

Foldr Guide

This Guide shows you how to set up Foldr on your device, how to save documents to the shared drives.

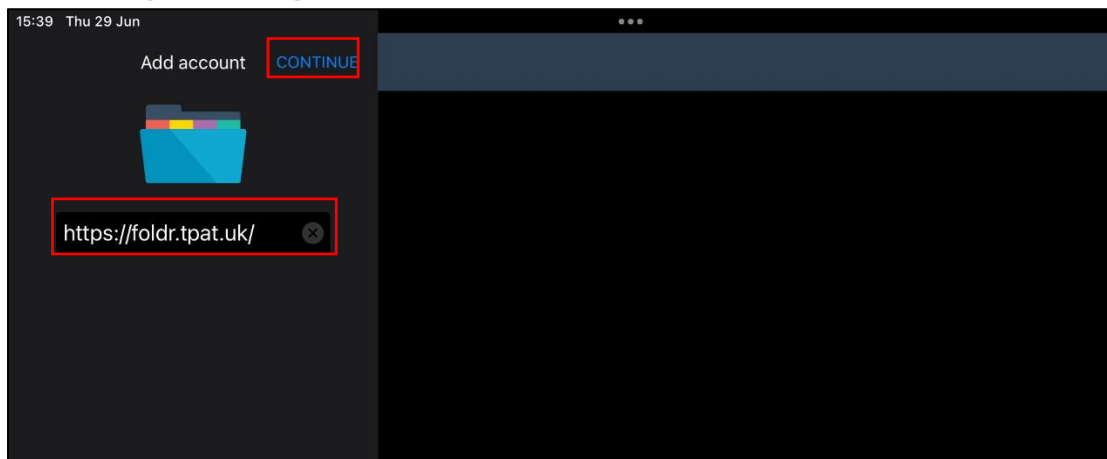
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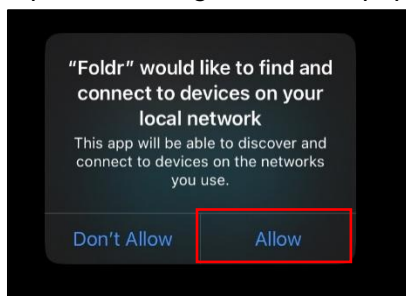
Setting up Foldr for iOS

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

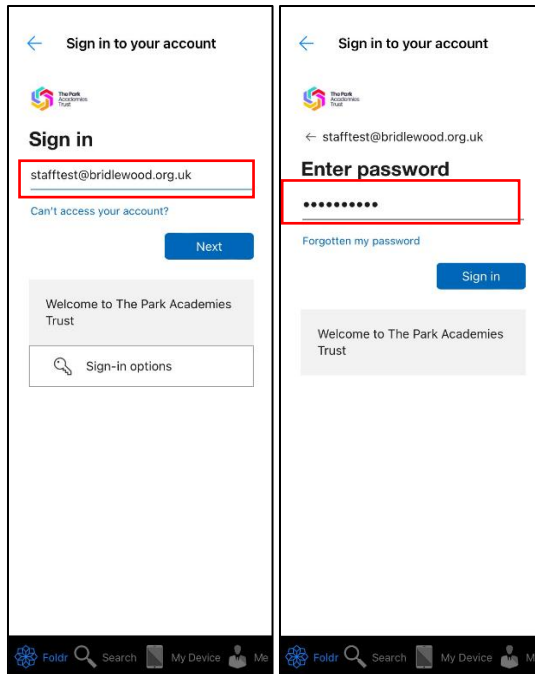
1. Once Foldr is open, you will be asked to input a Foldr Address as highlighted in red. Type in <https://foldr.tpat.uk/> and select "continue."



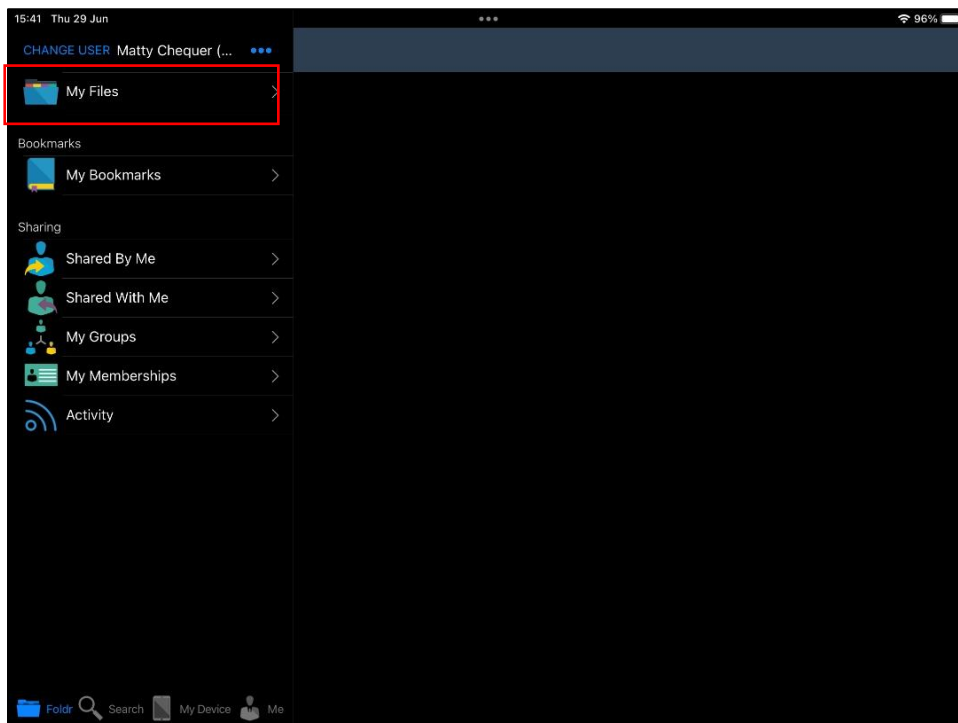
2. Upon following the last step, you may get the following message, select "Allow"



- Once you have input the address you will then see the following screen select sign in here, then sign in with your email address and password. If your password has expired, you will be prompted reset it.



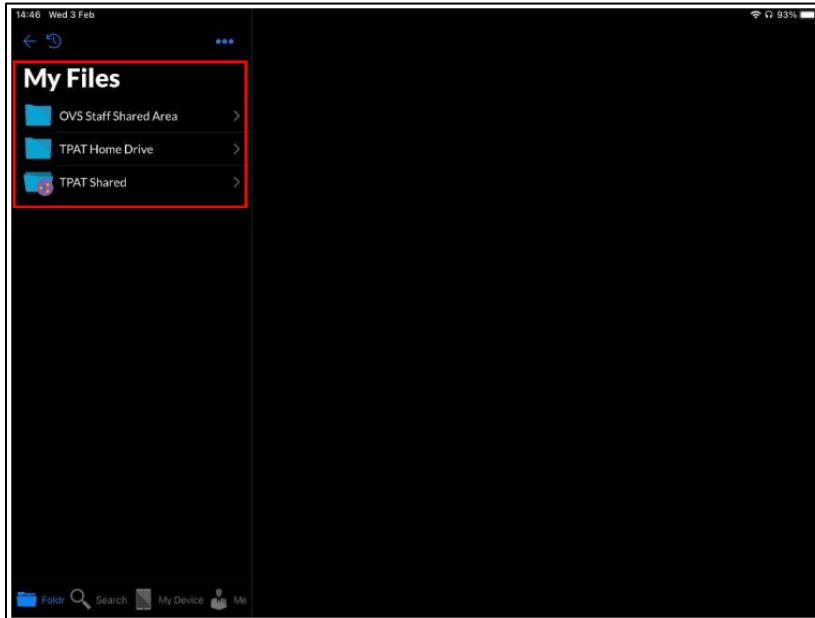
- Selecting "My Files" gives you access to the Shared Areas; they will appear as shown below ready to be viewed and saved to



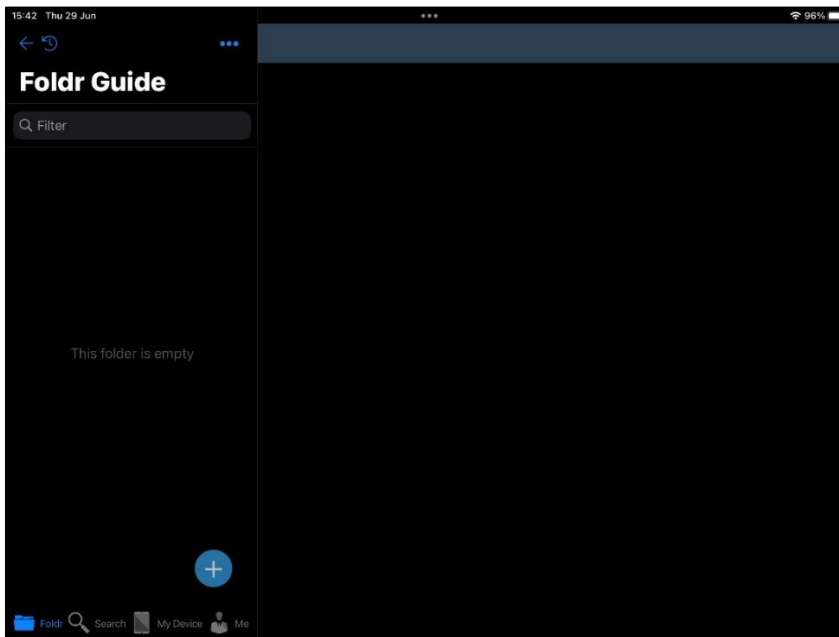
Saving to Foldr for iOS

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

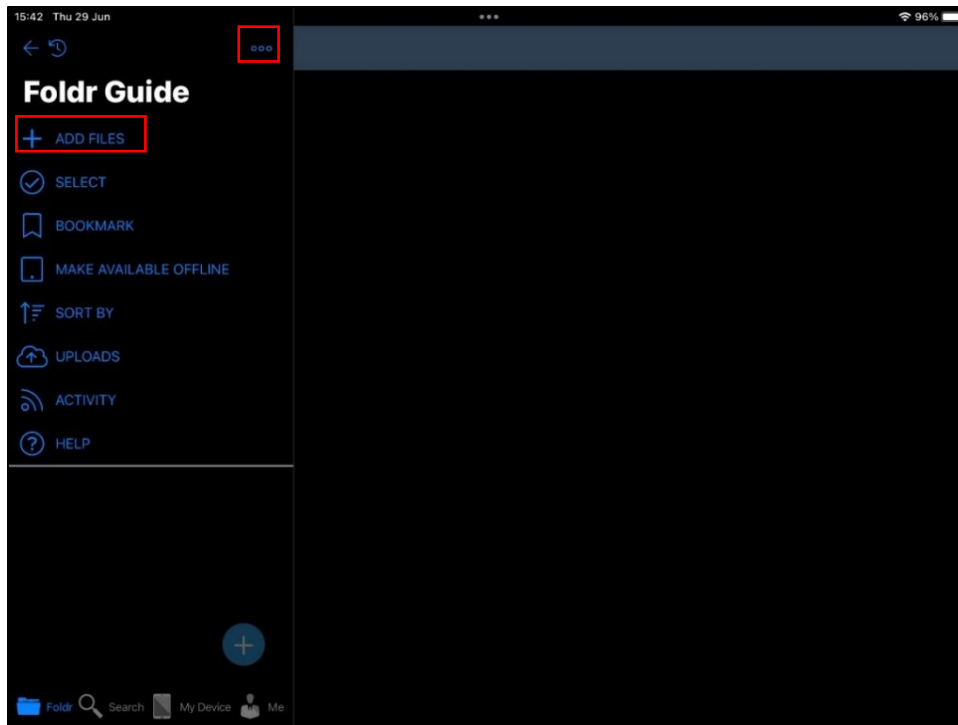
1. Navigate to the drive you want to save to inside of. For your personal files select "TPAT Home Drive" For files shared with all staff access select the "Staff Shared Area" for your appropriate school



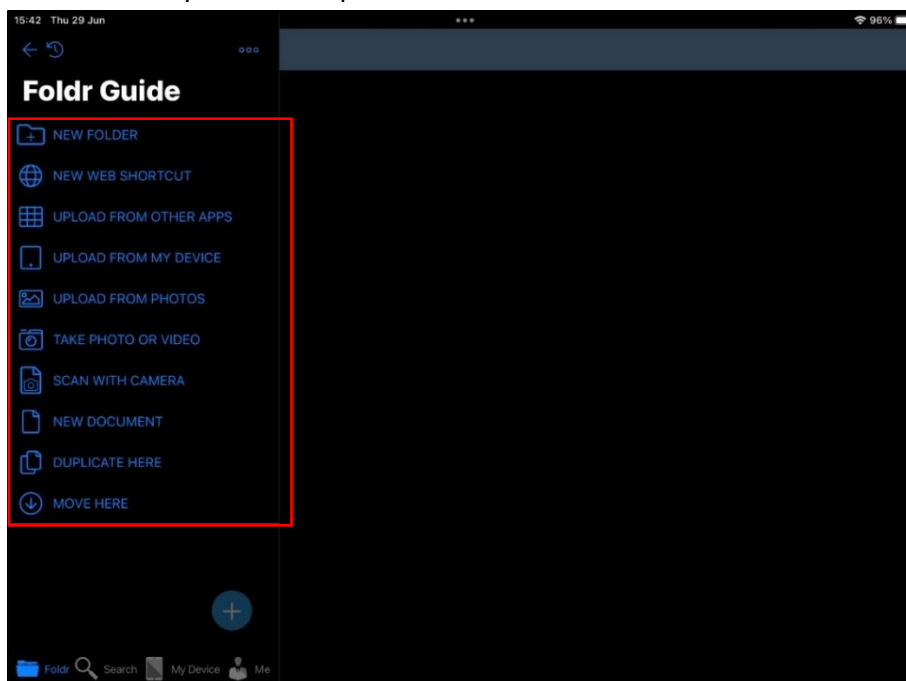
2. Open the folder you want to save to.



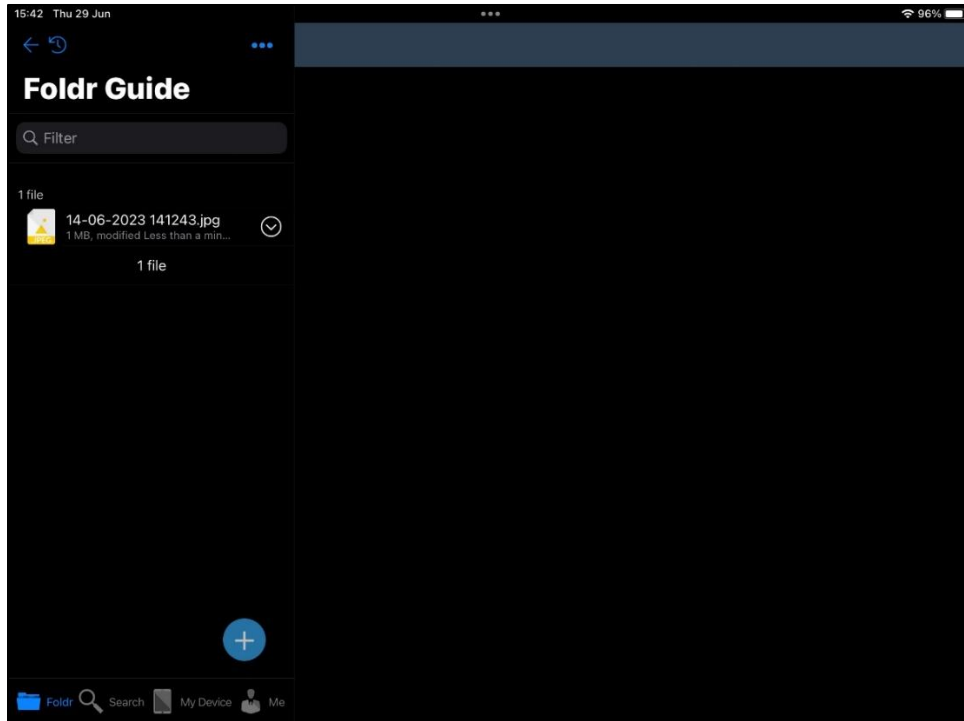
- Press the 3 dots highlighted in red below and select “Add Files”, which is also highlighted below



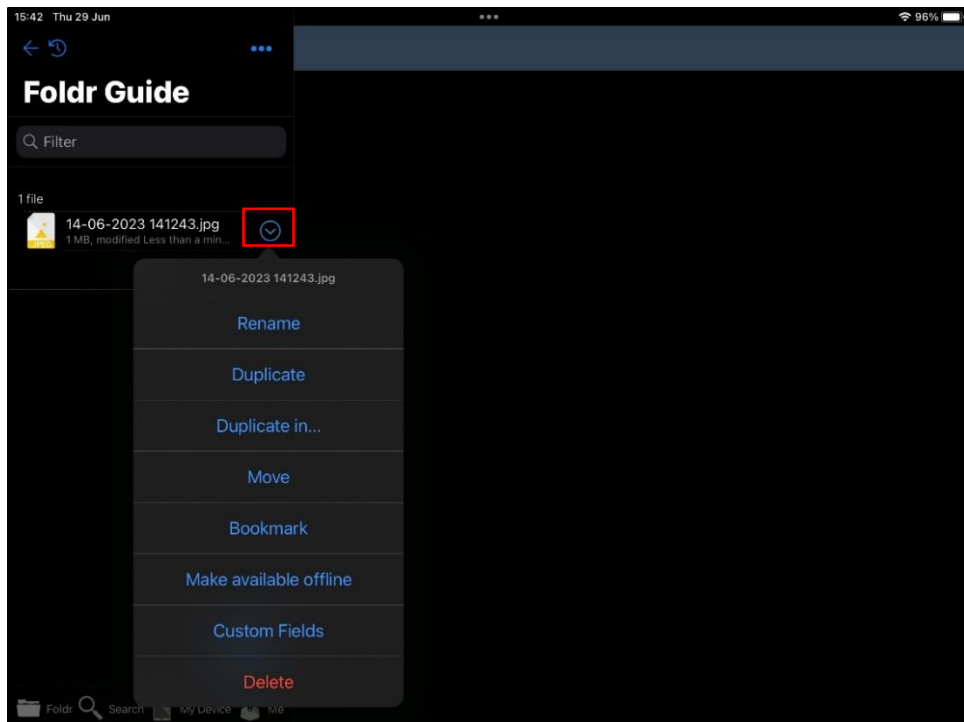
- You will then see a list of options you can use. Click the appropriate option to select the file you would like to upload/create. For example, if uploading pictures from your iPad select “upload from photos”.



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



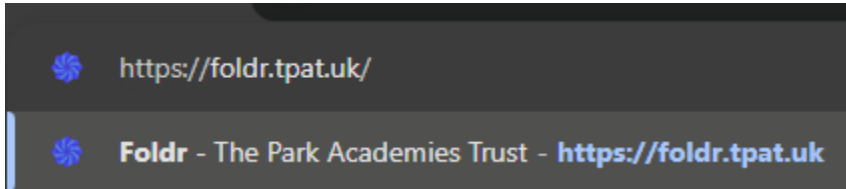
- To make changes to the file inside of Foldr, tap the arrow and you will see the following options



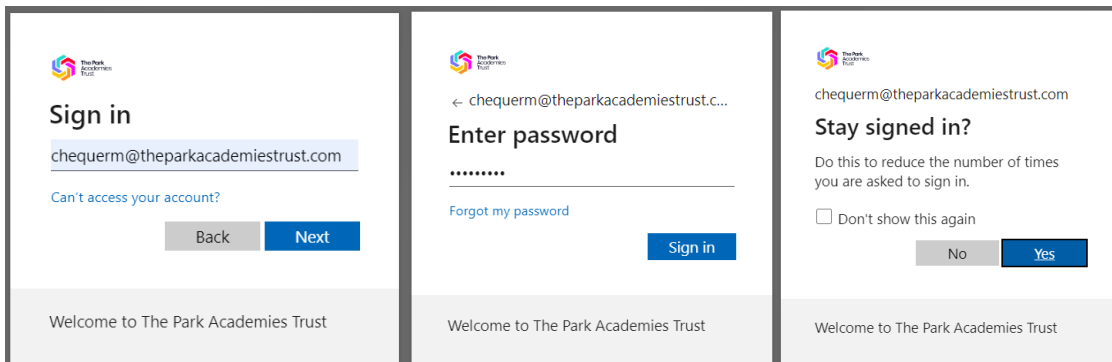
Setting up Foldr for Windows

This part of this guide will run you through how to set up Foldr on your Windows device.

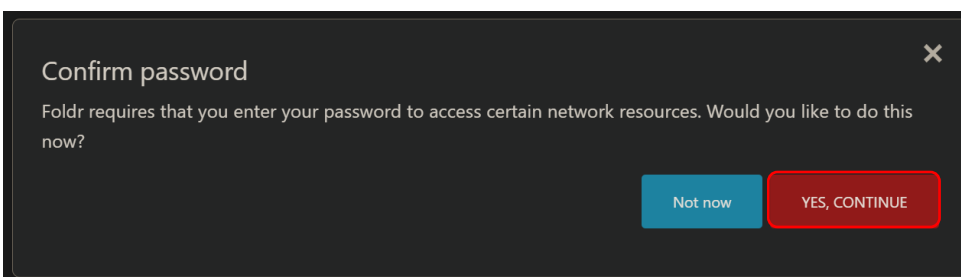
1. Type <https://foldr.tpat.uk/> into your browser



2. This will take you to a log in page, type in your school email address and password, and select no to not stay signed in



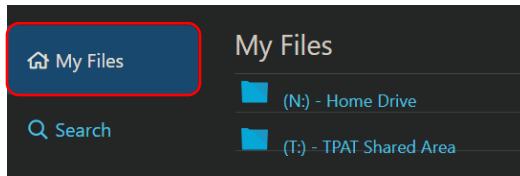
You may be asked to confirm your password, press yes and type the password you used to log into your school account



Saving to Foldr for Windows

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

1. Once logged in, click My files and you will see all of your network drives, this is where you can read and write files from.



2. Open or create the folder you want to save to. To create the folder, press the plus and click new folder.

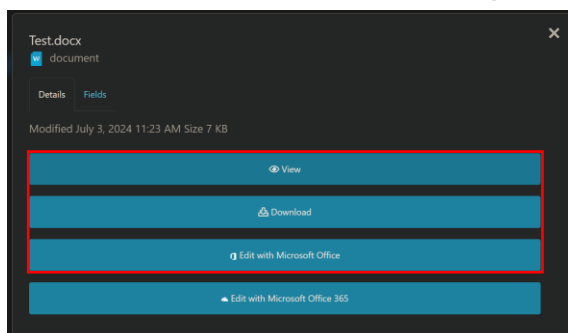


3. To save an existing file click the plus, select upload, find the file, click it and select open



4. Once the document is uploaded, you can double click it and select whether you want to view it or download it. If you download it to edit it, remember to reupload the version you have made changes to.

Do not edit with Microsoft 365, as this can cause the file to corrupt.



Setting up Foldr for Android

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

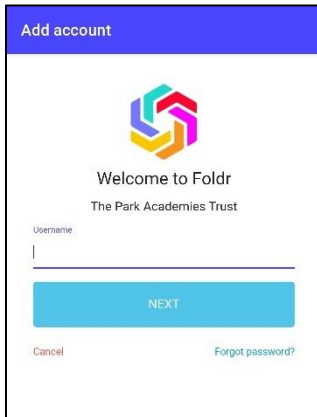
1. Once Foldr is open, you will be asked to input a Foldr Address as highlighted in red. Type in **<https://foldr.tpat.uk/>** and select "continue"

A screenshot of the Foldr app's 'Foldr address' screen. It features a blue header with the text 'Foldr address'. Below the header is a large blue flower-like logo. Underneath the logo is a text input field containing the URL 'https://foldr.tpat.uk/'. At the bottom of the screen is a blue button labeled 'Continue'.

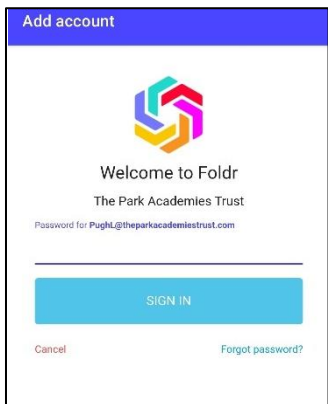
2. Once you have input the address you may then see the following screen, please tap "Sign in here"

A screenshot of the Foldr app's 'Add account' screen. It has a blue header with the text 'Add account'. Below the header is the Foldr logo. The text 'Welcome to Foldr' is displayed, followed by 'To sign in please go to' and the URL 'https://foldr.tpat.uk/apps' in blue. Below this is a QR code. Under the QR code, it says 'in your browser and enter code' followed by the code '32F496'. At the bottom, there are three options: 'or', 'Sign in here' (in blue), and 'Cancel' (in red).

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



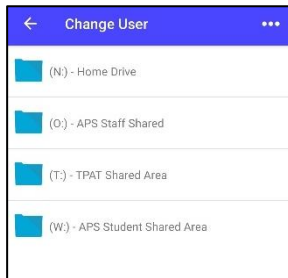
4. You will then need to type in your school password and select "Sign in"



5. Tap "Sign in"



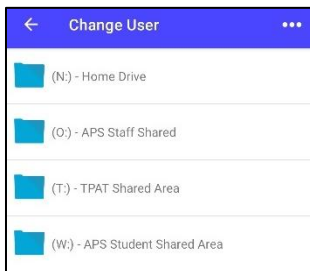
- You will then see your mapped network drives, which will be ready to save to or read from.



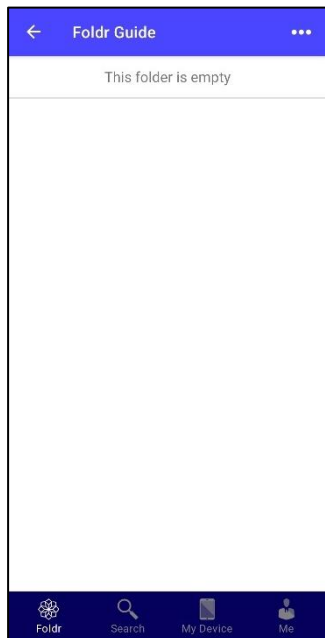
Saving to Foldr for Android

- Navigate to the drive you want to save to inside of. For your personal files select “(N:) - Home Drive”

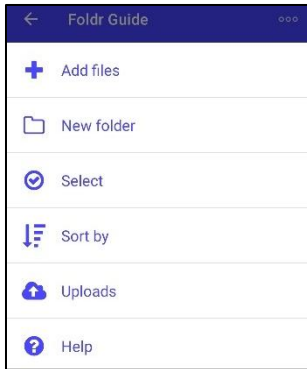
For files shared with all staff access select the “Staff Shared Area” for your appropriate school



- Open the folder you want to save to.

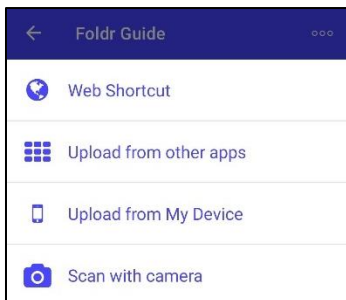


3. Press the 3 dots and select “Add Files”

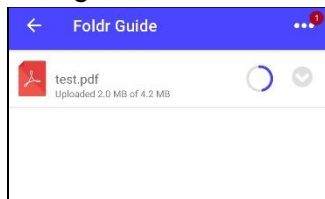


4. You will then see a list of options. Tap the appropriate option to select the file you would like to upload/create.

For example, to upload pictures from your device select “Upload from other apps”.



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





6. Once the file has uploaded, you can make changes to the file inside of Foldr. To do this, tap the arrow and you will see the following options

