

How to Download Files Using Gateway Desktop

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STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



Downloading files from AIM to Local Computer

1. Click to open the yellow File Explorer folder on either the Desktop or from the Task Bar)

2. Once **File Explorer** is opened > click to expand the **G Drive for Downloads** in the left tree so you can access the **Download** folder (or double click to fully open the **G Drive for Downloads** folder)

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	File Home Share View	
Notepad-+	← → ↑	ocuments
Recycle Bin	Downloads Documents Pictures	vis PC
WORDVIEW	• Inis PC Changing an AIM Password Gateway Quick Tip Local D • Desktop Signing In Gateway Quick Tip Local D • Documents Signing Out of Gateway Quick Tip Local D • Downloads AWSEC2.WindowsUpdate Local D	Nsk (E:)\Quick Tips Nsk (E:)\Quick Tips Nsk (E:)\Quick Tips Nsk (C:)\ProgramDr
AIM Reports	Download Mds Fictures Videos	
AIM SRM	Network Expand G Drive for Download so you can see the Download folder	
event Open File Explorer	Sitems	7
(select either option)		





3. Once you can see the **Download** folder you can then select to either Copy/Paste or Drag/Drop the file **ONTO** the **Download** folder.

DO NOT SELECT TO OPEN THE DOWNLOAD FOLDER

4. This will then display a new Opening event.log box where you can choose **Open with** > click Ok and then you can save the document to your local computer.



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

