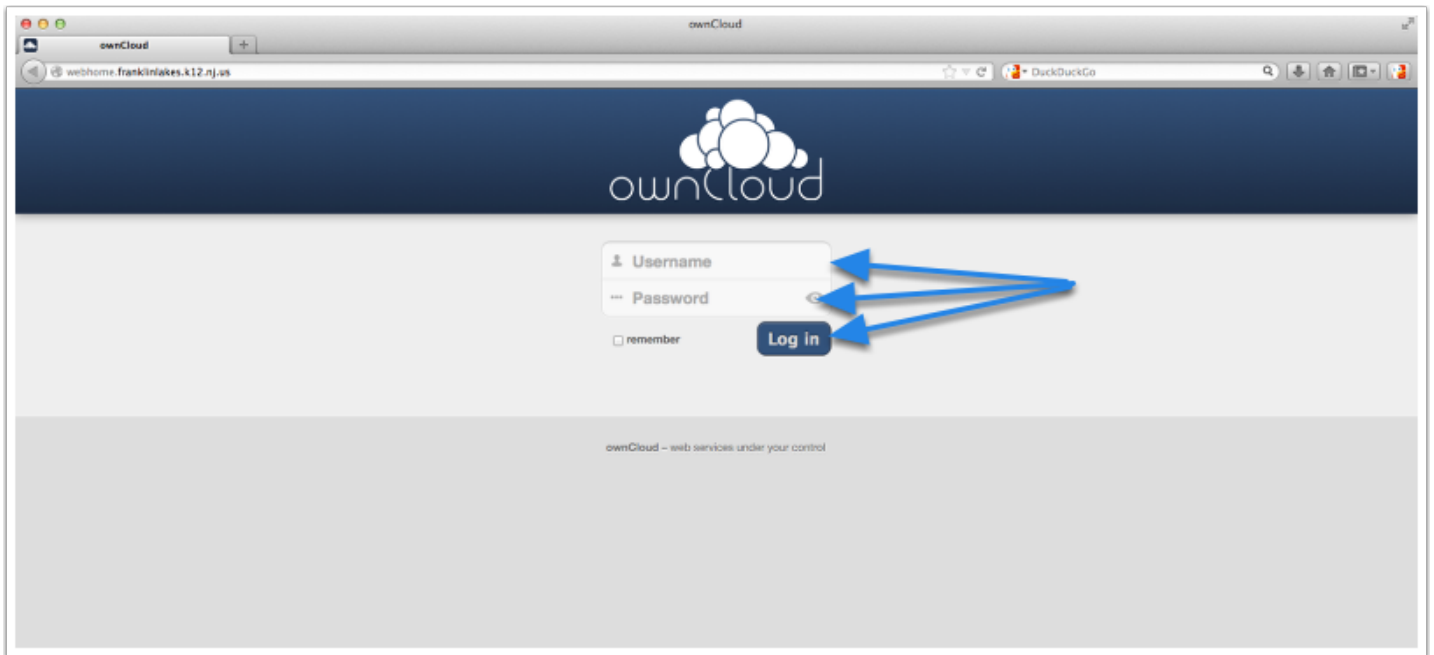


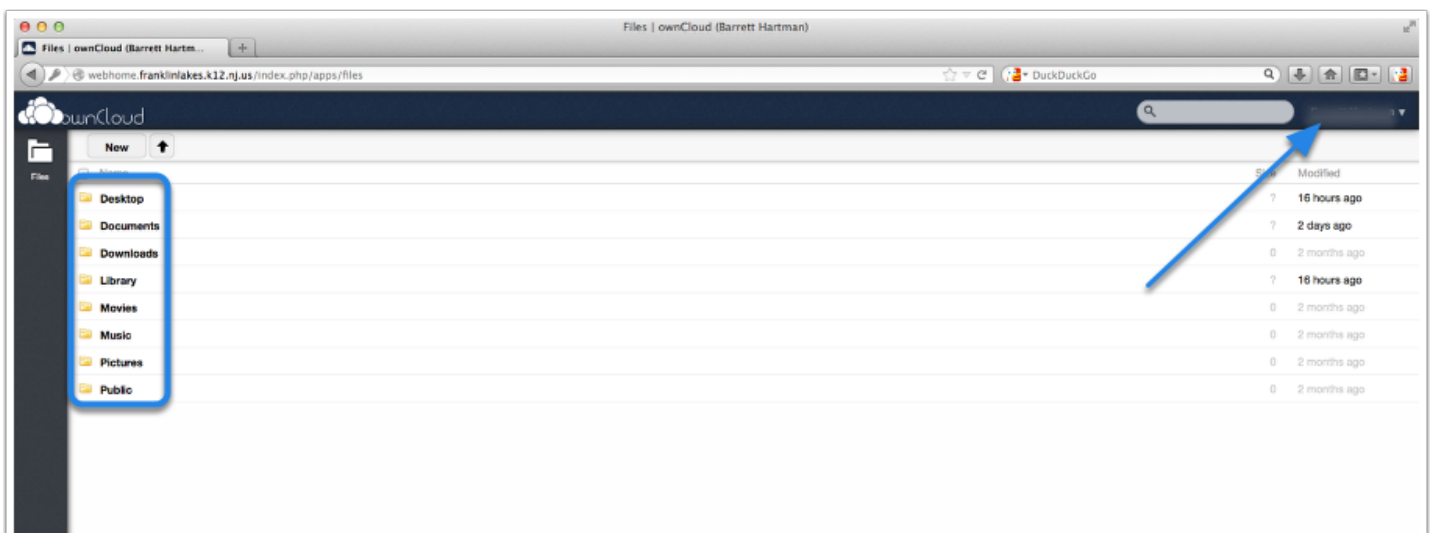
Connecting

In any web browser go to <https://webhome.franklinlakes.k12.nj.us> or you can go to the Districts website, click Resources, click Faculty or Students and then click the ownCloud link. Next enter your network username and password, then click login



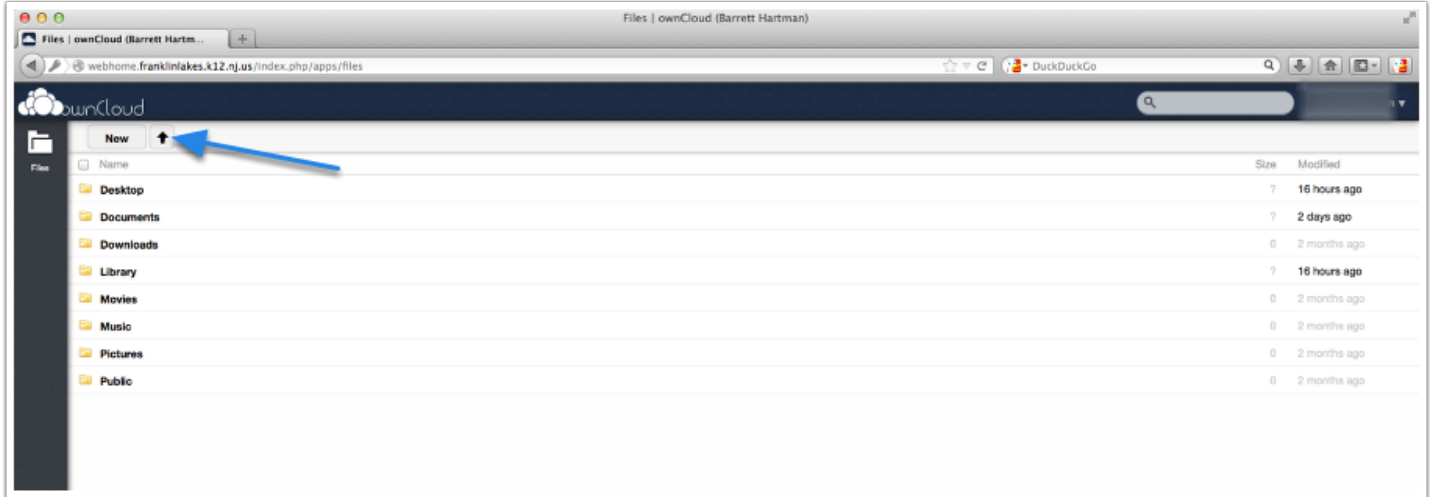
Connected

When you are logged in you will see your name in the upper right hand corner of the screen. You will also see the contents of your home directory.



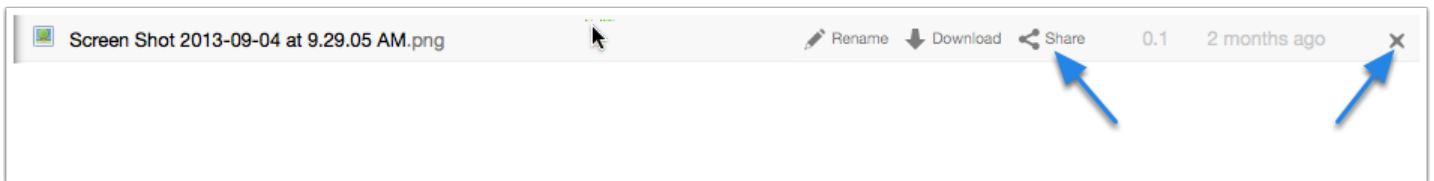
Uploading

To upload a file to your network home directory, you just need to drag it into the browser window or click the the upload button.



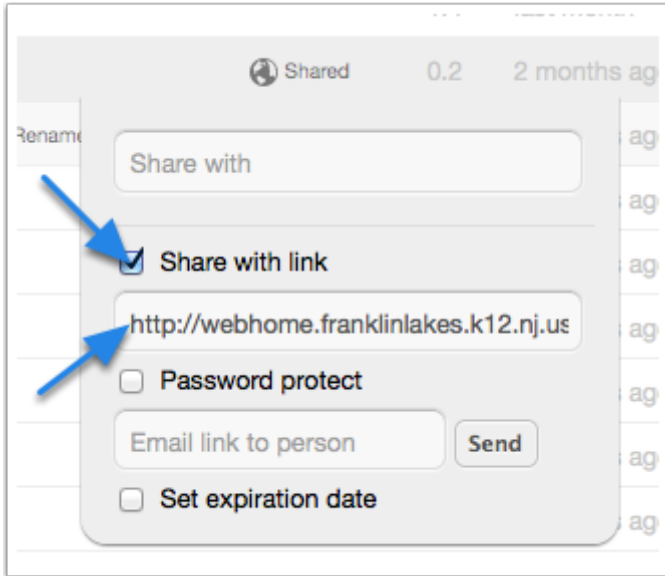
Options

When you hover your cursor over a document you will have the options to rename, download, share and delete the file. To share a file click "Share", to delete a file click the "X" icon.



Sharing

Once you click "Share", you will see some more options. click the "Share with link" checkbox. A URL will appear that you can send in an email or post to a web page.



Log out

To log out of ownCloud click your name in the upper right hand corner and click "Log out".

