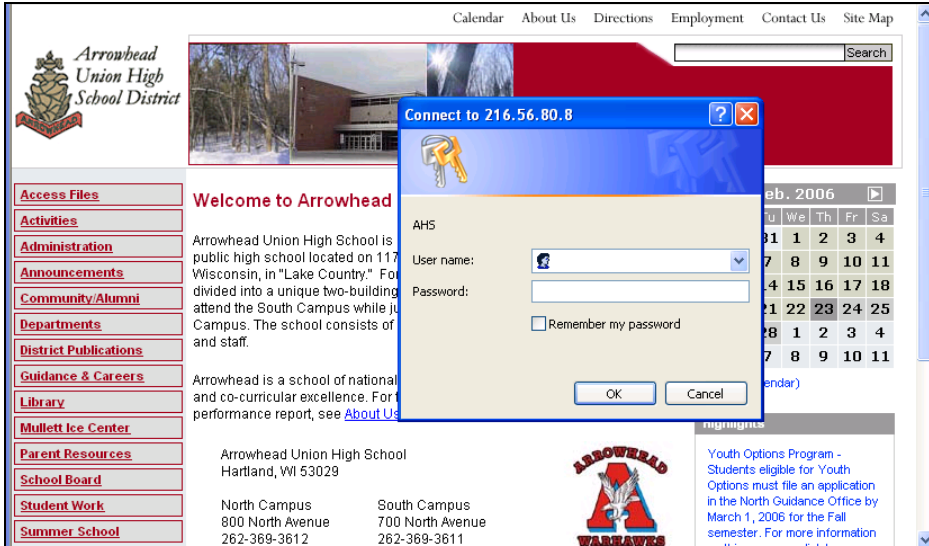
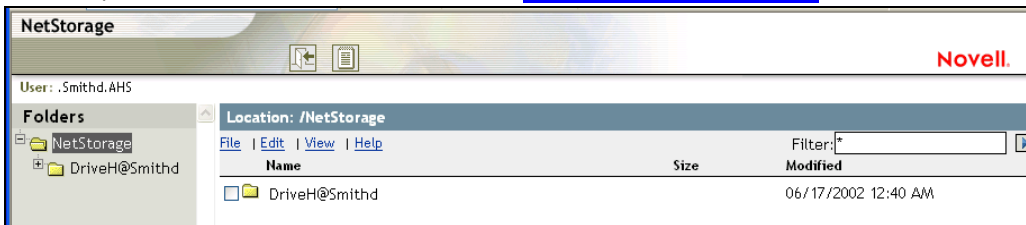


# Accessing Your Arrowhead Server Files from Home

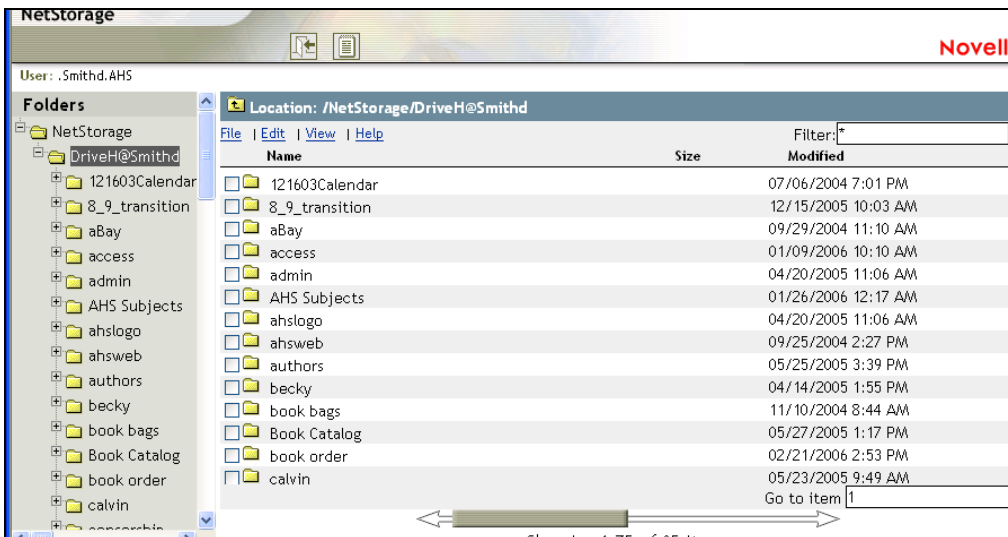
- Go to the school website: [www.arrowheadschoools.org](http://www.arrowheadschoools.org)
- Click on "Access Files" in the left navigation and login (this will be your normal Computer login)



- Double-click on the words [DriveH@yourname](#) to open your files.

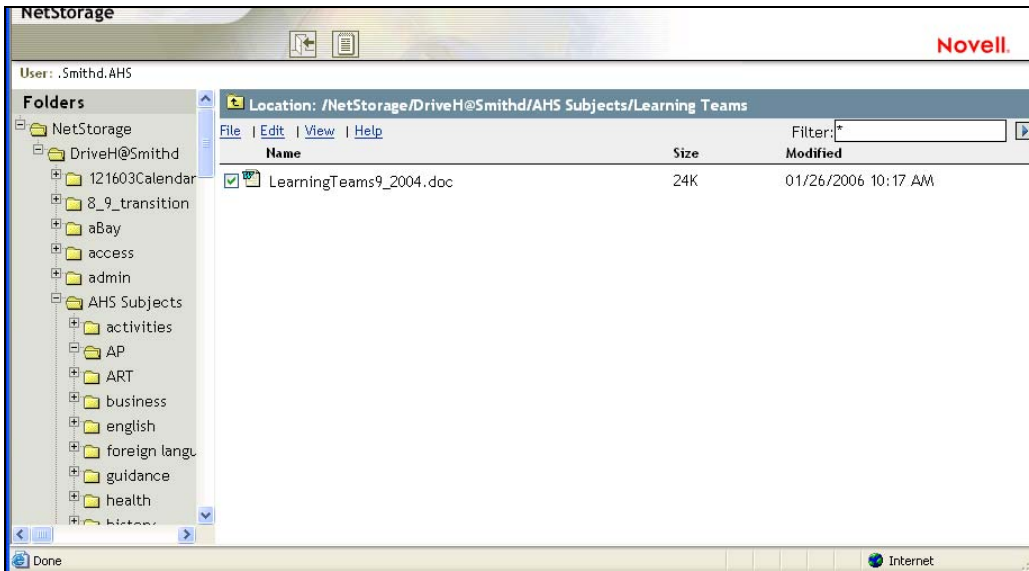


Above: The initial screen once you have logged in.

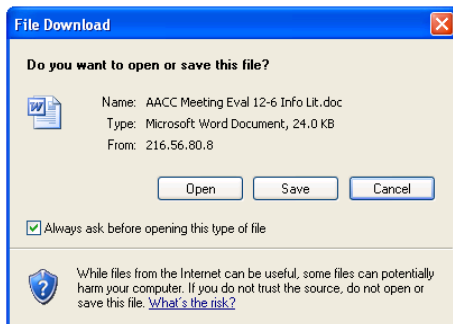
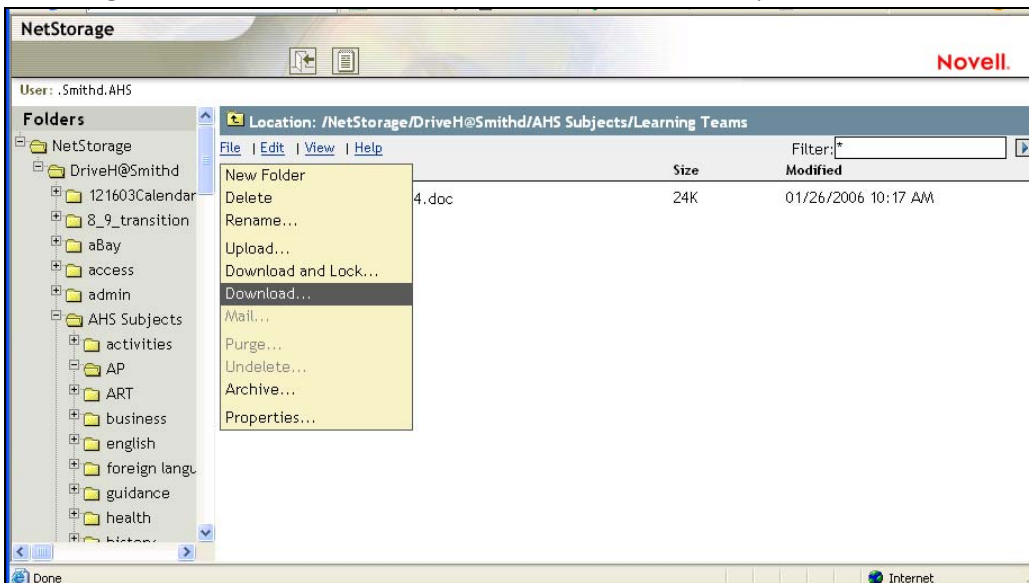


Above: After clicking on [DriveH@yourname](#).

- Place a check in the box indicating the file you want to work on.

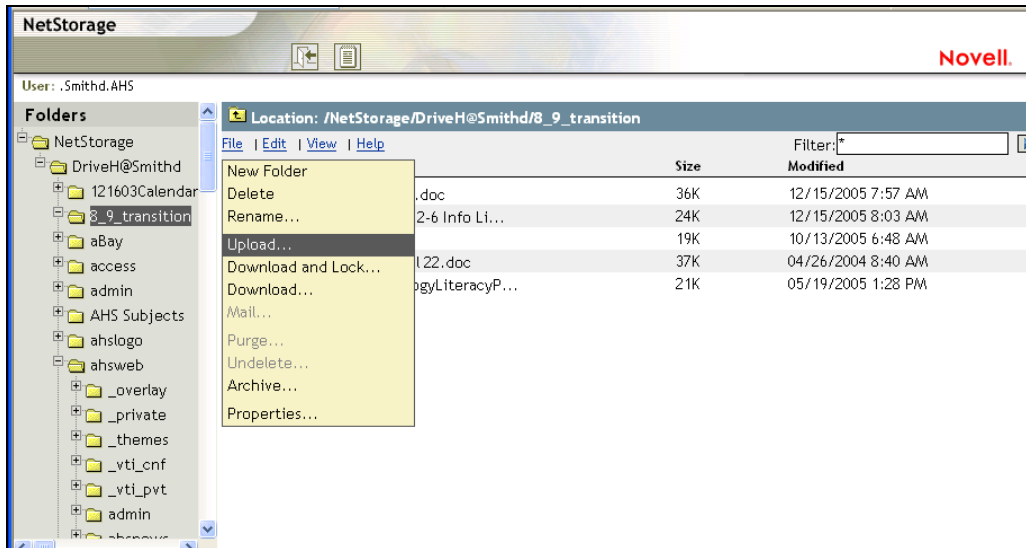


- Under the “File” dropdown menu choose “Download”

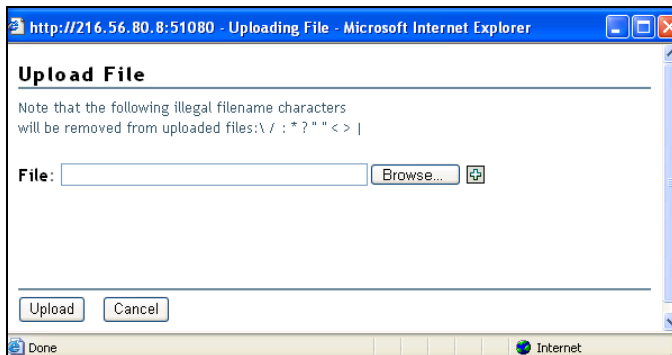


- Save the file to your computer.

- When you are finished working on the document saved to your computer, upload it.



Above: To upload file, go to "File" then "Upload"



Above: You will have to browse and find the document on your computer.

### Common issues:

- If you have a pop-up blocker, you will have to allow pop-ups from this website.
- Save your Microsoft files as 2000 version, so they are compatible with the version at school. (Change the version on the Save screen under "Save as Type")
- You may want to rename the document when you upload it, so you do not replace the original. This is important if you are concerned about any compatibility issues.
- Make sure you have the right folder open before you upload a document. The document will be placed in the area on DriveH that is open when you upload.