Foldr Guide (Android)

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

Contents

Setting up Foldr

The first part of this guide will run you through how to set up Foldr on your Android 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"

Foldr address

https://foldr.tpat.uk/

Continue

Foldr   Search   My Device   Me

2. Once you have input the address you may then see the following screen, please tap "Sign in here"

Add account

Welcome to Foldr
To sign in please go to
https://foldr.tpat.uk/apps

in your browser and enter code
32F496
or
Sign in here
Cancel

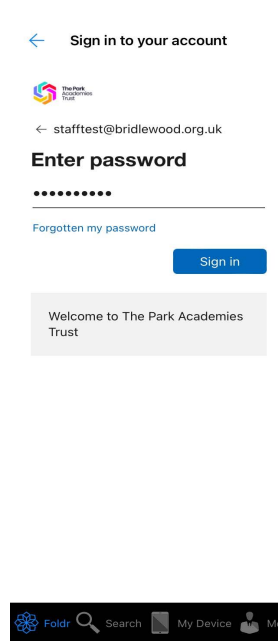| Foldr | Search | My Device | Me |

3. Once you have input the address you will then see the following screen, please input your school Email e.g. SmithK@bridlewood.org.uk for example. Once you have typed it in select 'Next

← Sign in to your account

The Park Academies Trust

Sign in

stafftest@bridlewood.org.uk

Can't access your account?

Next

Welcome to The Park Academies Trust

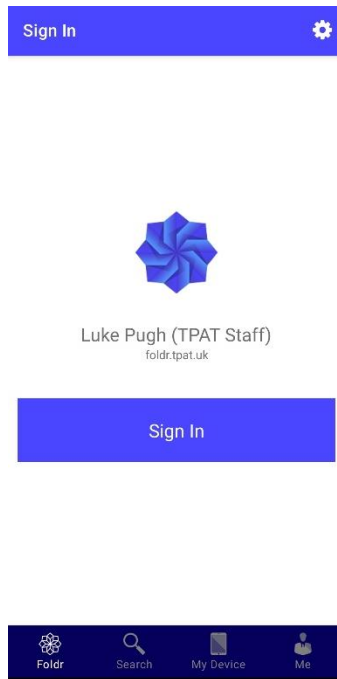🔑 Sign-in options

| Foldr | Search | My Device | Me |
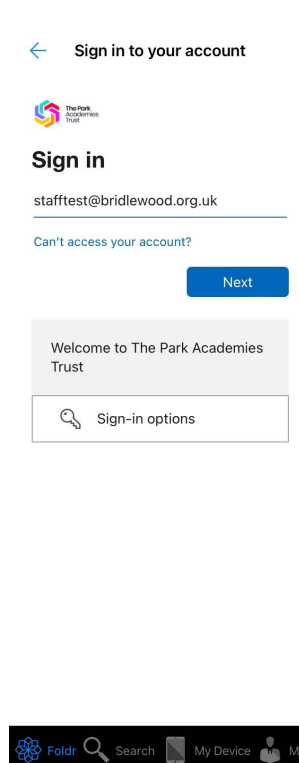
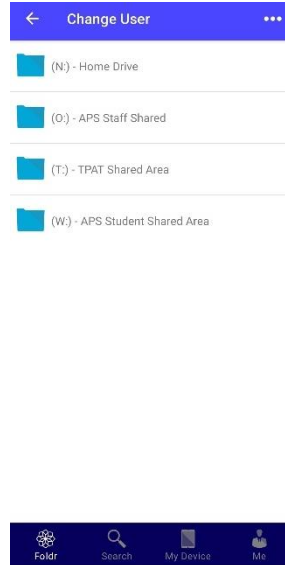4. You will then need to type in your school password and select "Sign in"
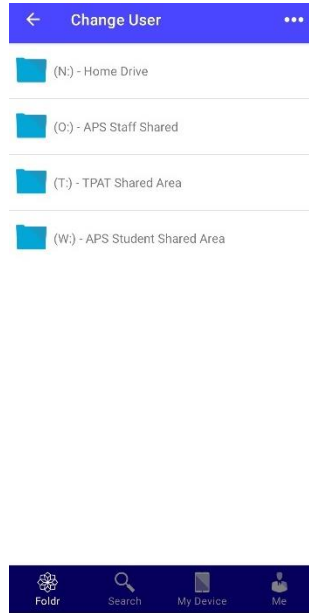

5. Tap "Sign in

6. You will then see your mapped network drives, which will be ready to save to or read from.

Saving to Foldr

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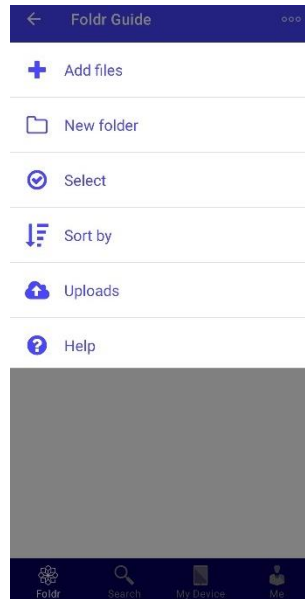Home Drive"
For files shared with all staff access select the "Staff Shared Area" for your appropriate
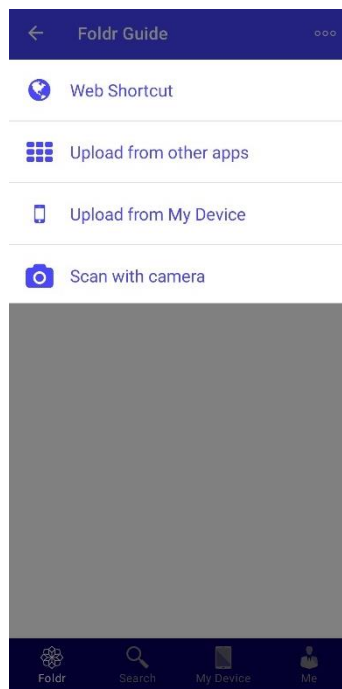school

2. Open the folder you want to save to.

3. Press the 3 dots and select "Add Files"

4. You will then see a list of options. Tap the appropriate option to select the file you would like to upload/create.
   For example, to upload pictures from your device select "Upload from other apps".

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

6. Once the file has uploaded, you can make changes to the file inside of Foldr. To do this, tap the arrow and you will see the following options