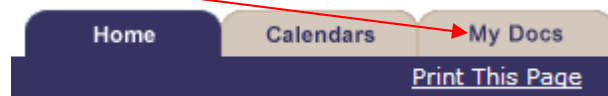


## How to Access “My Documents” files from Home

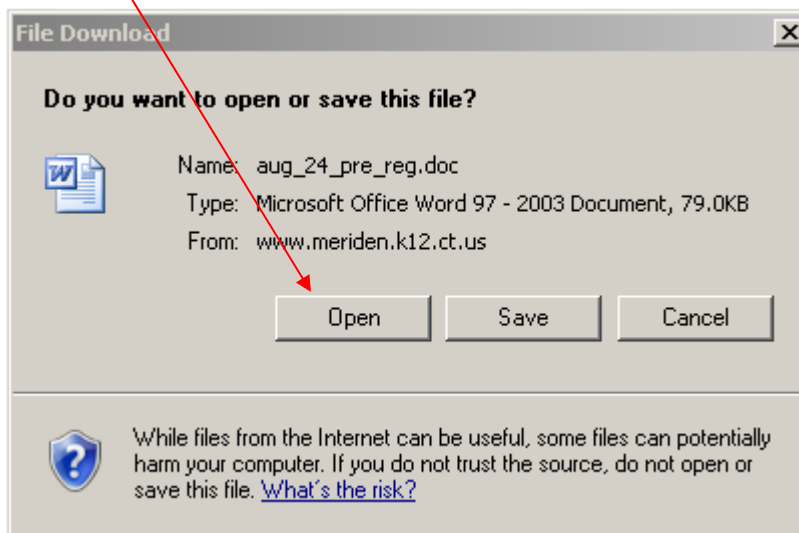
1. Open your web browser and type the following URL: [www.meriden.k12.ct.us](http://www.meriden.k12.ct.us)
2. Click Sharepoint/**Intranet** at the bottom of the page.
3. Click on the **Intranet** button.



4. You will be prompted to enter a user name and password -
  - a. User name = your full BOE email address
  - b. Password = email account password
  - c. Check box to save password if you are on your private computer
  - d. Click **OK**
5. Click **“My Docs”** located in the upper right corner of the page:



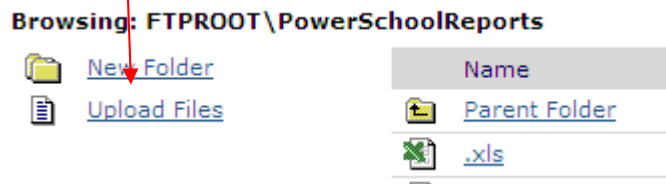
6. Click this link:  
[Click here to go to My Docs Online now](#)
7. You will be prompted for a user name and password again. Repeat step 4 above.
8. You now have access to your folders located in “My Documents”.
9. Click directly on the blue link of the file you want to access.
10. Click **Open** on the File Download window and the document will open.



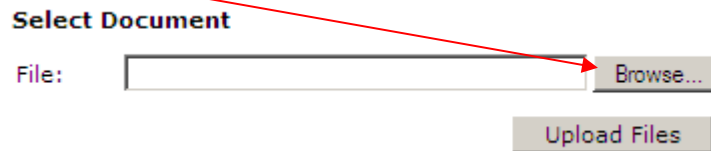
11. You now have full access to view or modify the document. **If you modify the document you must save it on your own computer** and then upload the modified document to replace the original document.

a. **It is recommended that you save the modified document to your computer desktop to locate it easily.** After the file has been saved to your desktop and closed take the following steps:

i. Click Upload Files located to the left of the Parent Folder

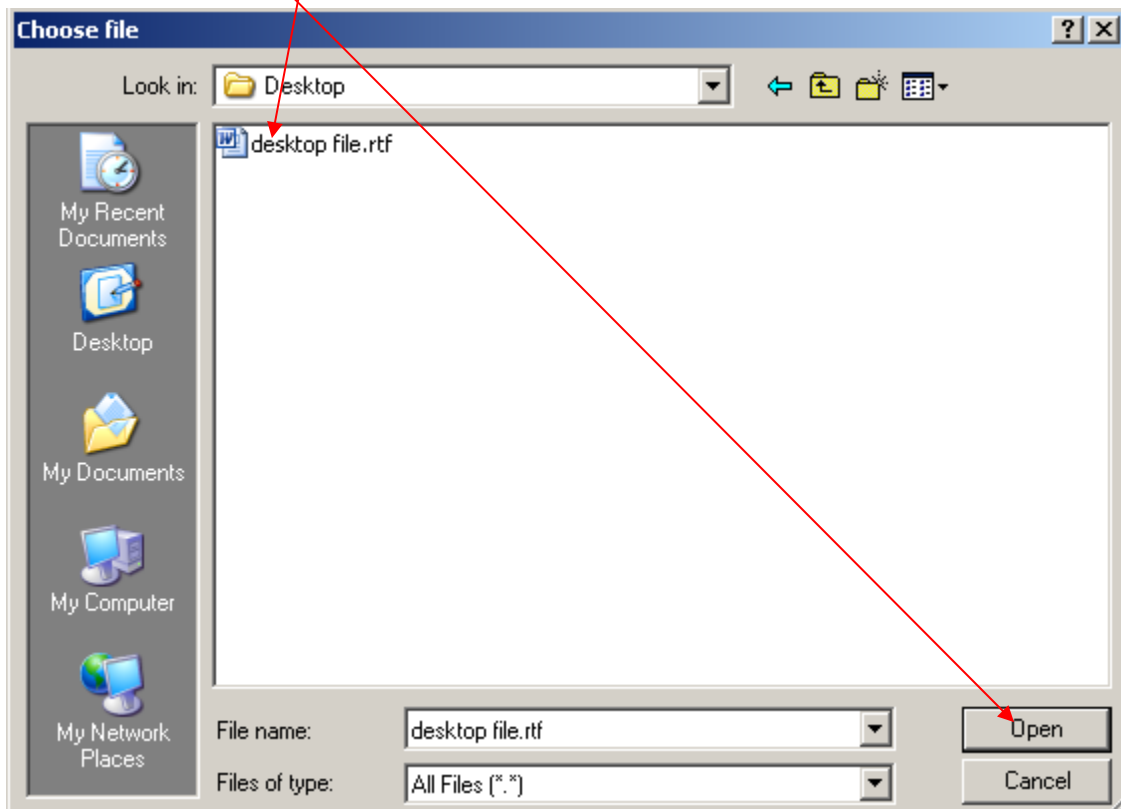


ii. Click Browse to locate the file



iii. Click on the file and it will appear in the File Name window

iv. Click Open next to the file name



- v. The revised file is ready to upload to your “My Documents” folder. Click “Upload Files”

**Upload File:** \\boed\staffdata\$\mary.natlo/ABC

**Select Document**

File:

- vi. A box will open after the file has been uploaded. Click **OK**



- 12. Click the [Parent Folder](#) at the top of the page to return to your complete list of documents at any time.

Name	Modified	Size
 <a href="#">Parent Folder</a>		