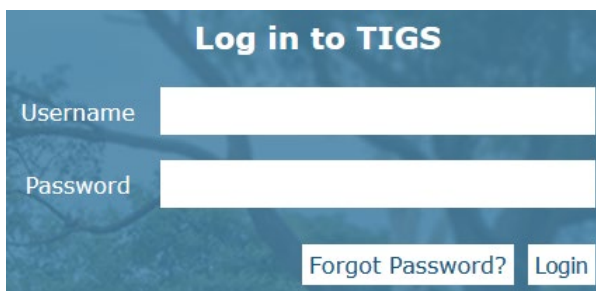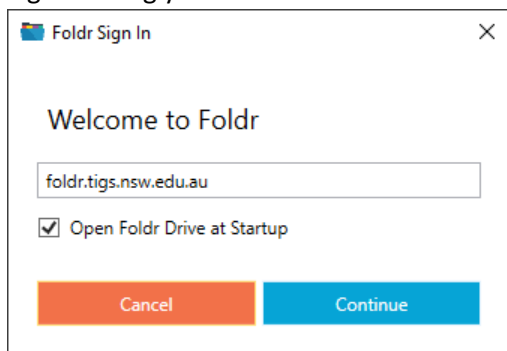# Accessing Shared Drives Remotely – via Foldr Application

1. Select **Files** via the **TIGS Portal** and choose you device type (Windows or Mac).

2. Install the **Foldr** application on your device (this may require a restart).

3. A Foldr Sign-In window will appear, enter **foldr.tigs.nsw.edu.au** into the server address field and click **Continue**. Sign-in using your TIGS **Username** and **Password**.
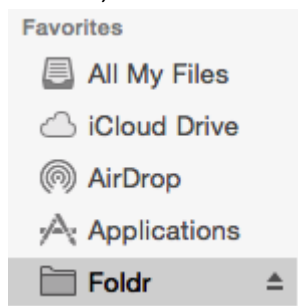

On Windows, Foldr will map as a **Drive Z**.

On Mac, Foldr will be added to your **Finder Favourites**.

Note*: We highly recommend copying large files to your computers local drive before attempting to open them.*