



How to use File Explorer to get photos off of the iPads



1. Open File Explorer on the iPad:
2. Open the **Photo Library** then press to open the **Camera roll**
3. Press **Select** on the upper right of the screen.
4. Touch the photos to select the ones that you would like to transfer to the school computers
5. Choose the copy to icon at the bottom of the screen 
6. Navigate to the folder you would like to place the pictures in (For example, at Royston the folder is called Royston iPod Share and at other schools it may be called **fexplorer\$**. You may just need to find your name or ipad name)
7. If it asks for a password, it is **fexplore###** where **###** is your school's three letter code ex HPA for Huband Park
8. Click on choose folder and then **Save**.
9. To find your photos on the school computer:
 - a) Log in to your computer
 - b) Go to the  button on the bottom left and then click on **Computer**
 - c) Click on the drive called **School Share**
 - d) Find the **fexplore\$** folder
 - e) Open the folder and find your name
 - f) Your pictures should be in here