Digital Locker
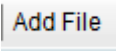
Your digital locker is an online file storage system, similar to a flash drive.
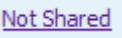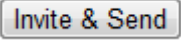
☐ I NEED TO UPLOAD A FILE TO MY DIGITAL LOCKER

UPLOAD a file to your Digital Locker

1. Click on **Add File**
2. Find and Select the file you want to upload
3. Click Open
4. You should see a green upload bar uploading your file
5. Now, your file is stored in your digital locker

☐ I NEED TO SHARE A DOCUMENT WITH A PARTNER(S) FROM MY DIGITAL LOCKER SO THAT WE CAN WORK ON IT TOGETHER

SHARE a file with someone from your Digital Locker

1. Click the **Not Shared** link
2. Invite people using the "To:" box
3. Click **Invite & Send**

☐ I DO NOT HAVE MICROSOFT WORD AND HOME AND I NEED TO EDIT A DOCUMENT THAT IS IN MY DIGITAL LOCKER

EDIT Documents in Your Digital Locker Using Zoho

1. Right-click on the document you want to edit with Zoho
2. Click "Edit in Zoho Docs"
3. If it doesn't open, your pop-up blocker may be stopping it from opening. Disable your pop-up blocker and try it again. (If you are using Internet Explorer, hold the control key down while clicking to disable the pop-up blocker)
4. Edit your document and then click the save icon 💾 to save your work to your digital locker.
5. Once you have saved, you can close out of the document.

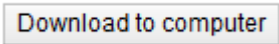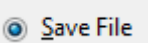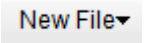## ☐ I HAVE MICROSOFT WORD AT HOME AND I NEED TO EDIT A DOCUMENT THAT IS IN MY DIGITAL LOCKER

EDIT Documents in Your Digital Locker Using Microsoft Word

1. Right-click on the document you want to edit with Microsoft Word
2. Click "Download to Computer"
3. Choose
4. Choose and save it somewhere that you can remember on your computer.
5. Find the document that you just saved on your computer and open it.
6. Edit it
7. File…Save As with a new name like blahblahedited
8. Close out of Word
9. Navigate back to your digital locker
10. Now upload the new file named blahblahedited to your digital locker.

☐ I DO NOT HAVE MICROSOFT WORD AT HOME AND NEED TO START A NEW DOCUMENT AND SAVE TO MY DIGITAL LOCKER

CREATE Documents in Your Digital Locker Using Zoho

1. Click on
2. Choose the file you want to create
3. Name it
4. Click
5. It is automatically saved in your Digital Locker and waiting for you to edit it