

Transfer Files Between Remote Desktop and your Computer

There are two methods for transferring documents and other media between your home computer and the remote desktop using either Remote Desktop or Google Drive.

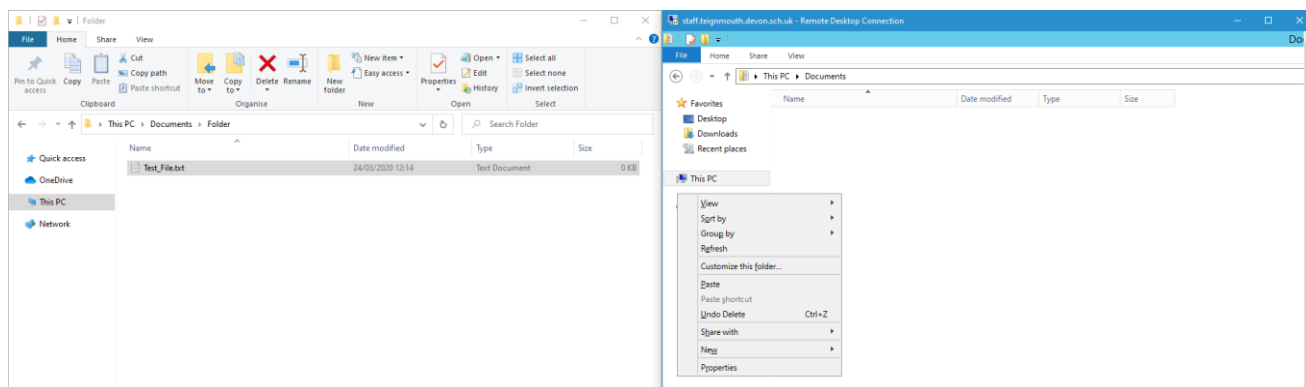
First, to make transferring files easier, we would recommend using the minimise or window function built into remote desktop to put your home computers desktop and your remote desktop side by side. This will make it easier to transfer files between both sessions. Whilst the icons are easy to find on other platforms, Windows hide this in a blue bar which auto-hides at the top of the screen. You will need to hover your cursor at the top middle of the screen for the blue bar to appear gain access to remote desktops taskbar functions.



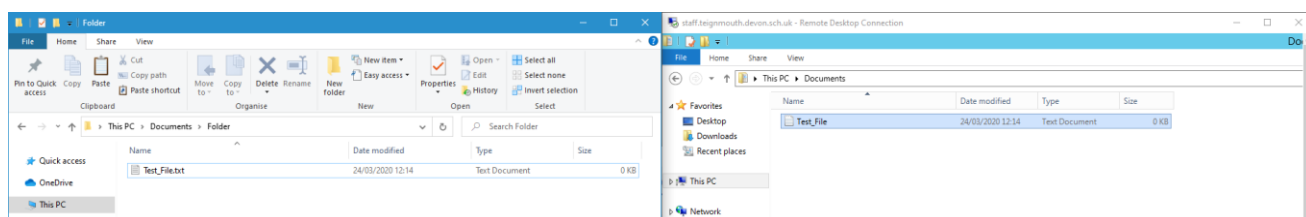
Method 1: Copy and Paste via Remote Desktop

First, on your personal computer, copy the content (file, folder, text, etc.), that you would like to copy to the remote desktop. Once you have copied the content, Open your remote desktop session, navigate to where you want to paste the file, right click and press paste.

The file should now copy across (this can take some time if it's a large file) to the location of choosing on the remote desktop.



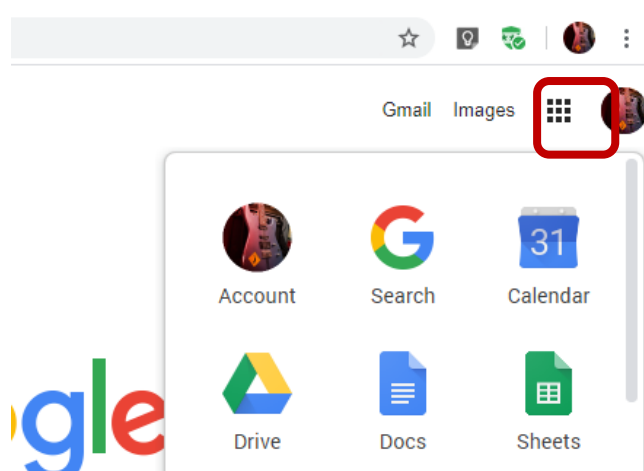
Remote Desktop should be able to access your clipboard on your personal computer however for some users this may not function as default.



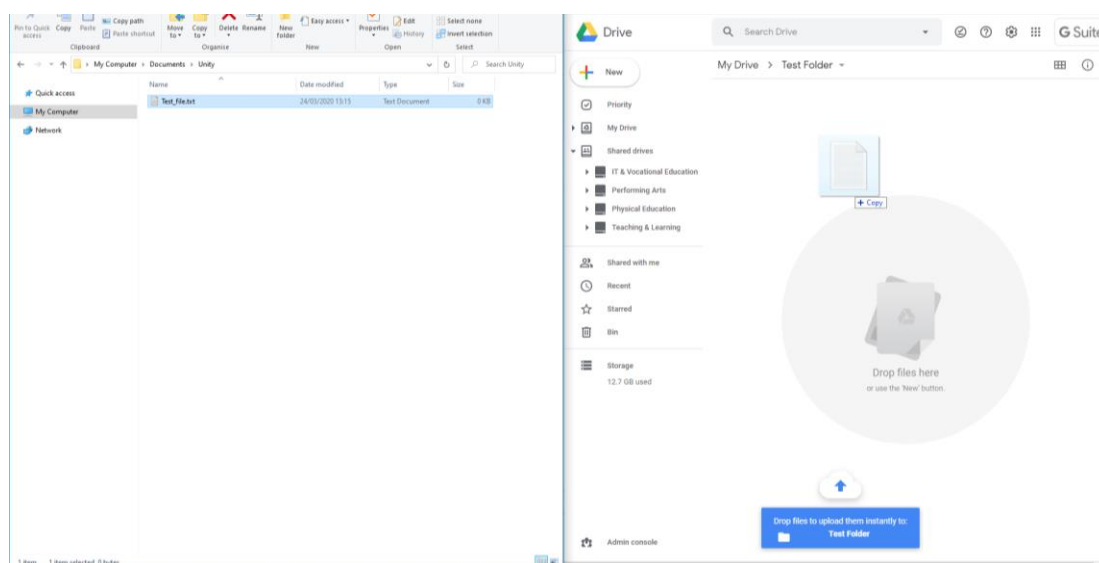
Method 2: Cloud Storage(Google Drive)

The second method of transferring content between your home computer and the remote desktop is using cloud storage. In these instructions, we will be using Google Drive however this can also be done using your school O365 account.

First, open a web browser and login in your school Google Account on you home computer using the sign in button on the Google homepage – www.google.co.uk (this may involve you having to log-out of your personal Google account). Once signed in, click the Google App Button, and click Drive.

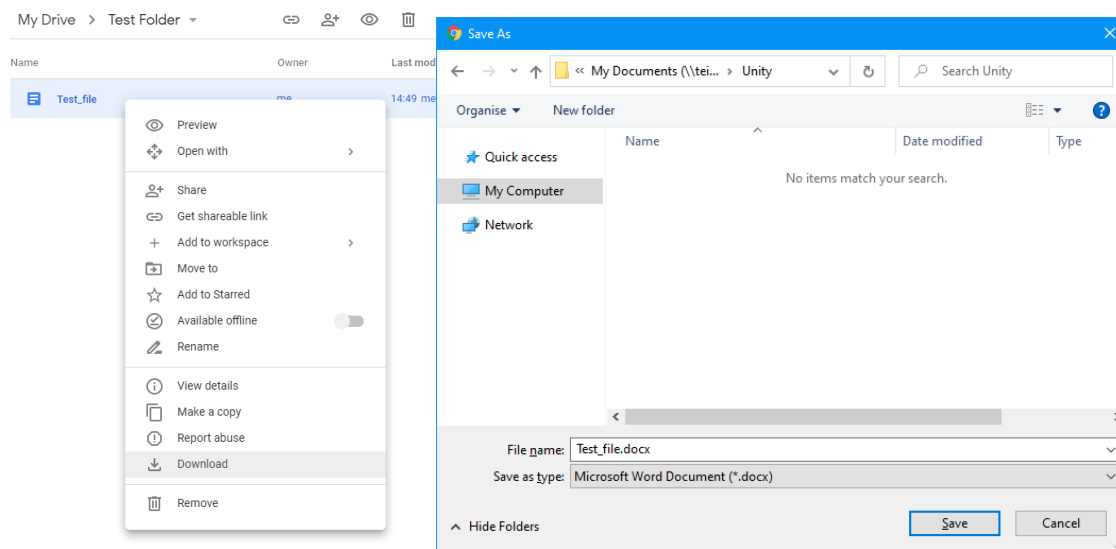


Once you are in the Google Drive interface, you are ready to copy your content. Find the content that you want to copy in your file window – then click and drag it across to your Google Drive window*. Drop it once you get to the window – the content will now be uploaded to your Google Drive.



**You may want to create a folder structure in Google Drive to keep things organised*

You will now need to log into to the remote desktop server if you haven't done already done so. Once logged on, open a web browser (Google Chrome recommended) and login to your Google account and open up Google drive (as you have done on your previously). Find the content that you have uploaded, then right click and press download.



A Save box should now appear, save the content in a suitable folder and press Save. This will now download the file into the selected folder. This can now be opened and used on your remote desktop session or when you log in onsite.

Troubleshooting:

Q. How long does it take to upload/download a file to Google Drive?

A. This is dependent on the file size and your internet speed. A word document shouldn't take any longer than 5 seconds to complete either a download or upload. Larger files such as PowerPoints or pictures or multiple files will take longer.

Q. Can I use an alternate Cloud storage provider such as OneDrive or Dropbox to transfer documents from home to school?

A. We only support the use of Google Drive for Education or O365 OneDrive for education using your school accounts for cloud storage.

Versions:

Transfer Files Between Remote Desktop and your Computer:	
V1.0– Original	24/03/20 -TF