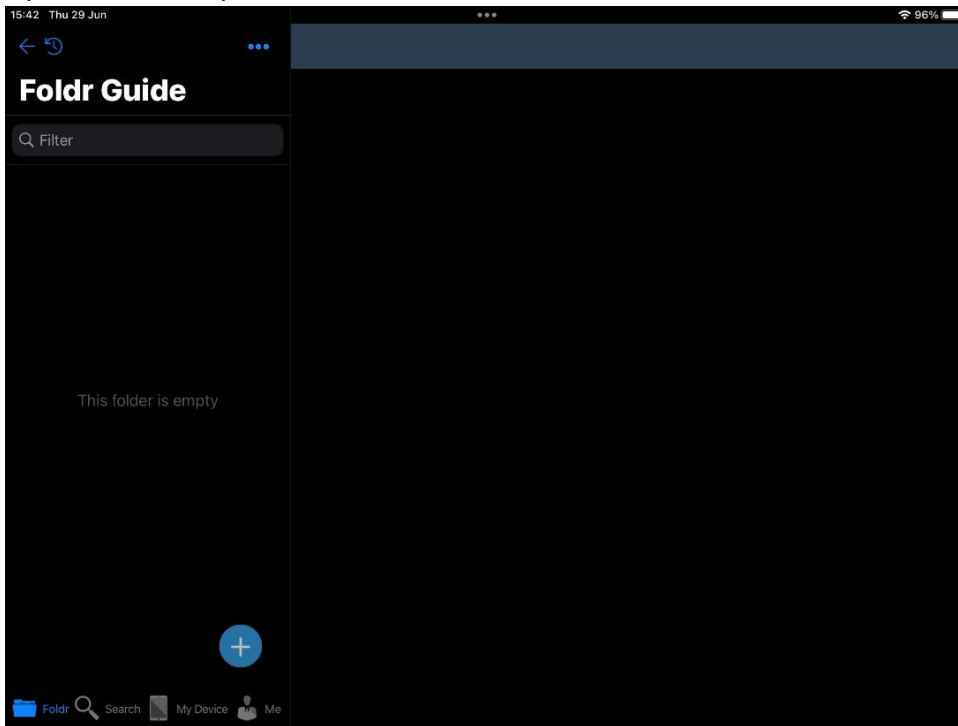
The 2nd part of this guide shows you how to save files using Foldr

1. Navigate to the drive you want to save to inside of. For your personal files select "TPAT Home Drive" For files shared with all staff access select the "Staff Shared Area" for your appropriate school

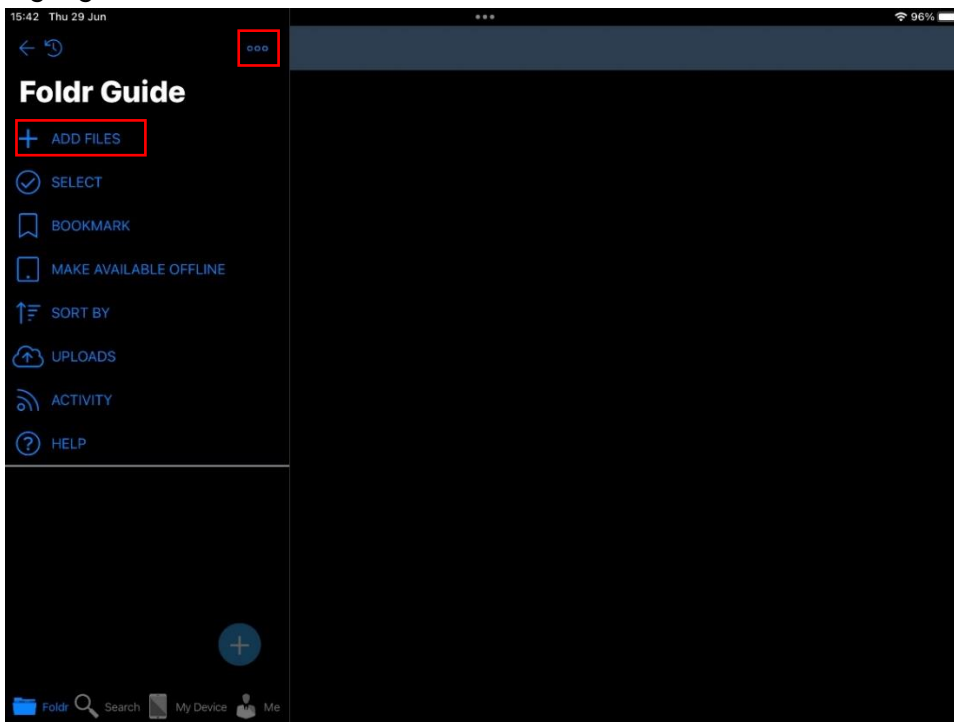




2. Open the folder you want to save to.

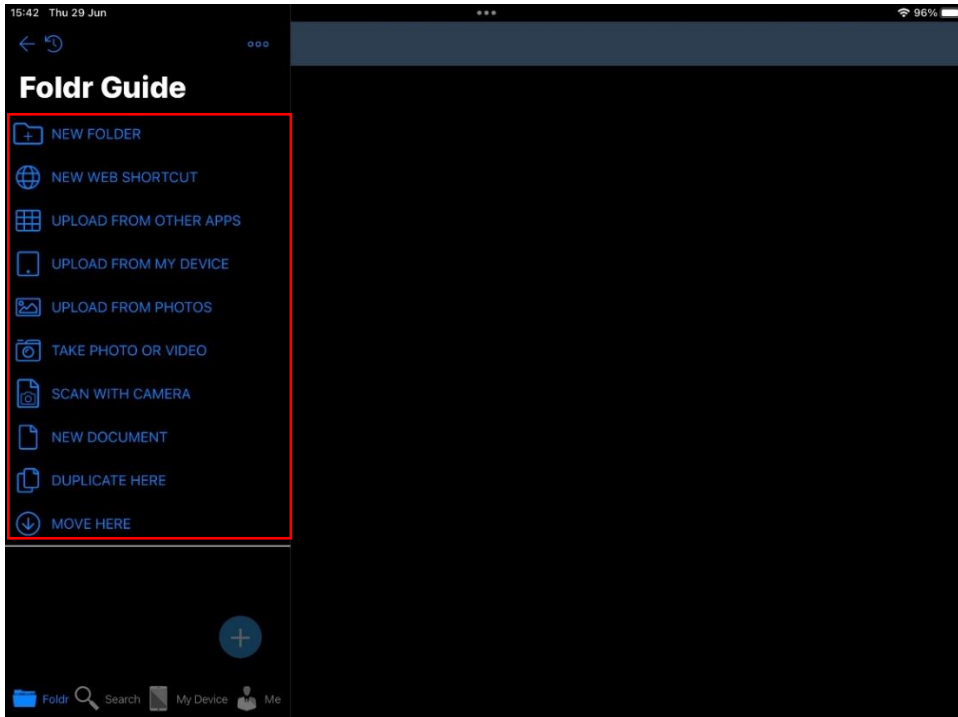


3. Press the 3 dots highlighted in red below and select "Add Files", which is also highlighted below

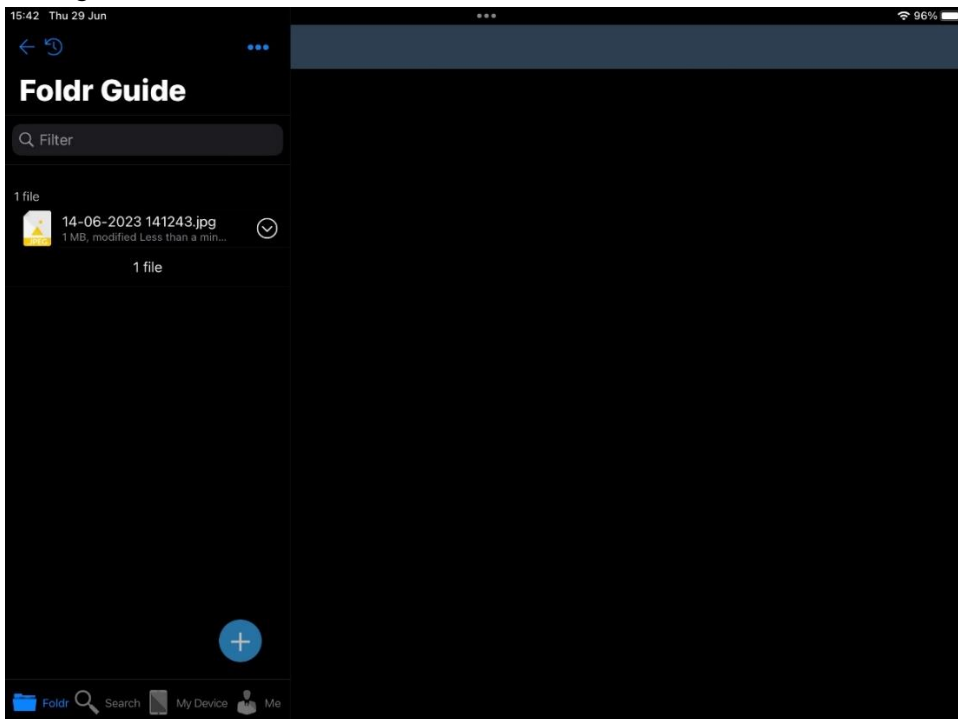




4. You will then see a list of options you can use. Click the appropriate option to select the file you would like to upload/create. For example, if uploading pictures from your iPad select “upload from photos”.

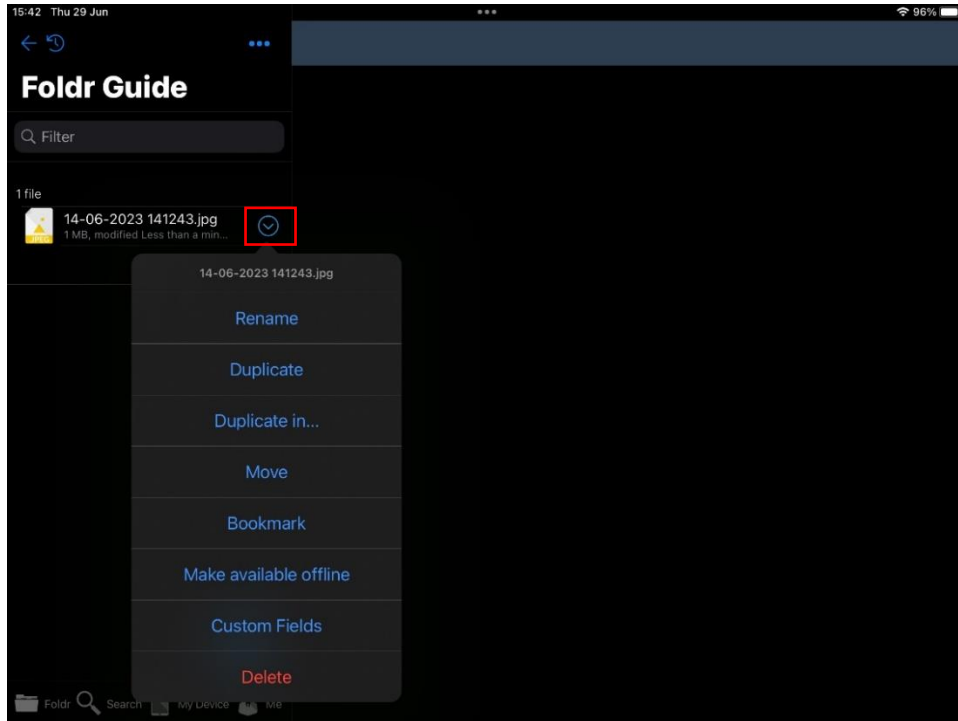


5. Once the file has been saved to the folder you will be able to view it and make changes.





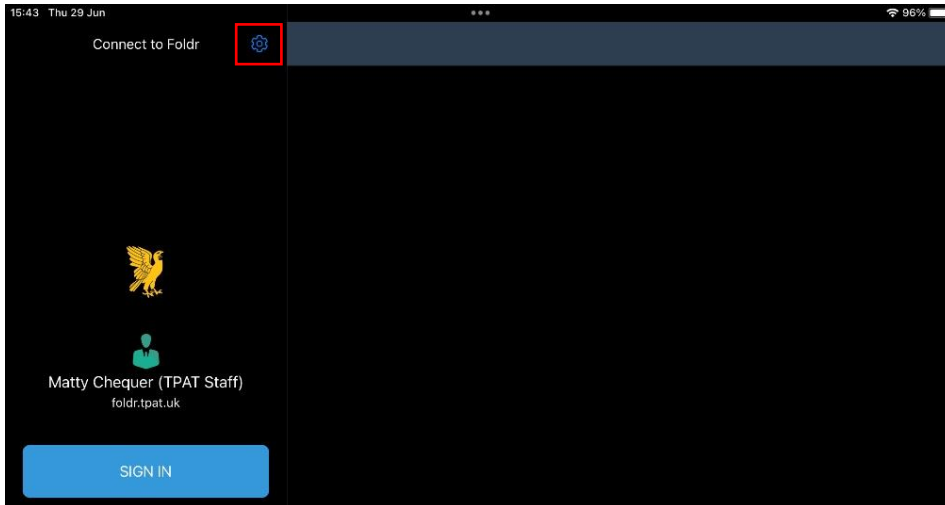
- To make changes to the file inside of Foldr, tap the arrow and you will see the following options



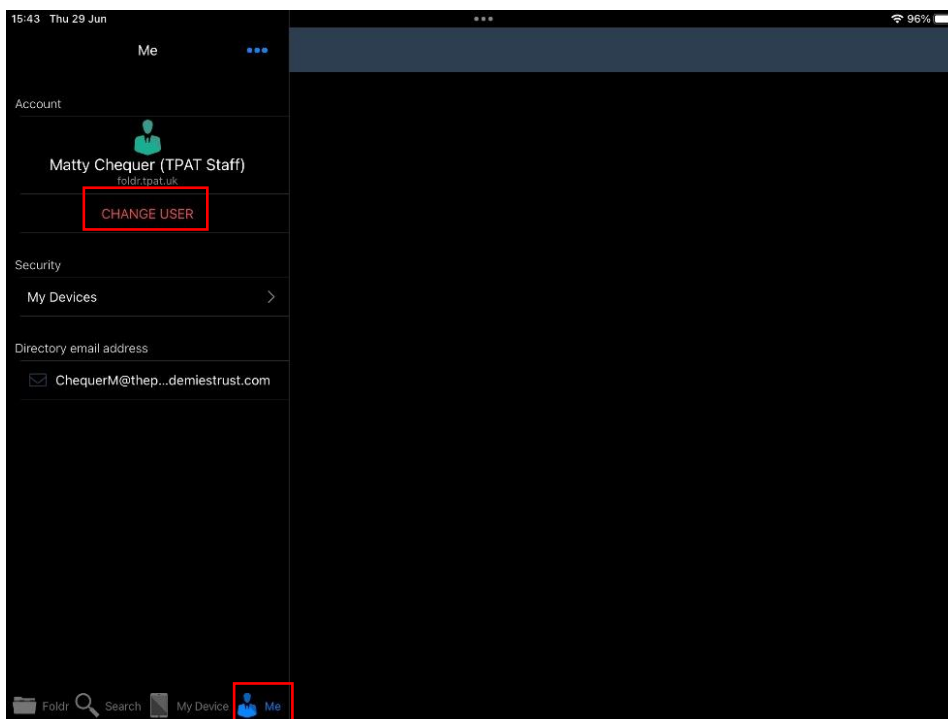
Update your Login

Updating your password causes Foldr to go out of sync, meaning you need to re-sign in with your email and password. The 3rd part of the guide shows how to update your Foldr login after having reset your password.

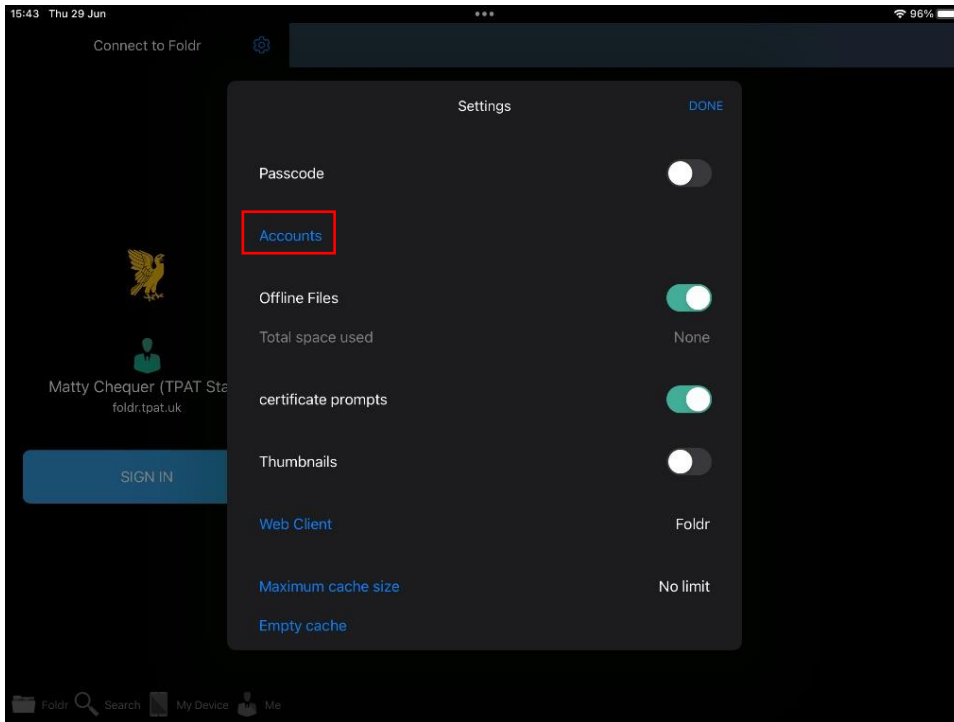
1. Open Foldr then select the cog at the top right of the sign-in window highlighted in red below



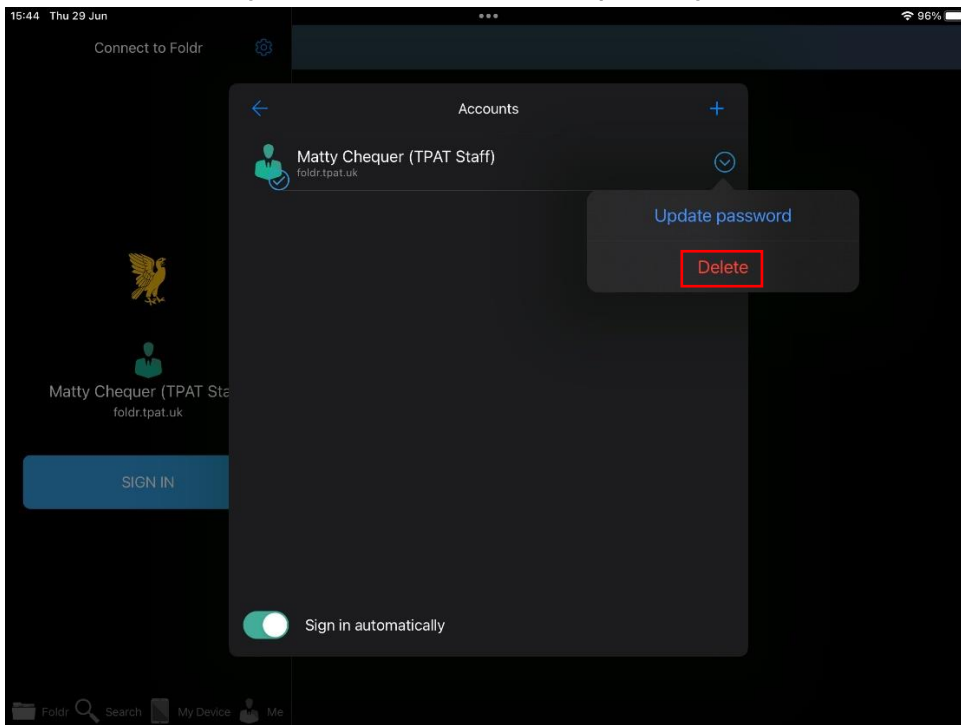
- 1a. If Foldr automatically signs you in, Press '**Me**' and select '**Change user**'. This will take you to the page you see above



- This will open up the following settings page, from here select "Accounts" highlighted in red.



- From here select the symbol highlighted in red and press **Delete**. You will be asked if you want to continue, press yes





4. You can then re-add your account with your username and new password as shown in the [Setting up Foldr](#) portion of this guide and as seen below. Once you have added the account you will be able to see your account under the “accounts. Come out of settings. Come out of settings and press “Sign in.”

