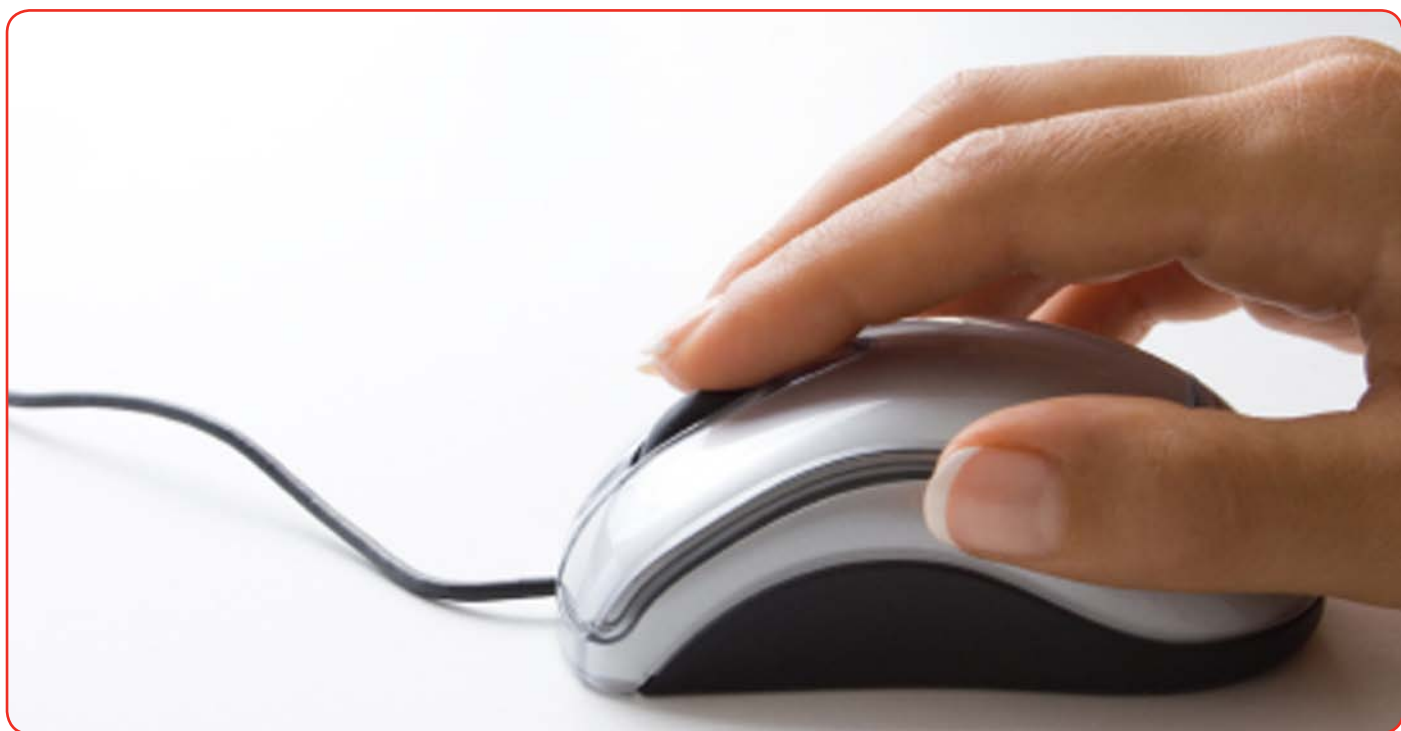


Accessing school network services from home



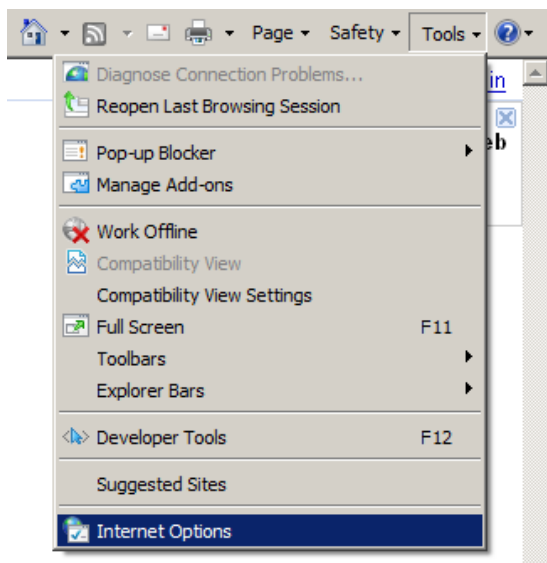
Accessing school network services from home.

A number of services are available to students to access from their home computers. Presently, these are:

- 1) E-mail
- 2) Access to document storage areas: your own user area and the shared area
- 3) Access to the Library system.

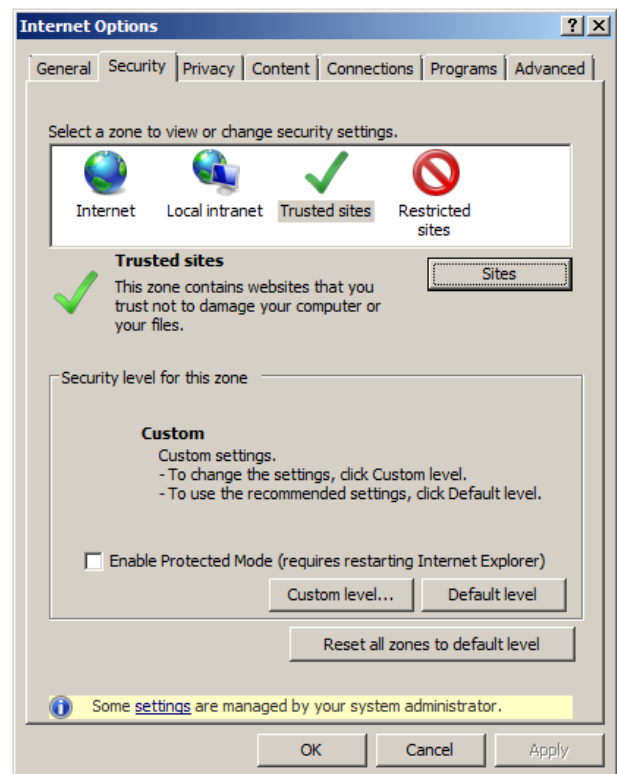
An important requirement for accessing files from home is that you must be using a Windows based computer with Internet Explorer (preferably the latest version). Access to email and the library system do not have these dependencies.

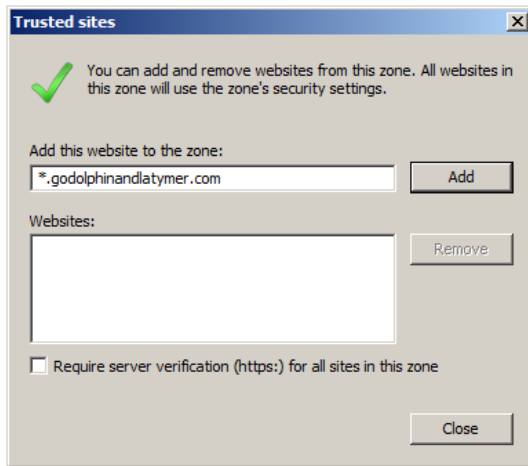
Below is a quick set up guide for Internet Explorer to facilitate this. This only needs to be completed once.



Open Internet Explorer, select “Tools” followed by “Internet Options”.

Click on the “Security” tab, select “Trusted Sites” and click “Sites”.

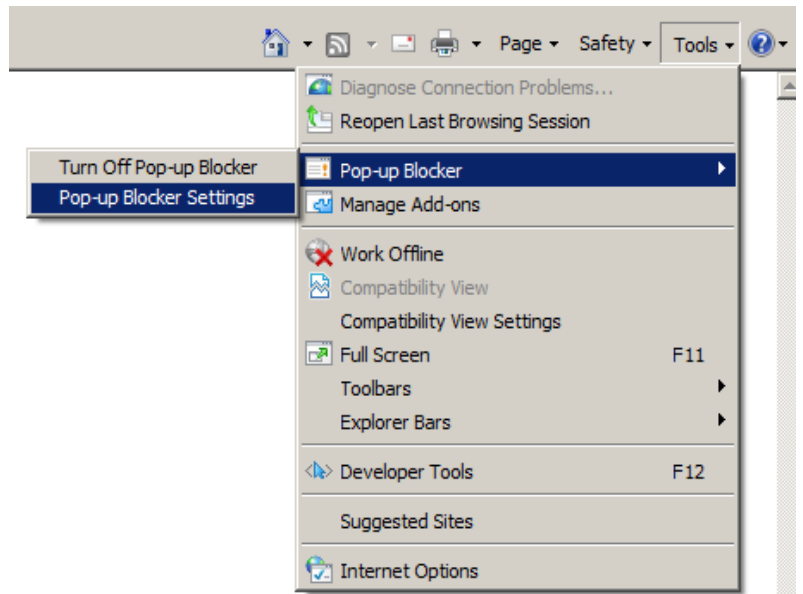




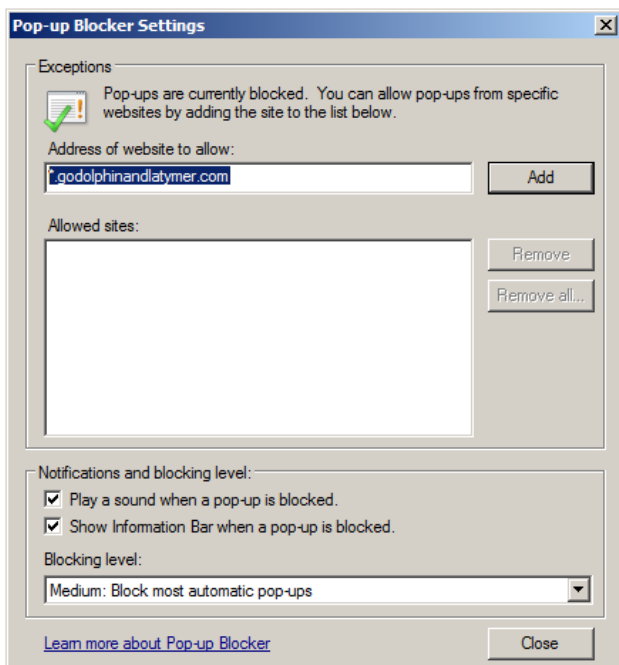
Uncheck the box “Require server verification (https:) for all sites in this zone”

Type “*.godolphinandlatymer.com” (without the speech marks) in the box labelled “Add this website to the zone:” and click “Add”, then “Close”, then “OK”.

Select “Tools” again, rest on “Pop-up Blocker” then select “Pop-up Blocker Settings”.

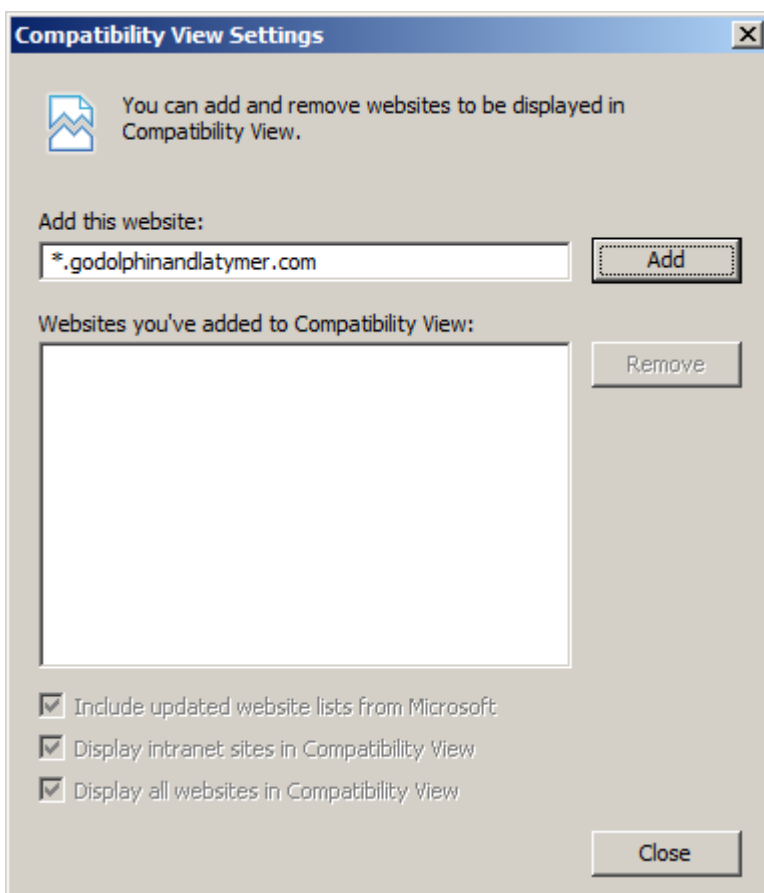
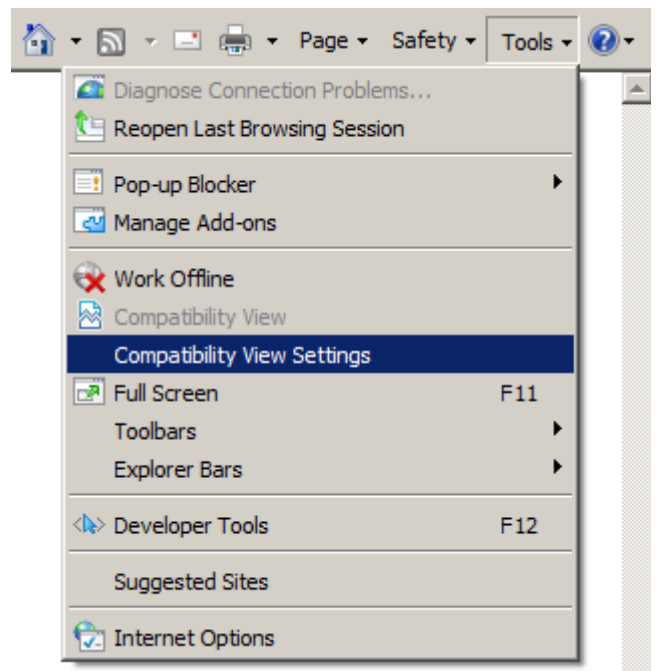


Type “*.godolphinandlatymer.com” (without the speech marks) in the box labelled “Address of website to allow:” and click “Add”, then “Close”.



****FOR INTERNET EXPLORER 8 USERS ONLY****

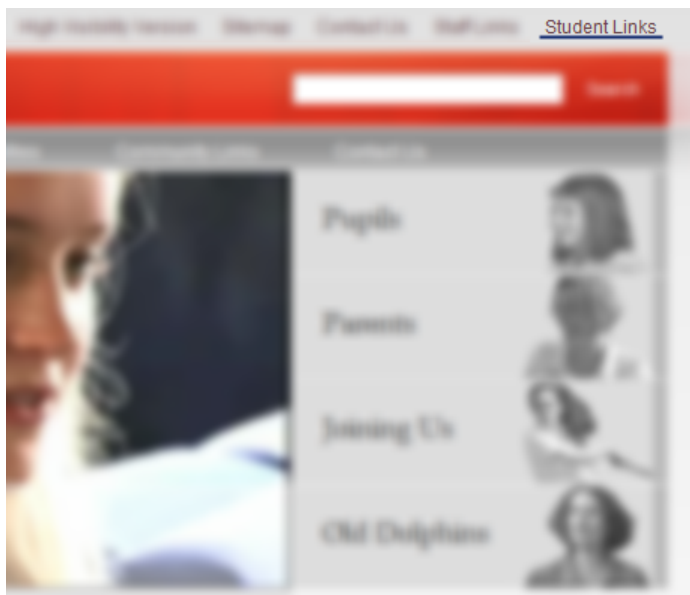
Select "Tools" again, click "Compatibility View Settings".



Type "*.godolphinandlatymer.com" (without the speech marks) in the box labelled "Add this website:" and click "Add", then "Close".

Your computer is now ready to access the school's network services from home.

Links to access these systems are available on the school's web-site (www.godolphinandlatymer.com) under Student Links in the very top right hand corner.



The SecureLink service is used to access your files from home. Ensure you familiarise yourself with the help file before starting to use the system. The user guide can be found by logging into SecureLink with your school username and password and clicking on the "Help" button.

Please note that this is a different facility to any previous remote access systems used in school and it is essential to read the user guide. However, SecureLink is very user-friendly and can give you very quick access to all of the files in your own user area and in the shared area, enabling you to work at home with ease. You will be able to save your work back to the network without having to e-mail it back and forth, and without the need for memory sticks.