

iLocker: Web-Storage of Your Files

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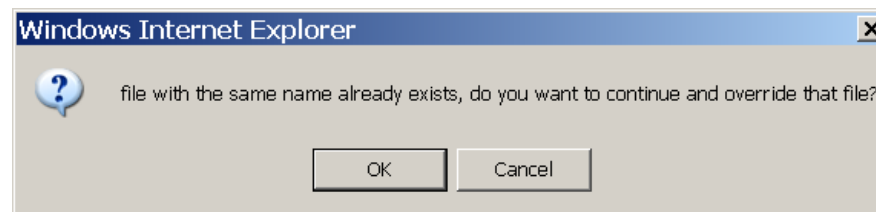
How do I get to iLocker?



1. Go to the Cameron School webpage: <http://www.cameron.k12.wi.us>
2. In the upper right of the webpage, there is a link for iLocker. This will take you to a login screen (see image to the left)
3. Your school user name and password are the login and password for iLocker. The user name usually begins with your graduation year.
4. Click **submit**

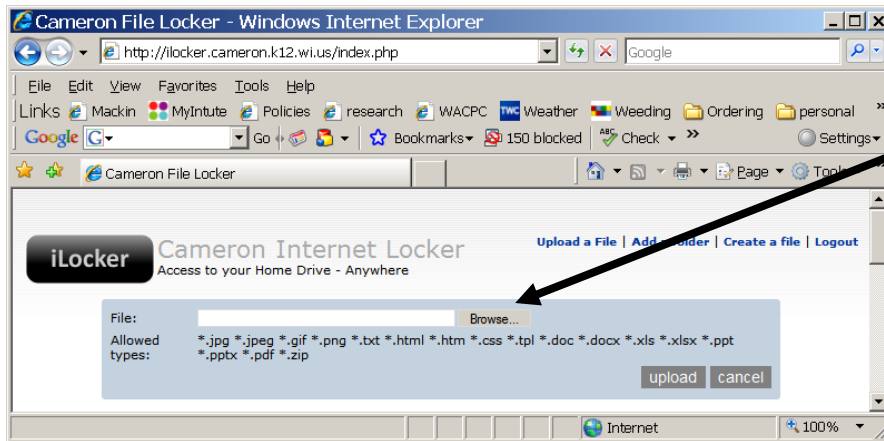
How do I open an iLocker file at home?

1. Once in iLocker, **right click** the file you wish to open
2. A menu will appear, click **Download**
3. A popup will appear and select **Open**
4. The file should open, now you must save it to the computer you are using.
Go to **File > Save As >** save it to your desktop or somewhere you will be able to locate with a **NEW** file name.
5. Now open the file from the location you save it. You can begin to make changes to the file.
6. Make sure to click **Save** in the application (Word, PowerPoint, etc.) periodically. Once you have finished making changes, save it and close the application.
7. Then upload the updated file to iLocker (see instructions on the back of this page) to make further changes on this file at school. If you have kept the same name for your file on iLocker, the following popup will appear:



8. Click **OK** -- You have now saved your updated file to iLocker.

How do I add a file from home?



1. Once logged into iLocker, go to the upper right and select **Upload a File**.
2. At the top of the webpage, a search box will appear. Click **Browse** to the right of the box.
3. A pop-up box (Choose file) will appear.
4. Change the drop down menu (**Look in:** heading at the top of the pop-up box) to Desktop or wherever you saved the file.
5. Then select the file and then click **Open**
6. Your file should be in the file search box, then select **upload**.
7. Check and make sure your file/document appeared in the list of icons in the iLocker frame.
8. Then **re-download** it from iLocker to make sure it saved correctly. To do this, right click the file and select **Download**. When the pop-up box appears, select **Open**.
9. View file and verify that it is correct (that all your changes are there). Close the file.
10. Locate **Logout** in the upper right of the screen and logout of iLocker.

Once you know your file has been saved correctly to iLocker, logout of iLocker by clicking **Logout** in the upper right hand of the frame.