



Advanced IT Services



OAK Trust Useful Guides

ACCESS MYFILES

HERE TO HELP

www.advanceditservices.co.uk



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YOUR GUIDE

Our handy guide makes it quick and easy to access MyFiles. Just follow each step. Should you need any additional support please log a ticket via our online Helpdesk.



1. Please go to <https://myfiles.oakmultiacademytrust.co.uk/>
Log in using your School username and Password and click login
If you are a staff member who is unable to login due to a forgotten password, you will be able to reset your password using the "Forgot your Password?" button under login.

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MyFiles

Access your Files from Home

Your username will be your computer login details, for example jdoe
Any accounts with passwords 4 characters or under will be unable to access this service

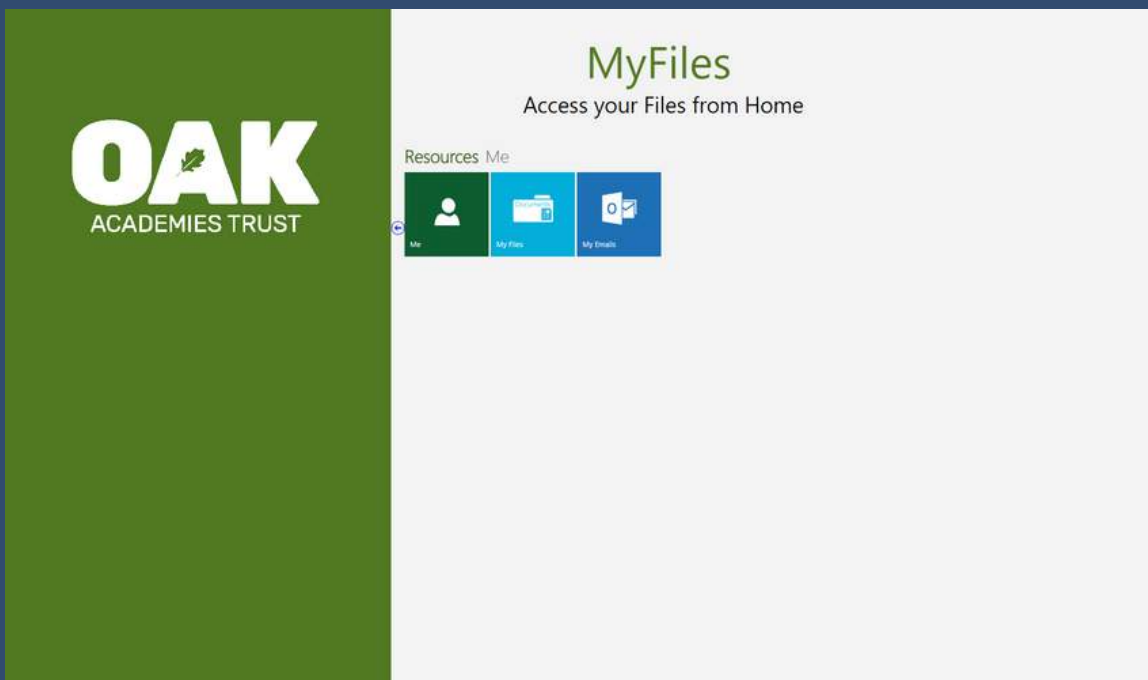
Username:

Password:

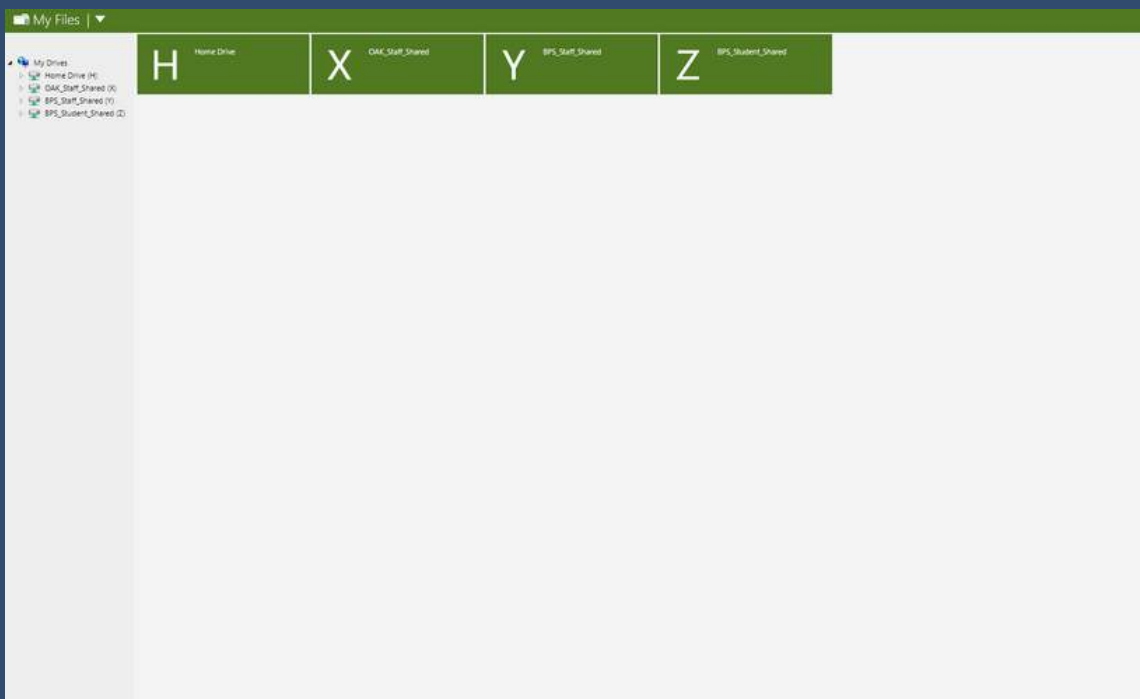
[Forgot your Password?](#)

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2. Click MyFiles to access your files and drives

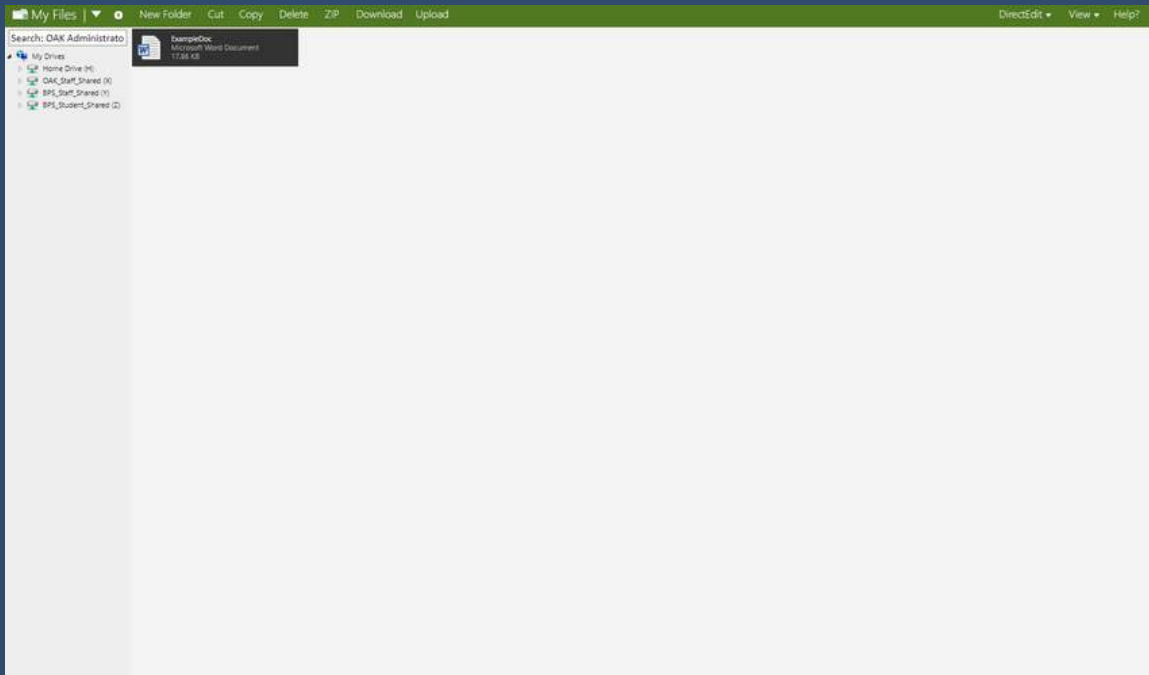


3. Click on the drive you want to access



4. Within a drive, you will be able to see all files and folders you have access to, to view more options select the file to, Cut, Copy, Delete, ZIP or Download the file.

To upload files either use the upload button or drag and drop the item into your web browser.





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