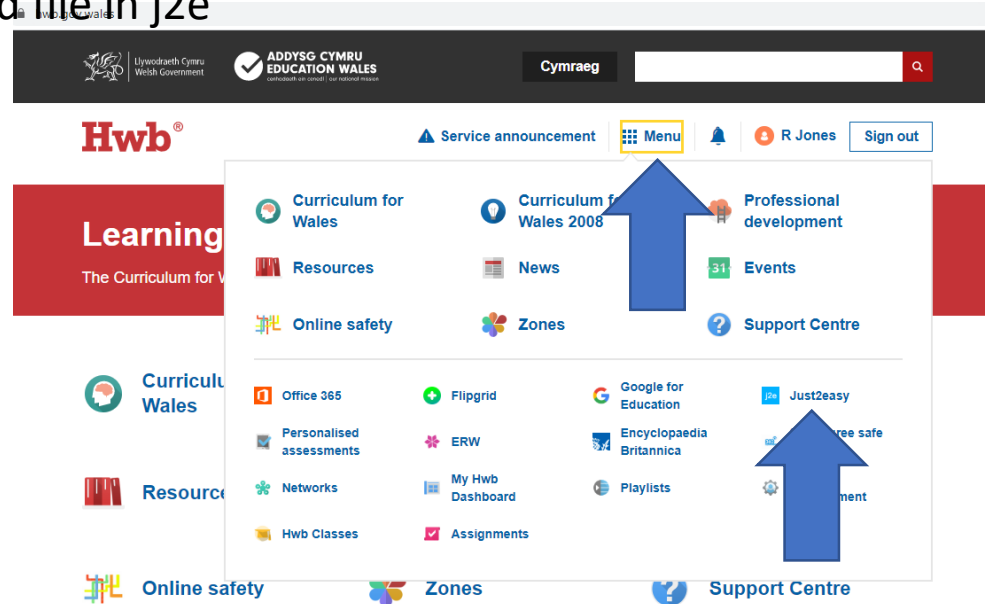
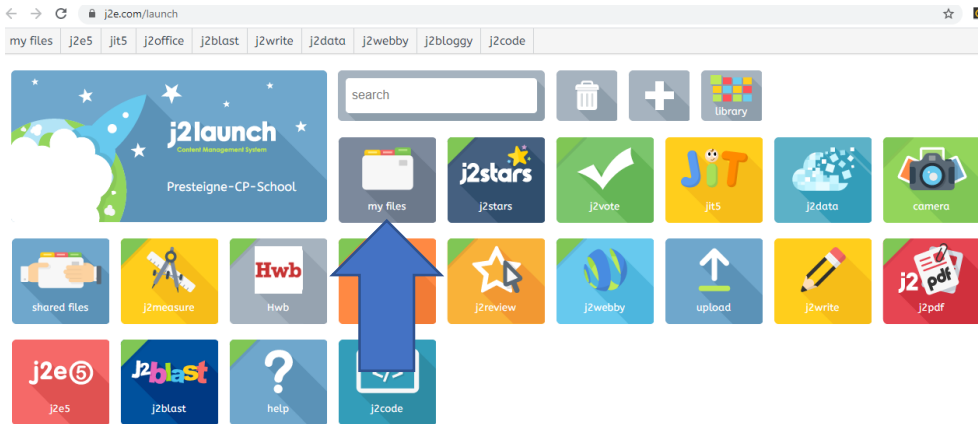


Opening a shared file in j2e

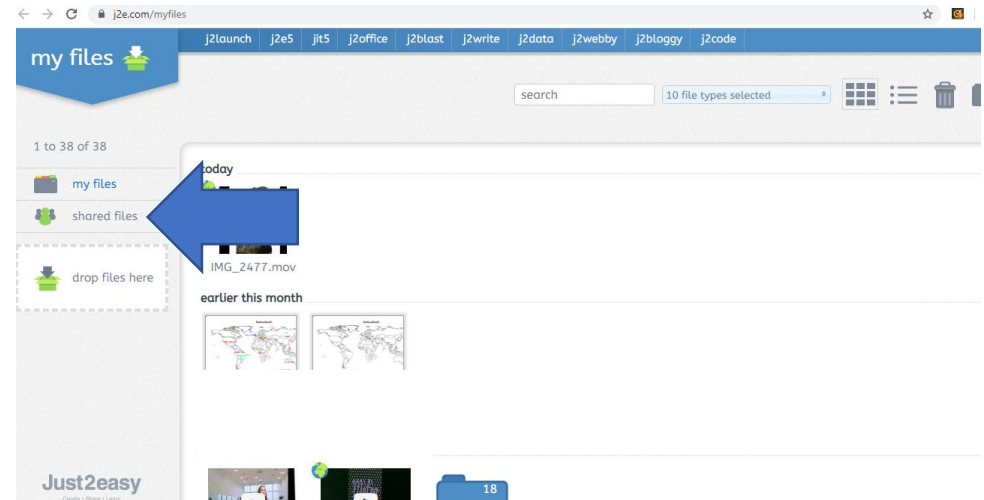


1. Navigate to the Hwb website and sign in.

2. Click on the Menu button and choose Just2easy (this may be in a different place on your menu page.)



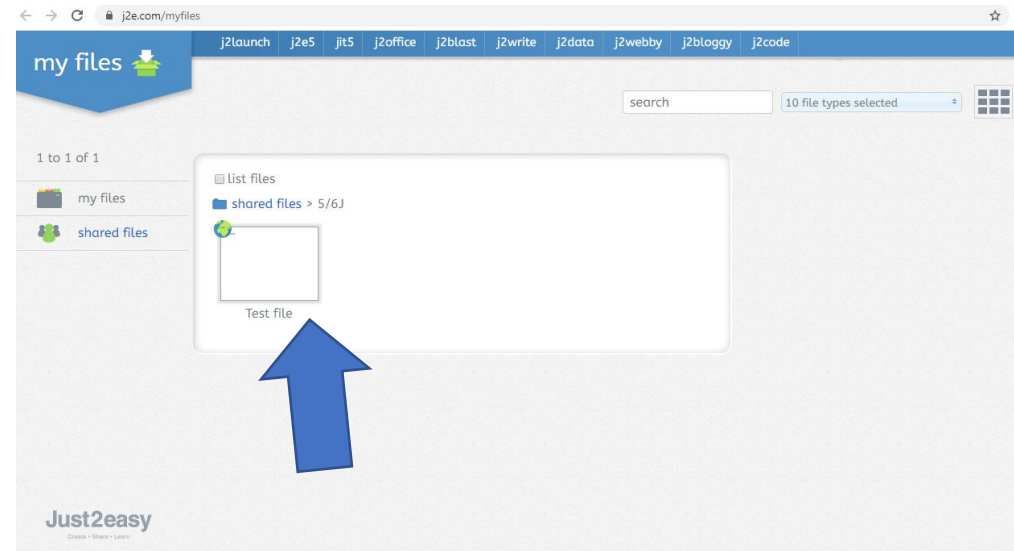
3. Select 'my files.'



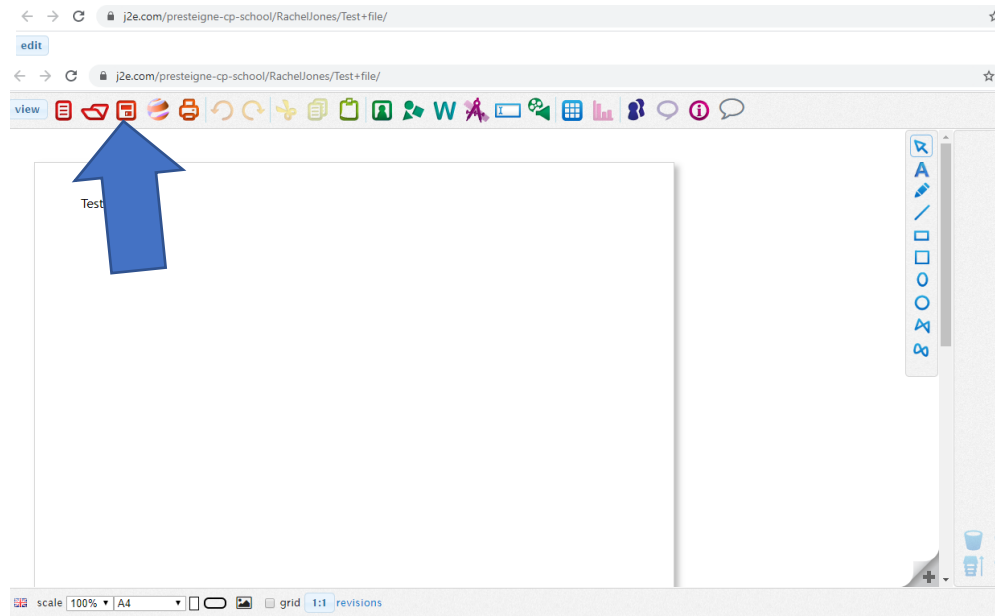
4. Click on 'shared files.'



5. Choose your green class file.



6. Click on the file your teacher has shared with you.



7. Click to save the file, this will create your own copy in your files. Anything you do to this file will then be shared with your teacher automatically.