How to access M: drive files using Gateway Desktop

June 2020
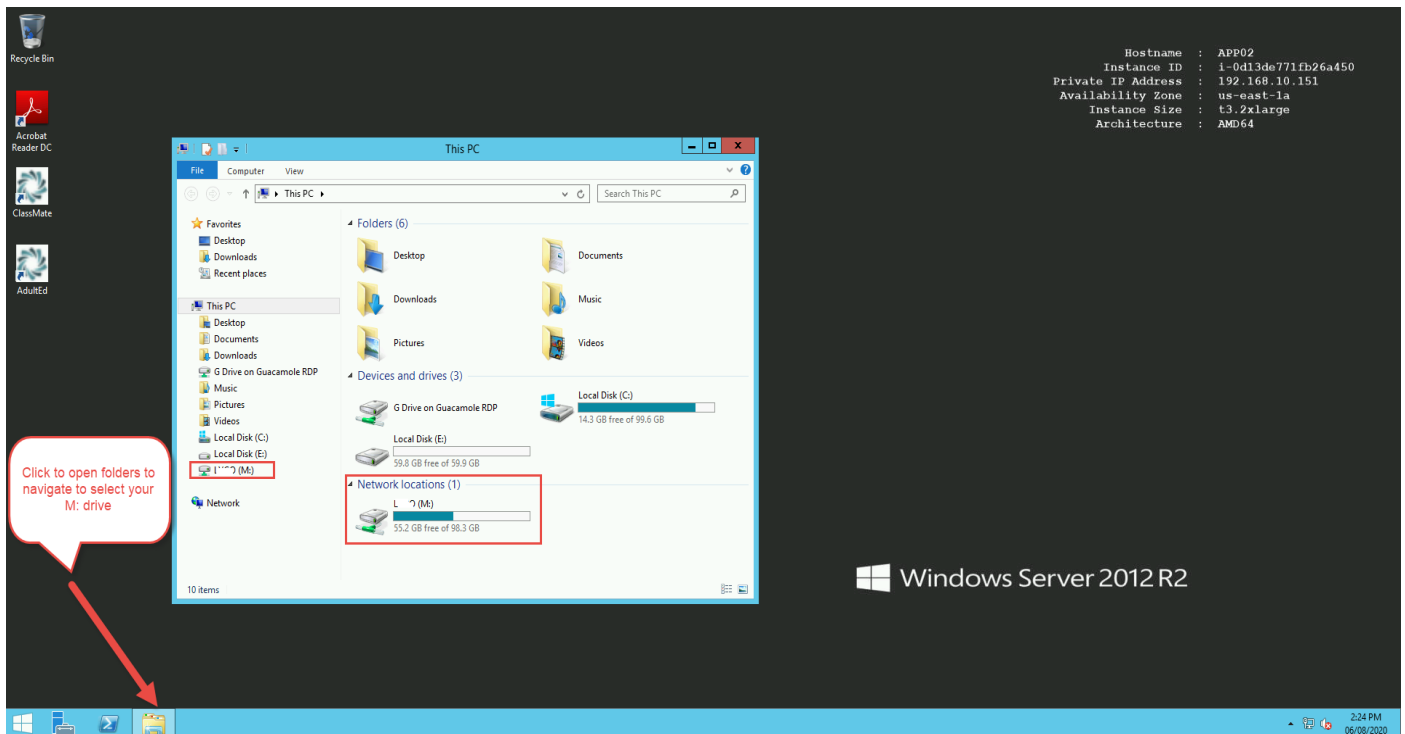
ACCESING M: DRIVE

## 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
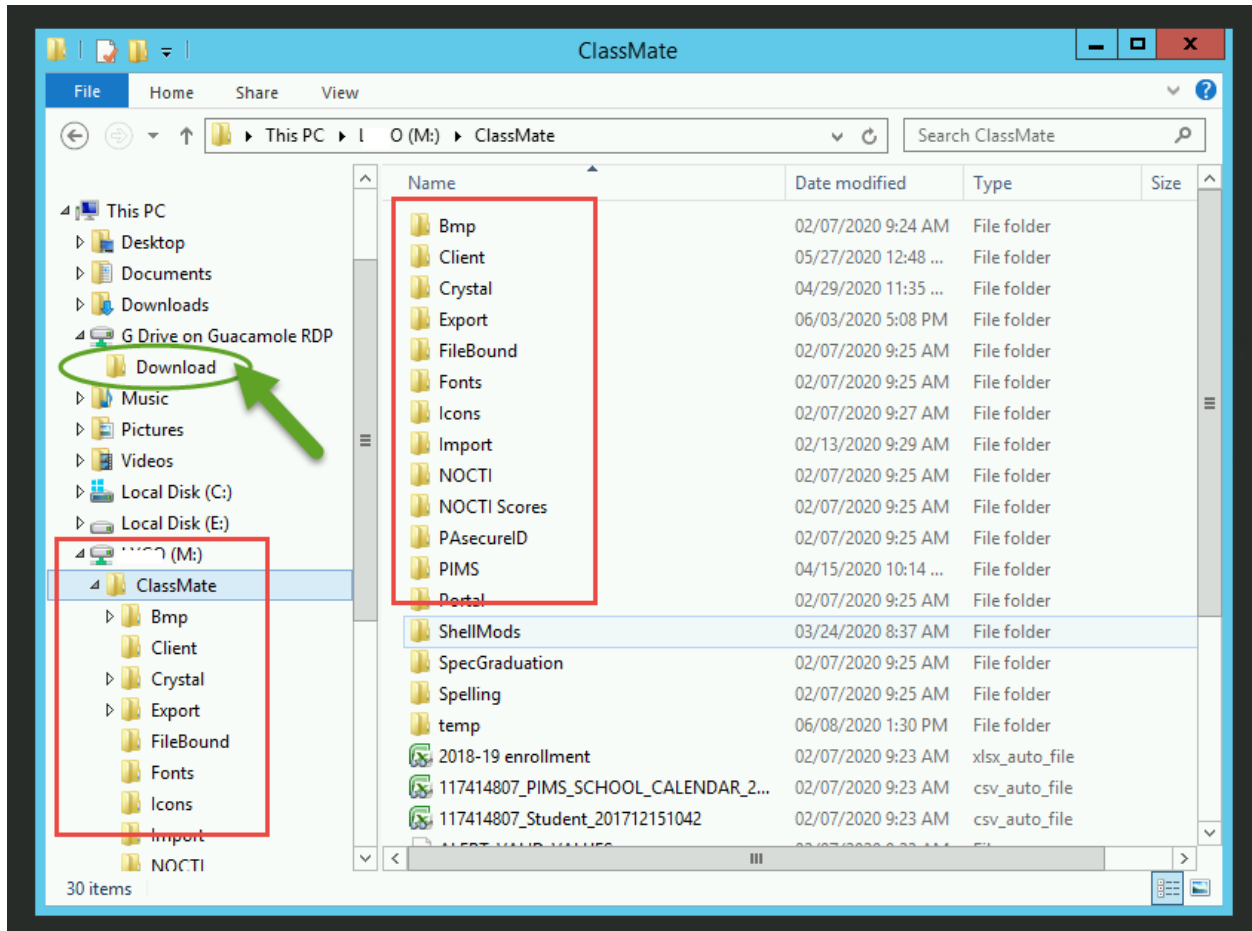
You will also need to click the arrow ▷ next to **G on Guacamole RDP** to expand to display the **DOWNLOAD** folder.
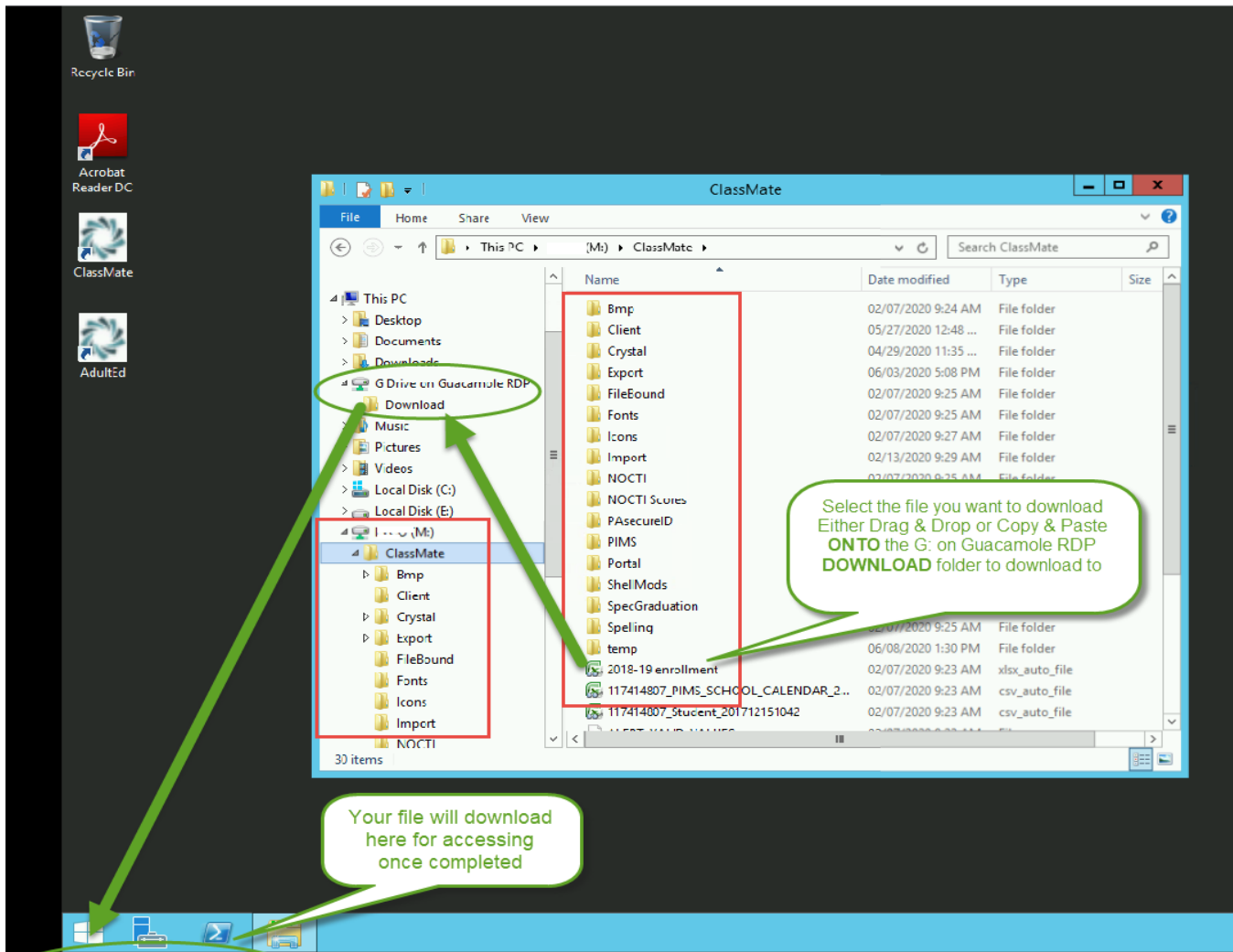
Then you can either drag & drop (or copy & paste) the file you want to download from the M: drive location and drop it in the **G on Guacamole RDP DOWNLOAD**.

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.

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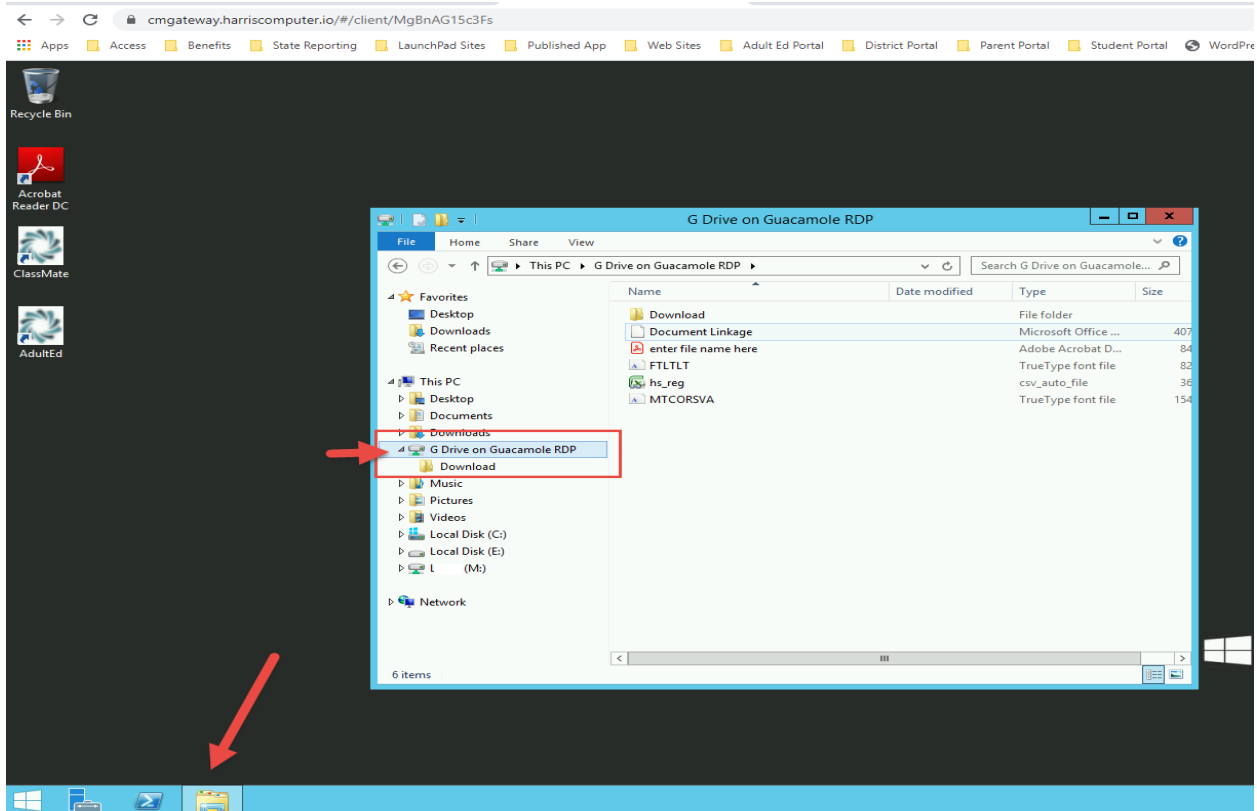**ON TO** the G: on Guacamole RDP
DOWNLOAD folder to download to

Your file will download here for accessing once completed

Connect with us: (866) 450-6696
k12solutions@harriscomputer.com

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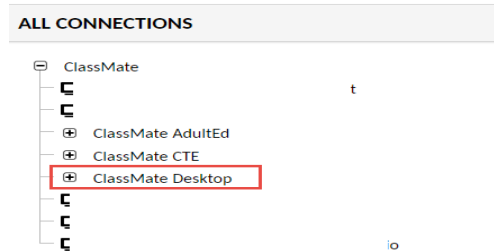
Once signed in click the yellow folder on your Launchpad and open the **G on Guacamole RDP** folder. You will also need to click the arrow [▷] next to **G on Guacamole RDP** to expand to display the **DOWNLOAD** folder.

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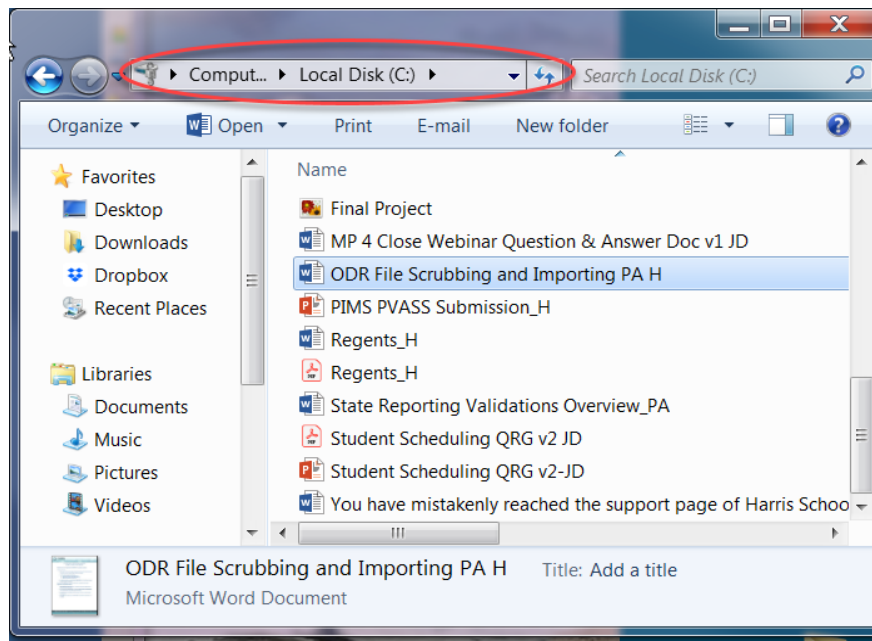
Once both folders are open drag the file you want from your local computers drive location and drop it
in the **G on Guacamole RDP** folder (or copy & paste).

You will see a notification at the bottom right corner of your screen identifying a **FILE TRANSER** has
taken place and it will include the file name you selected to transfer.
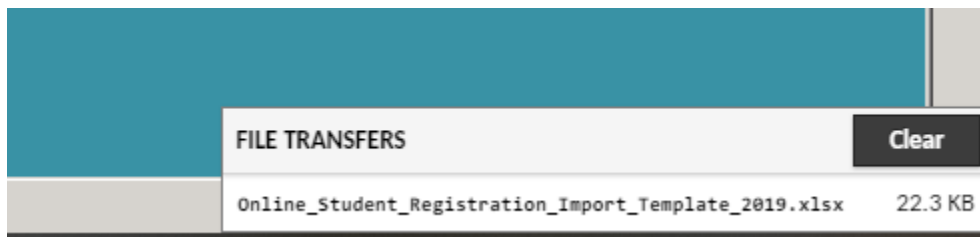
If you don't see the file in the G on Guacamole RDP folder in the Windows Explorer window in
ClassMate, you might need to click off the G on Guacamole RDP drive & back again to see the file once
the transfer is completed.
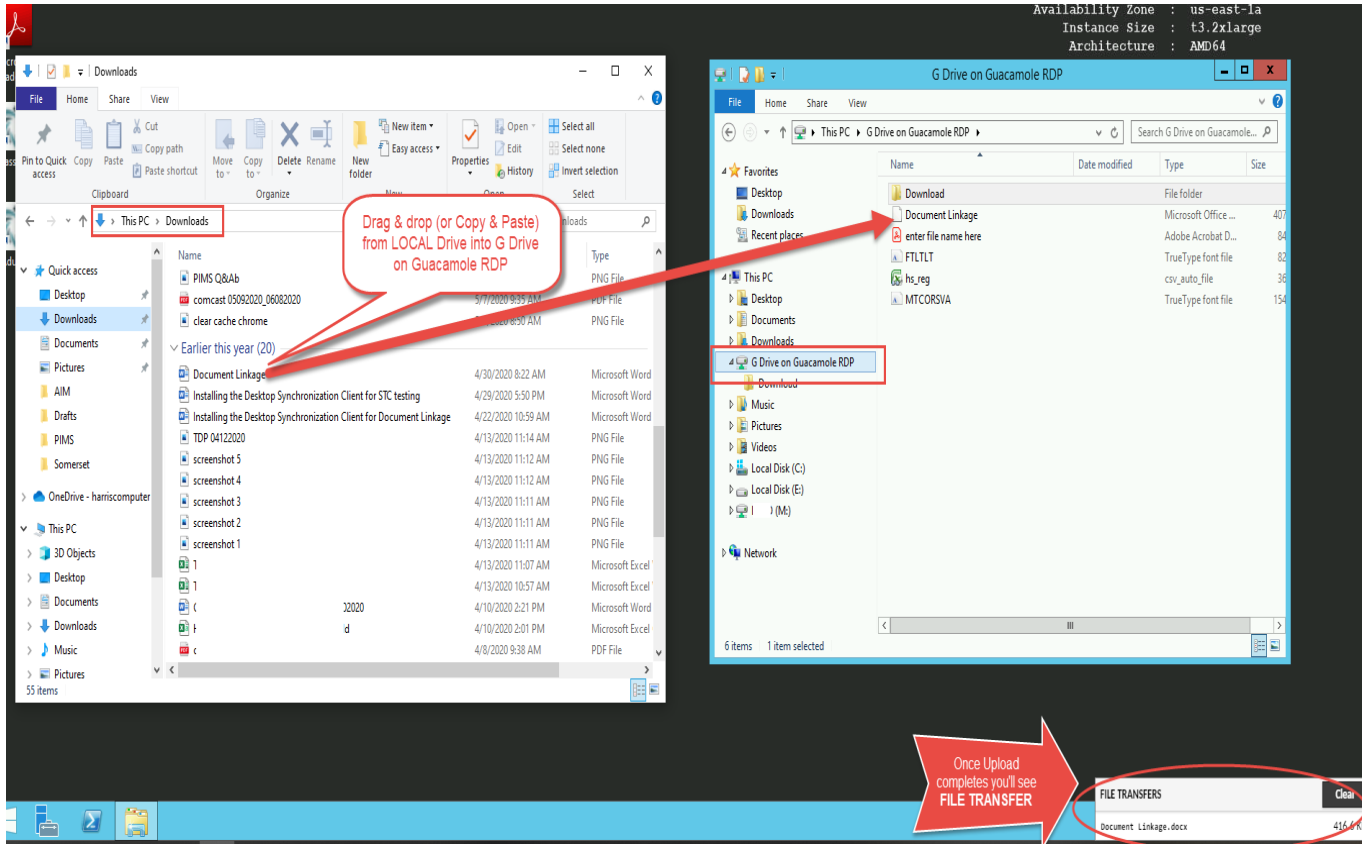
Once the file displays you can then move the file to any folder on your **M: drive** in order to use the file to import information into ClassMate.