

How to access M: drive files using Gateway Desktop

June 2020



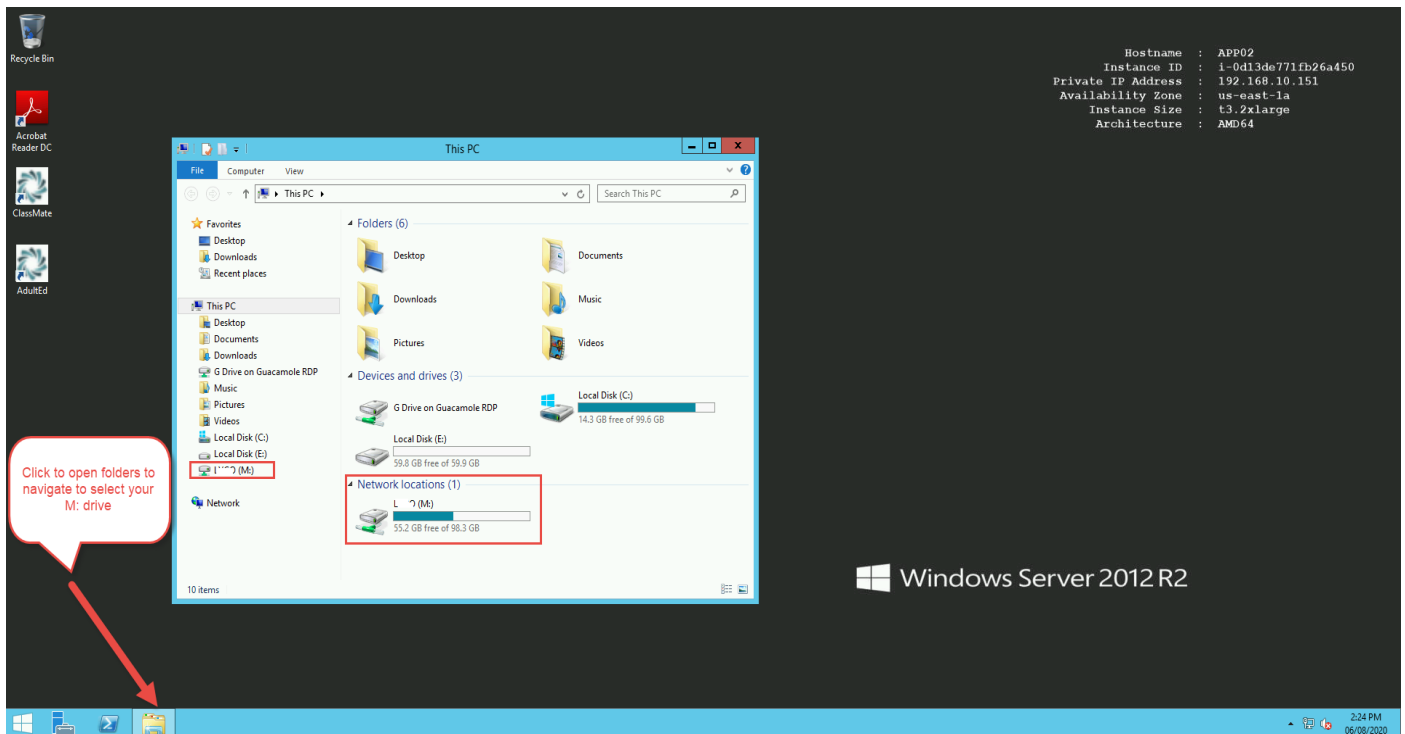
ACCESSING M: DRIVE

Downloading files from M: drive to Local Computer

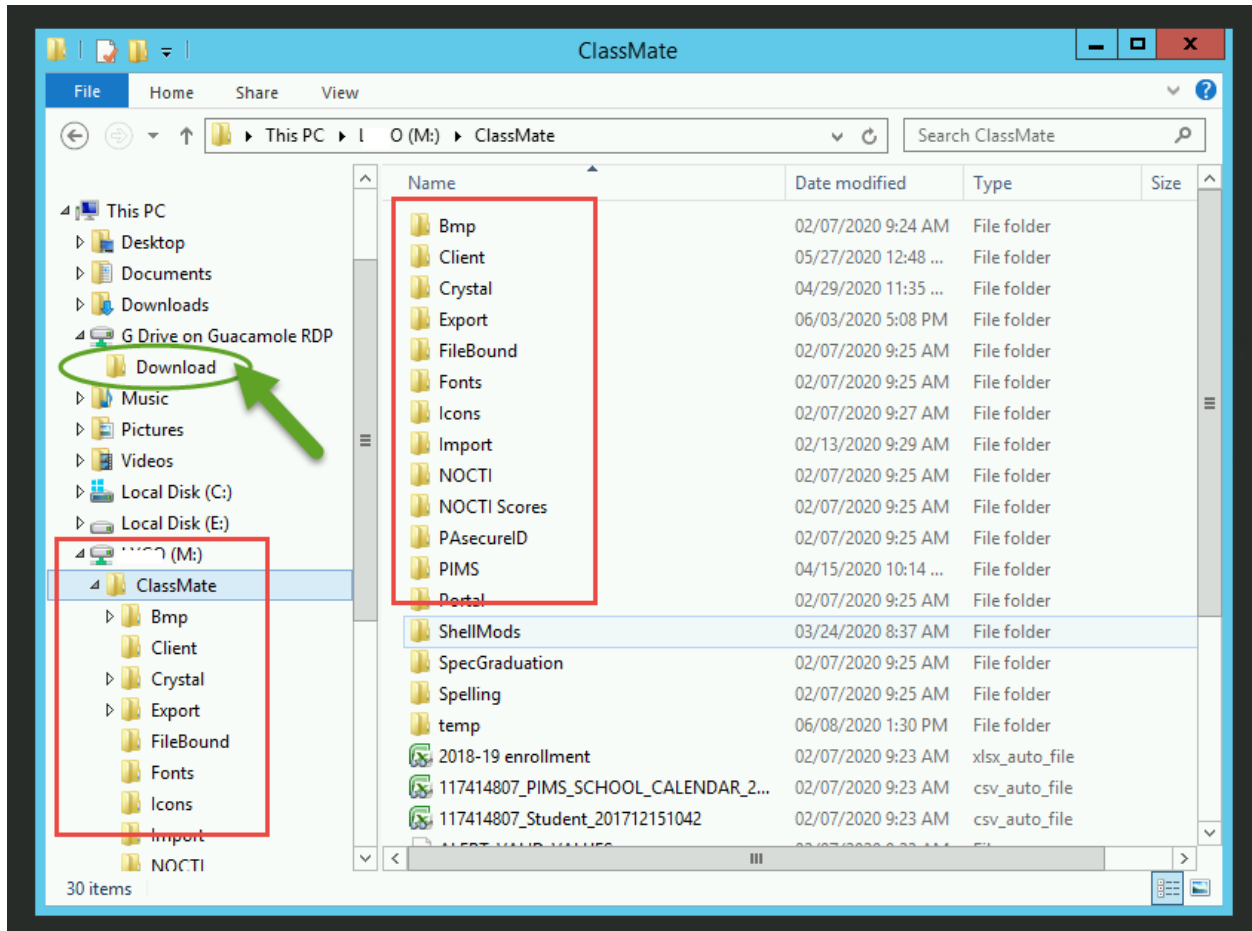
To access the M: drive you need select and log into the Connection that has **Desktop** in the name - that is the 'Launchpad' connection which provides access to your M: drive.




Once logged in, click the yellow folder on your Launchpad to access Windows Explorer and your M: drive



Navigate to the exact M: drive folder your file is in to select to download – you can access this by clicking & expanding M: in the left tree or by open folders displaying in the Main View



You will also need to click the arrow  next to **G on Guacamole RDP** to expand to display the **DOWNLOAD** folder.

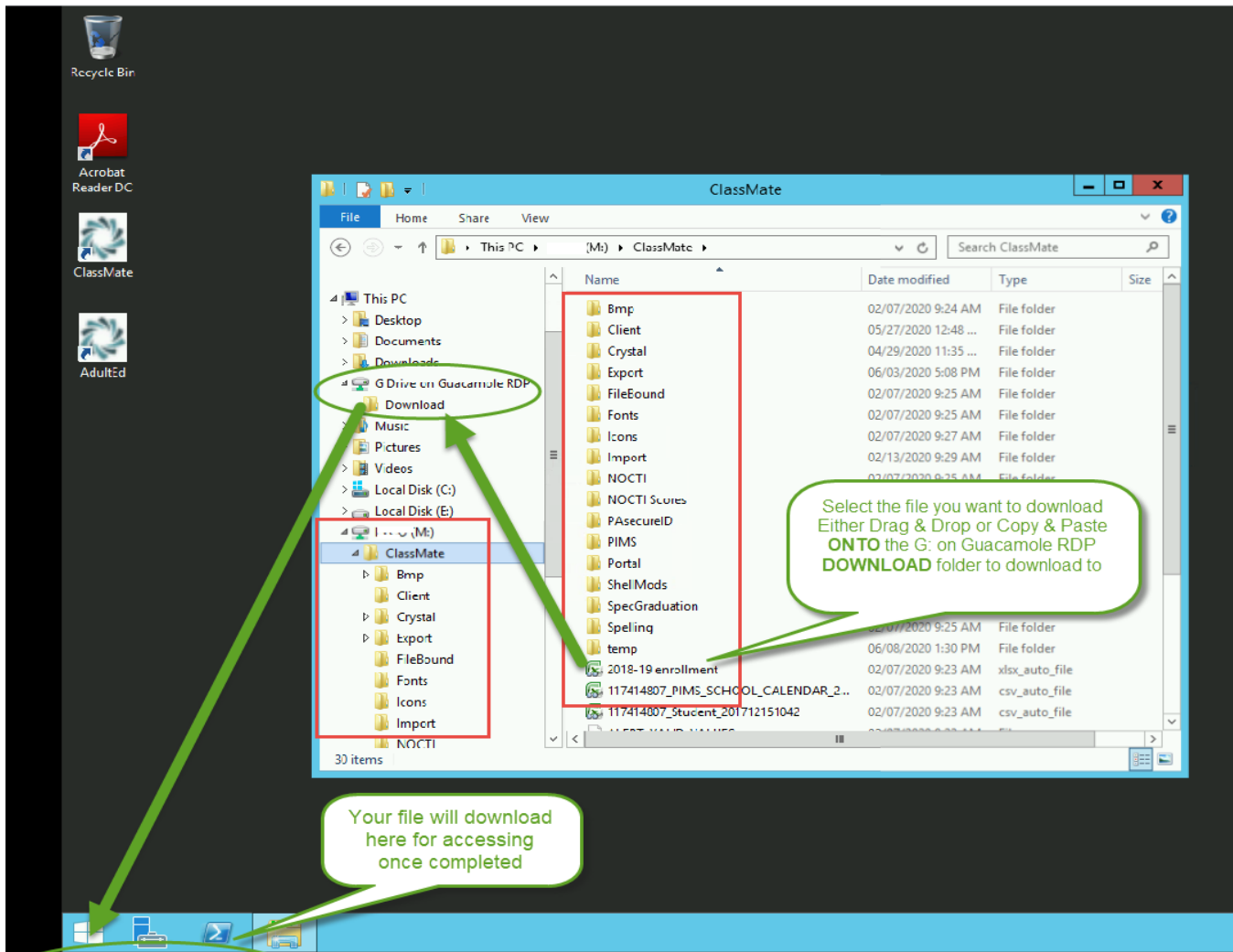
Then you can either drag & drop (or copy & paste) the file you want to download from the M: drive location and drop it in the **G on Guacamole RDP DOWNLOAD**.

Do not select to open the Download folder.

The system will save the file automatically, by downloading to your internet browser and/or local computer file for access. Once completed it will display in the bottom left corner of your screen.

← → ↻ cmgateway.harriscomputer.io/#/client/MgBnAG15c3Fs

Apps Access Benefits State Reporting LaunchPad Sites Published App Web Sites Adult Ed Portal District Portal Parent Portal St



Recycle Bin

Acrobat Reader DC

ClassMate

AdultEd

ClassMate

File Home Share View

This PC > (M:) > ClassMate

Name	Date modified	Type	Size
Bmp	02/07/2020 9:24 AM	File folder	
Client	05/27/2020 12:48 ...	File folder	
Crystal	04/29/2020 11:35 ...	File folder	
Export	06/03/2020 5:08 PM	File folder	
FileBound	02/07/2020 9:25 AM	File folder	
Fonts	02/07/2020 9:25 AM	File folder	
Icons	02/07/2020 9:27 AM	File folder	
Import	02/13/2020 9:29 AM	File folder	
NOCTI	02/07/2020 9:25 AM	File folder	
NOCTI Scores			
PAsecureID			
PIMS			
Portal			
ShellMods			
SpecGraduation			
Spelling			
temp			
2018-19 enrollment	02/07/2020 9:25 AM	File folder	
117414807_PIMS_SCHOOL_CALENDAR_2...	02/07/2020 9:23 AM	xlsx_auto_file	
117414807_Student_201712151042	02/07/2020 9:23 AM	csv_auto_file	

30 items

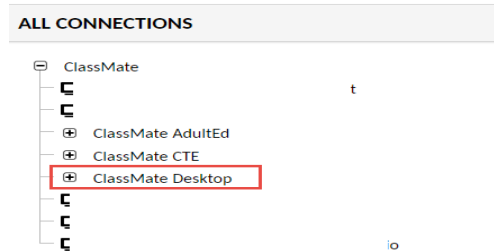
2018-19 enrollment.xlsx

Select the file you want to download Either Drag & Drop or Copy & Paste ONTO the G: on Guacamole RDP DOWNLOAD folder to download to

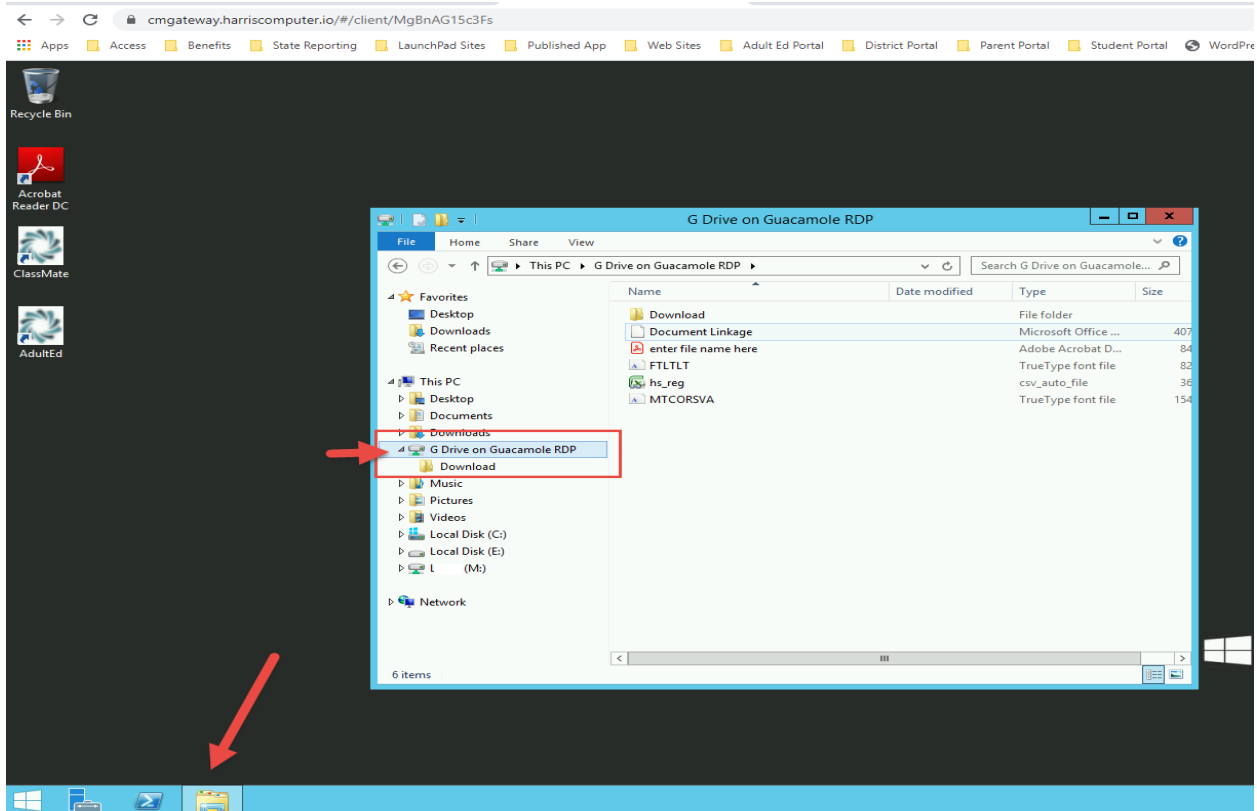
Your file will download here for accessing once completed

Uploading files from Local Computer to M: Drive

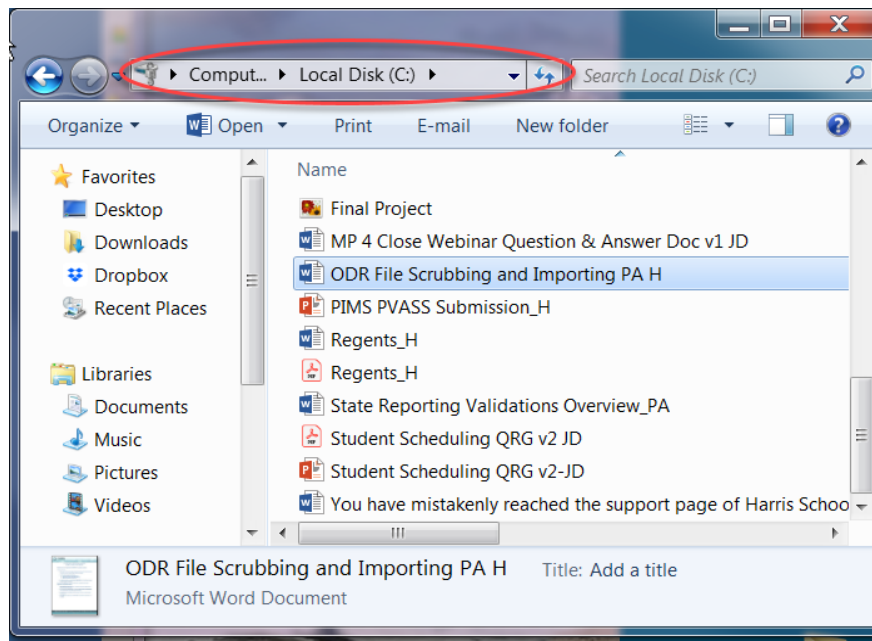
To save a file from your computers Local drive to the M: drive (for importing templates or information into ClassMate) select the connection that has Desktop in the name - that is the 'Launchpad' connection that provides access to your M: drive.



Once signed in click the yellow folder on your Launchpad and open the **G on Guacamole RDP** folder. You will also need to click the arrow next to **G on Guacamole RDP** to expand to display the **DOWNLOAD** folder.

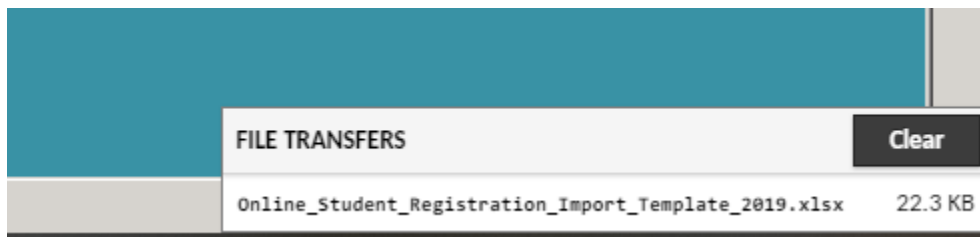


You will also need to have the folder open on your local computer where the file is located. You will be dragging/dropping (or copying/pasting) the file from your local computer folder directly into the **G on Guacamole RDP** folder.

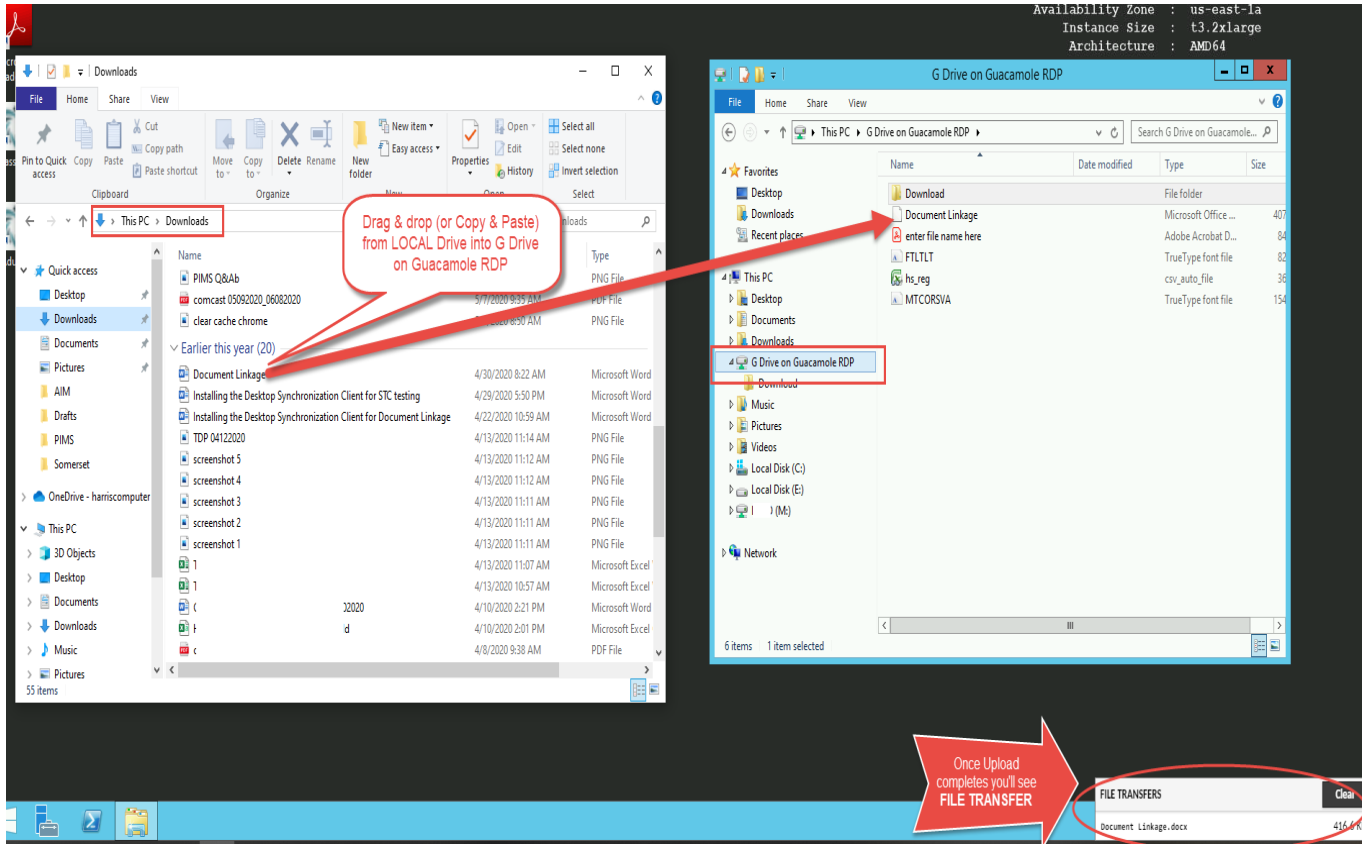


Once both folders are open drag the file you want from your local computers drive location and drop it in the **G on Guacamole RDP** folder (or copy & paste).

You will see a notification at the bottom right corner of your screen identifying a **FILE TRANSFER** has taken place and it will include the file name you selected to transfer.



If you don't see the file in the **G on Guacamole RDP** folder in the Windows Explorer window in ClassMate, you might need to click off the **G on Guacamole RDP** drive & back again to see the file once the transfer is completed.



Once the file displays you can then move the file to any folder on your **M: drive** in order to use the file to import information into ClassMate.