

Foldr Guide

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

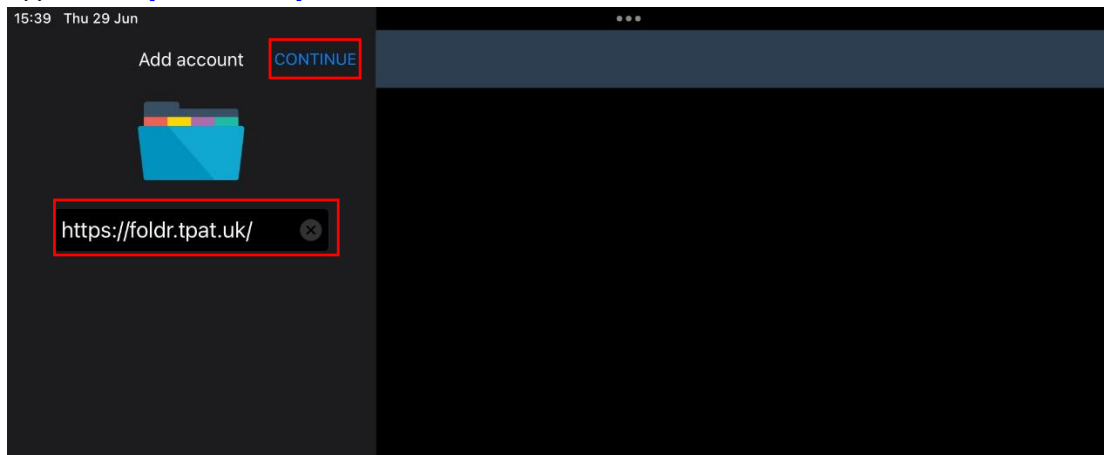
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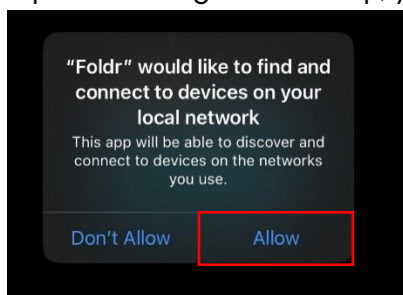
Setting up Foldr

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

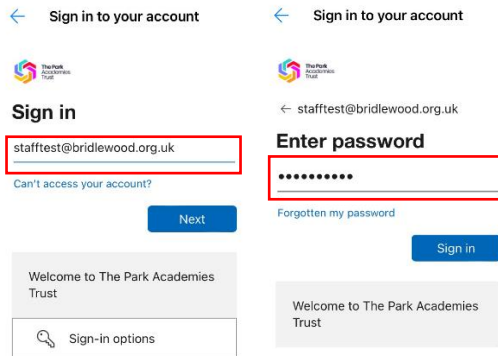
1. Once Foldr is open, you will be asked to input a Foldr Address as highlighted in red. Type in <https://foldr.tpat.uk/> and select "continue."



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.



← Sign in to your account

← Sign in to your account

Sign in

stafftest@bridlewood.org.uk

Can't access your account?

Next

Welcome to The Park Academies Trust

Sign-in options

Enter password

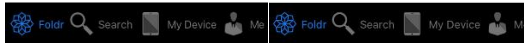
stafftest@bridlewood.org.uk

.....

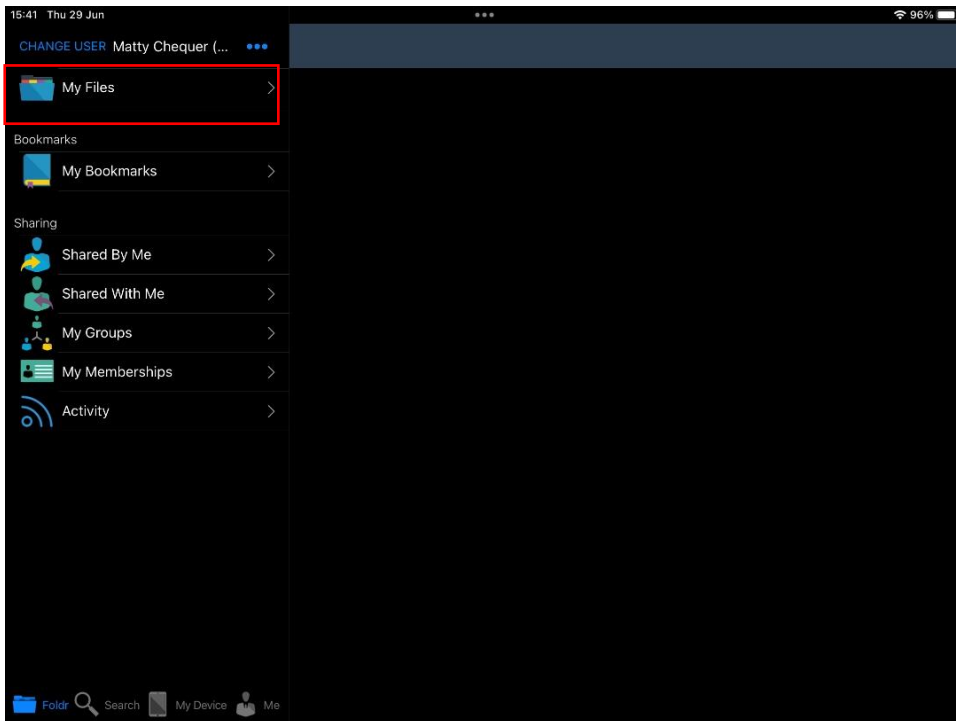
Forgotten my password

Sign in

Welcome to The Park Academies Trust



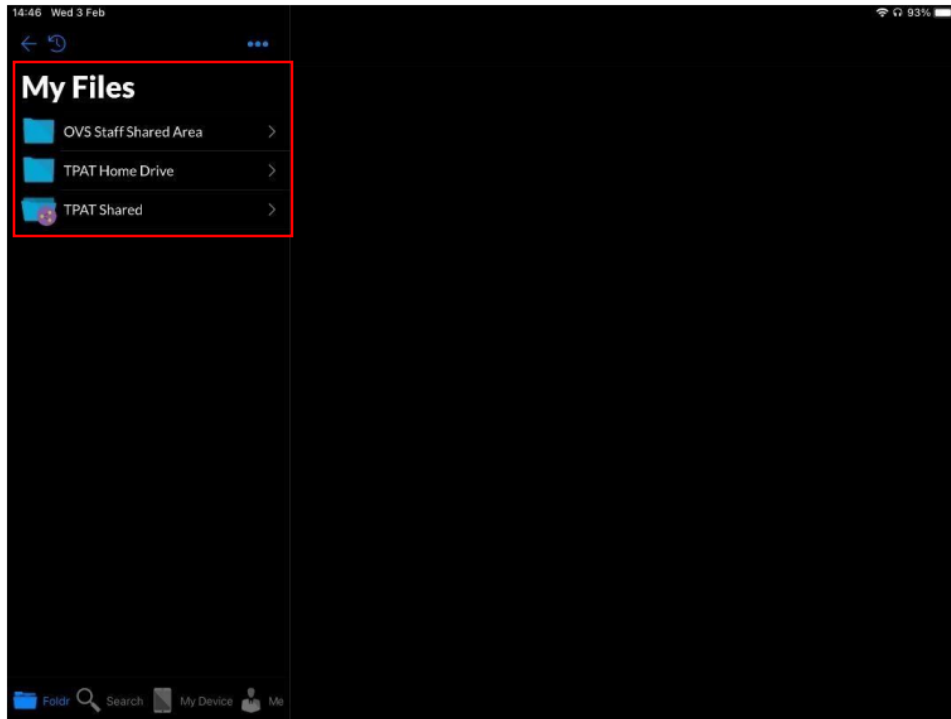
- Selecting "My Files" gives you access to the Shared Areas; they will appear as shown below ready to be viewed and saved to



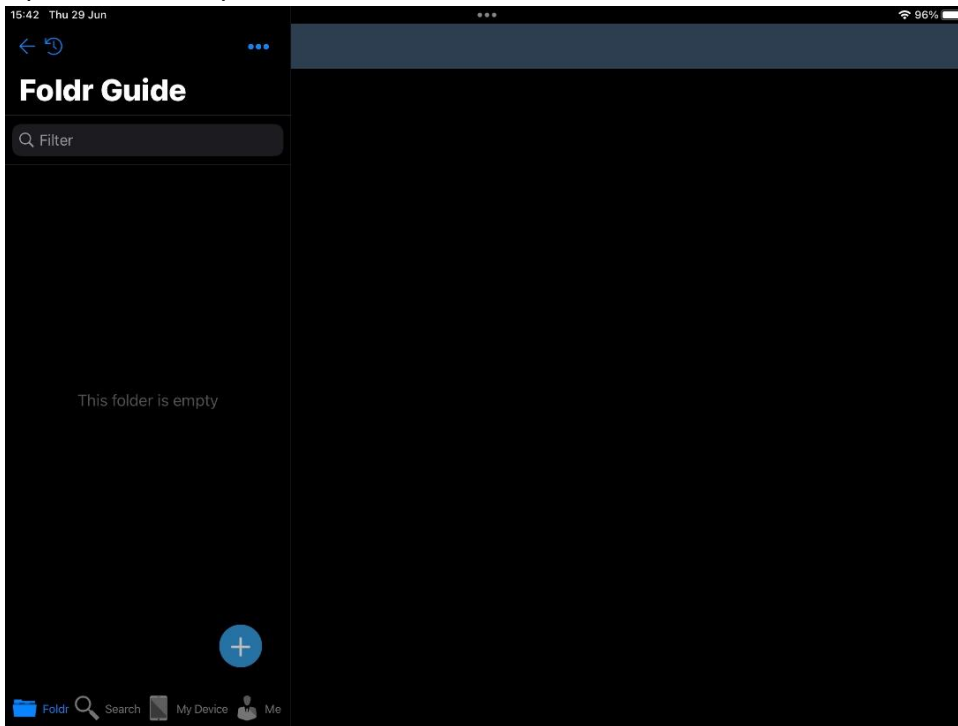
Saving to Foldr

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

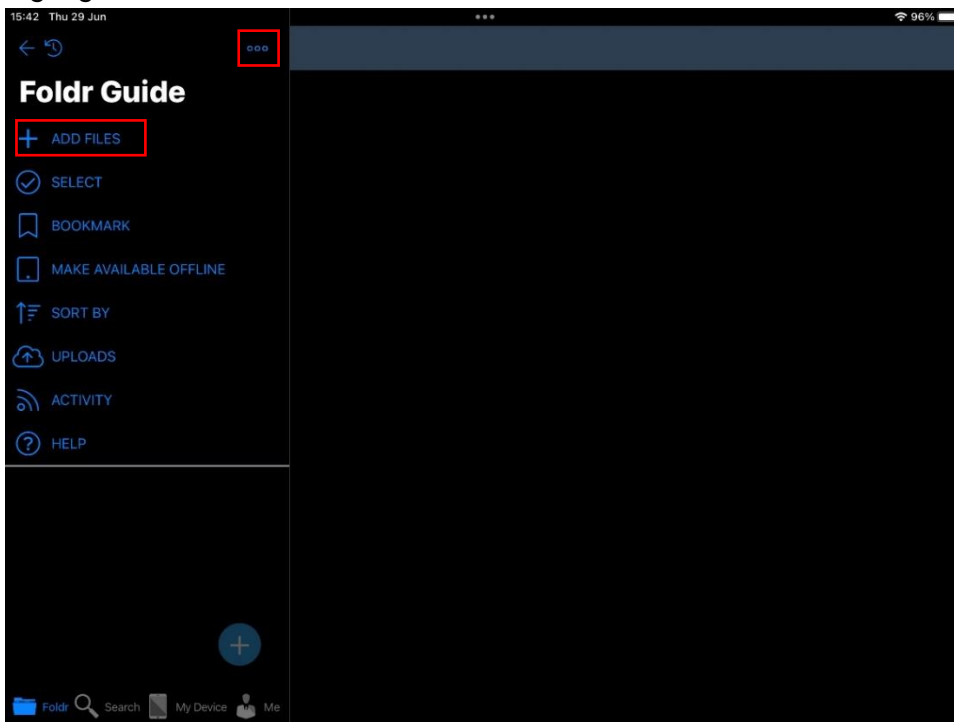
1. Navigate to the drive you want to save to inside of. For your personal files select "TPAT Home Drive" For files shared with all staff access select the "Staff Shared Area" for your appropriate school



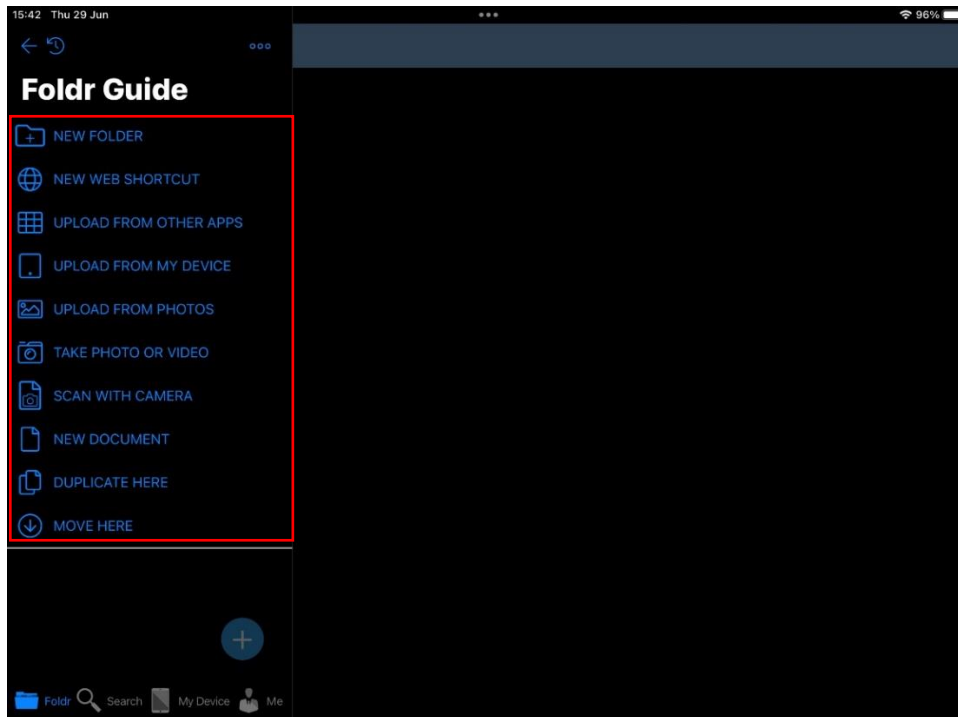
2. Open the folder you want to save to.



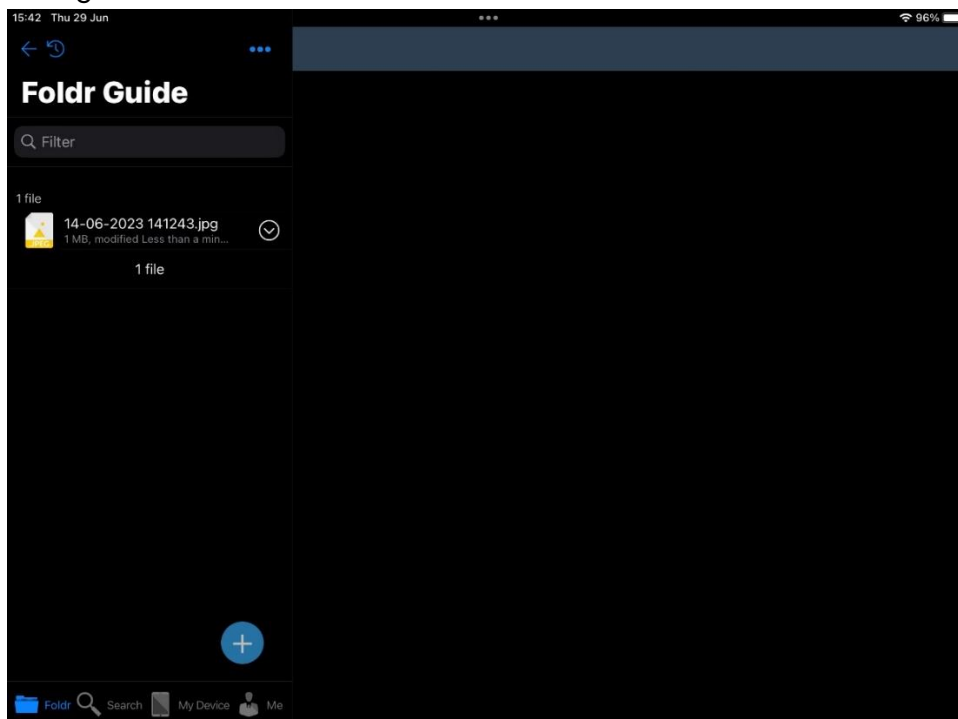
3. Press the 3 dots highlighted in red below and select "Add Files", which is also highlighted below



4. 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”.



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



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

