

Accessing the Remote Desktop

WINDOWS 10

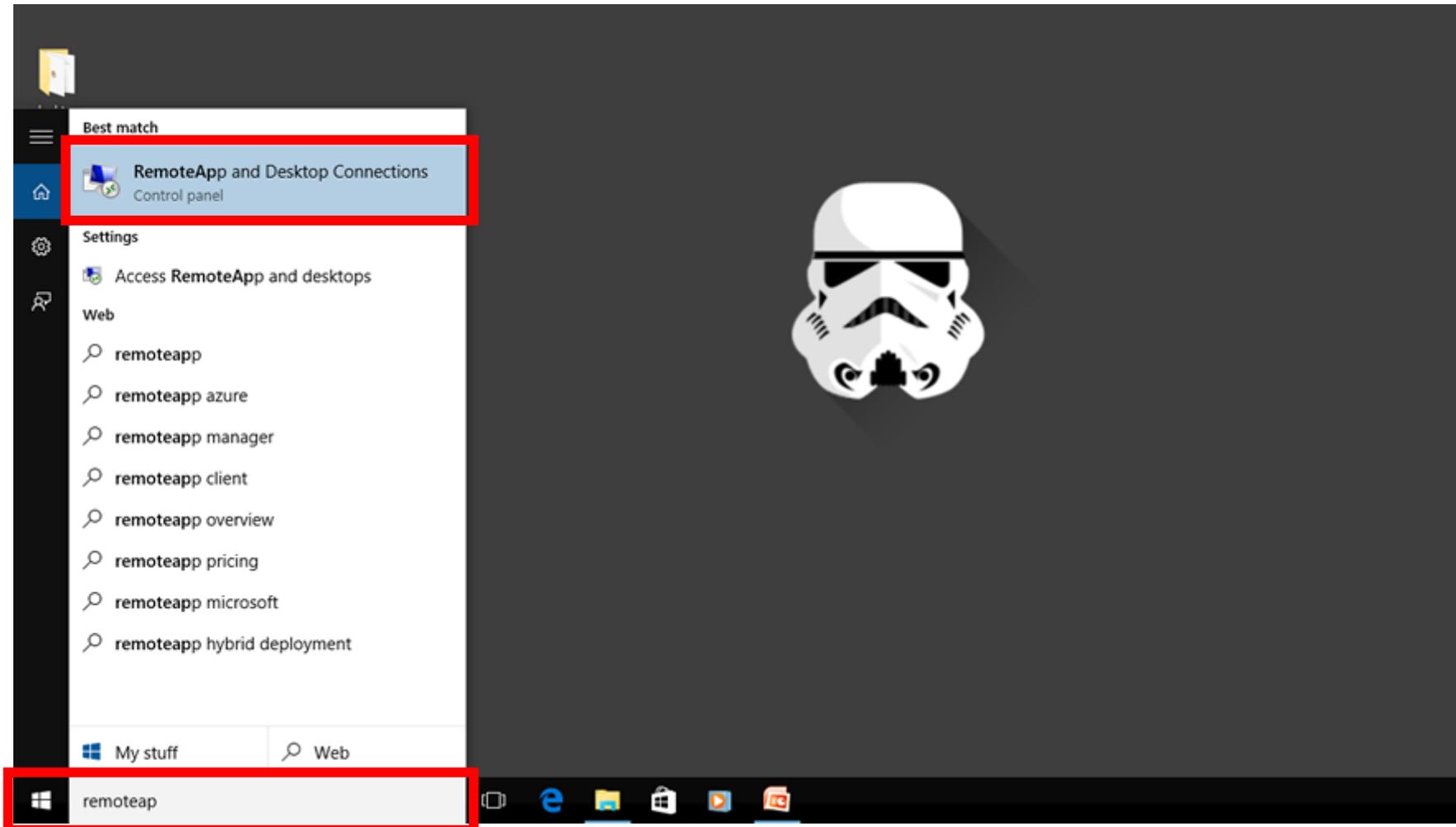
What is the remote desktop?

The remote desktop will let you access your files and documents easily from home.

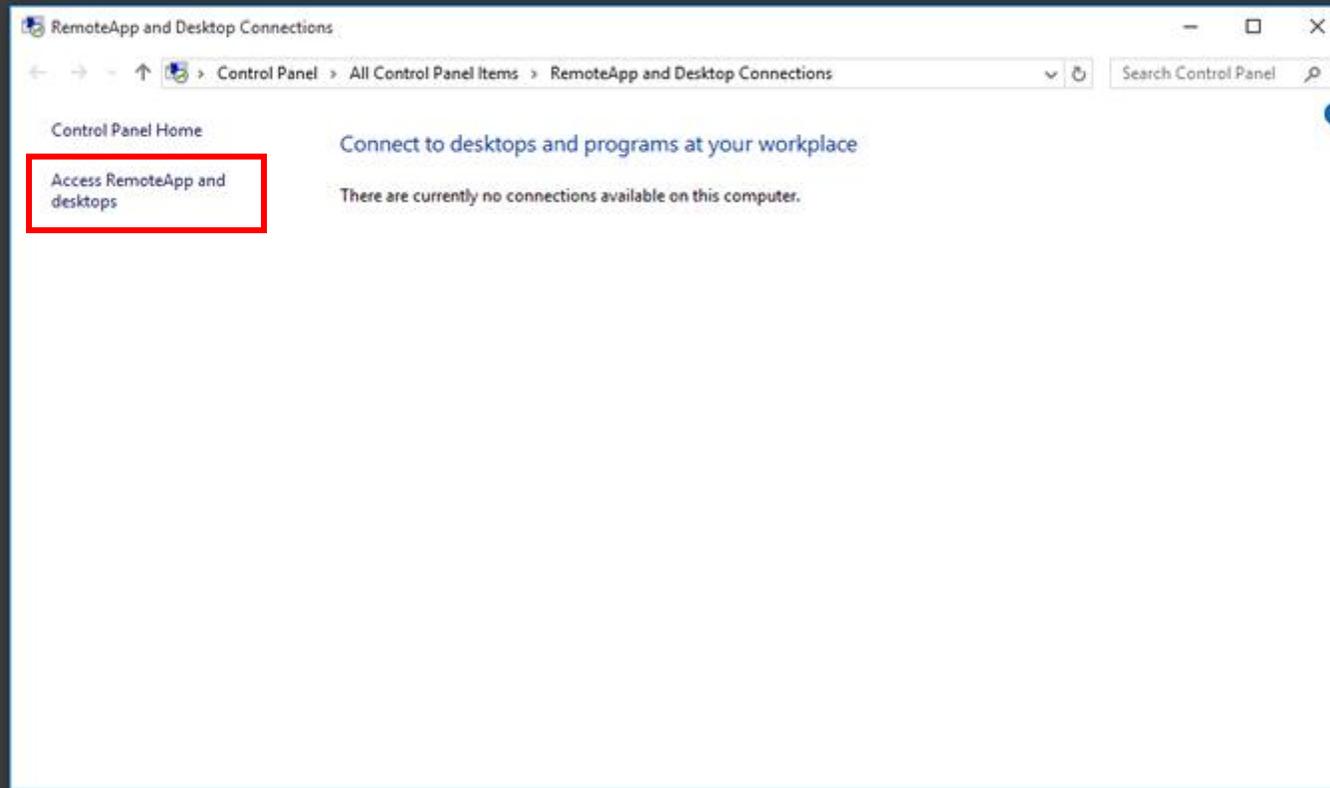
To get this to work you need to first set up a link between your device and the school remote desktop server. Slides 3 – 9 will guide you through this. **You only need to do this ONCE.**

Slides 10 – 14 will show you how to access your files and software when you want to do your homework.

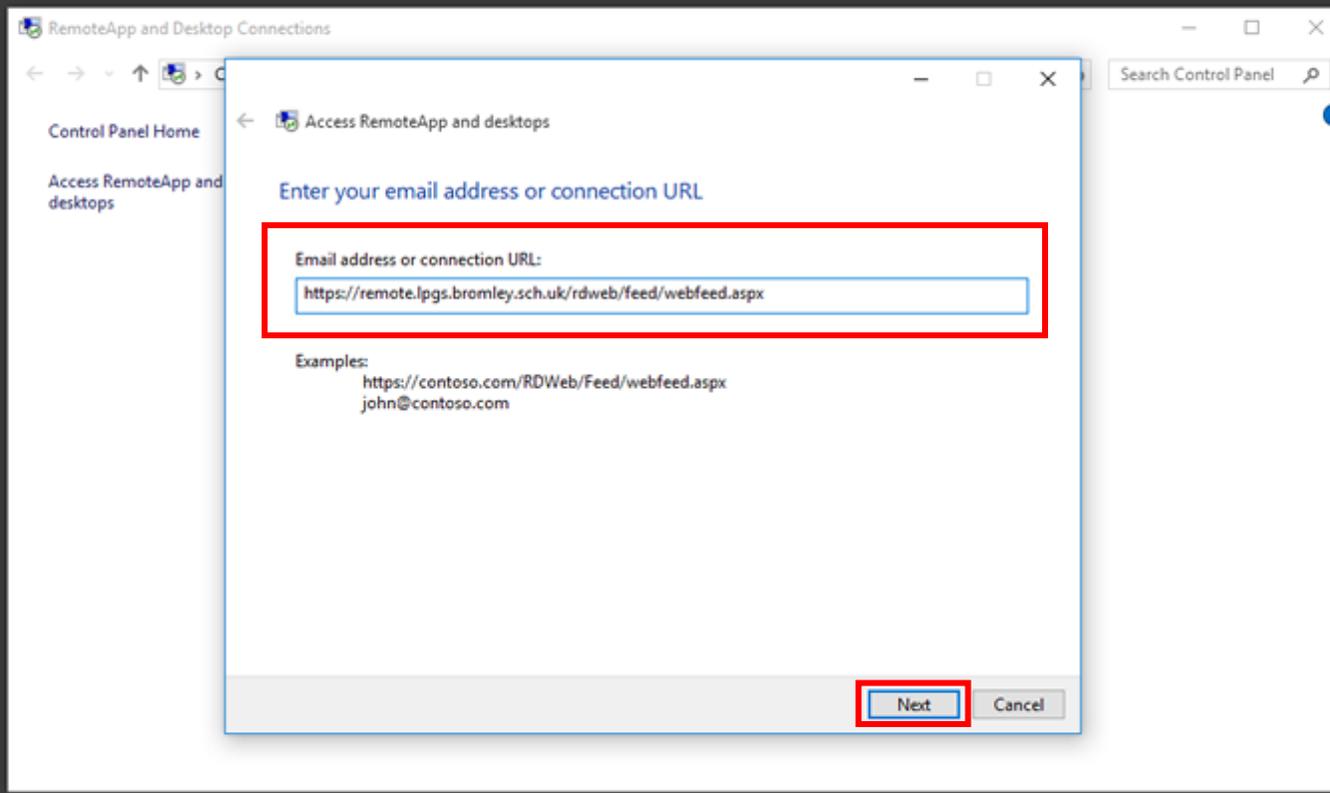
1. On your desktop start typing: **remoteApp** into the search box in the bottom left corner of the screen
2. The search pane should appear showing the **RemoteApp and Desktop Connections** option. Click on this option (highlighted)



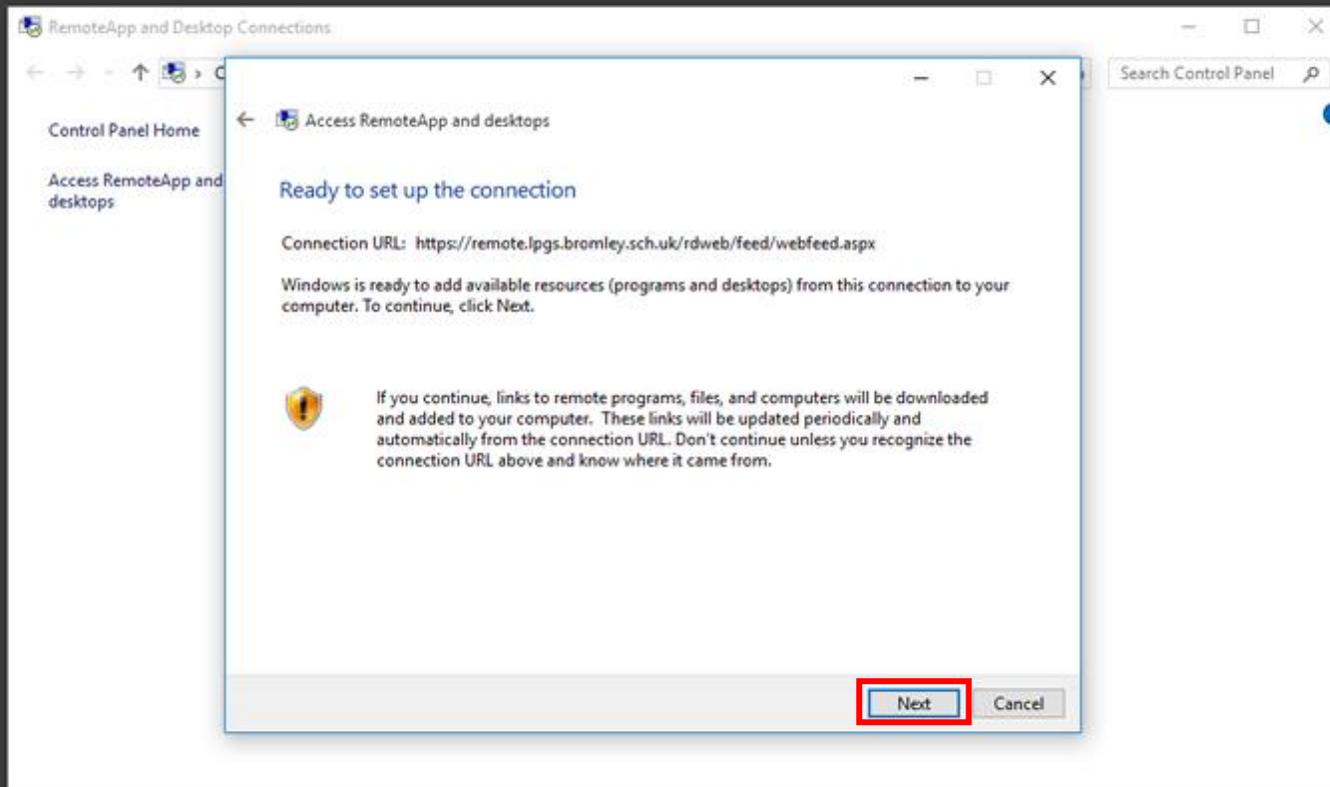
1. Click on the **Access RemoteApp and desktops** option (circled)



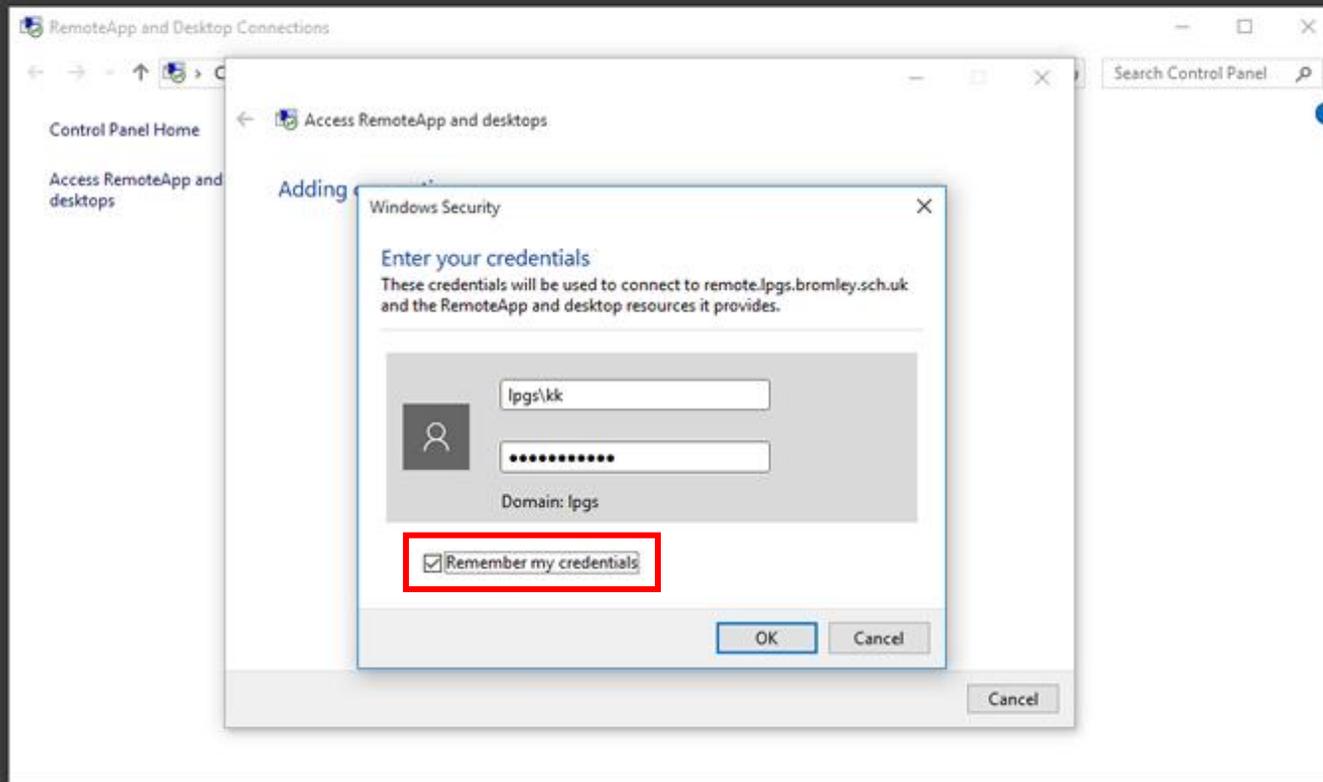
1. In the connection URL field enter the following text:
<https://remote.lpgs.bromley.sch.uk/rdweb/feed/webfeed.aspx>
2. Press Next



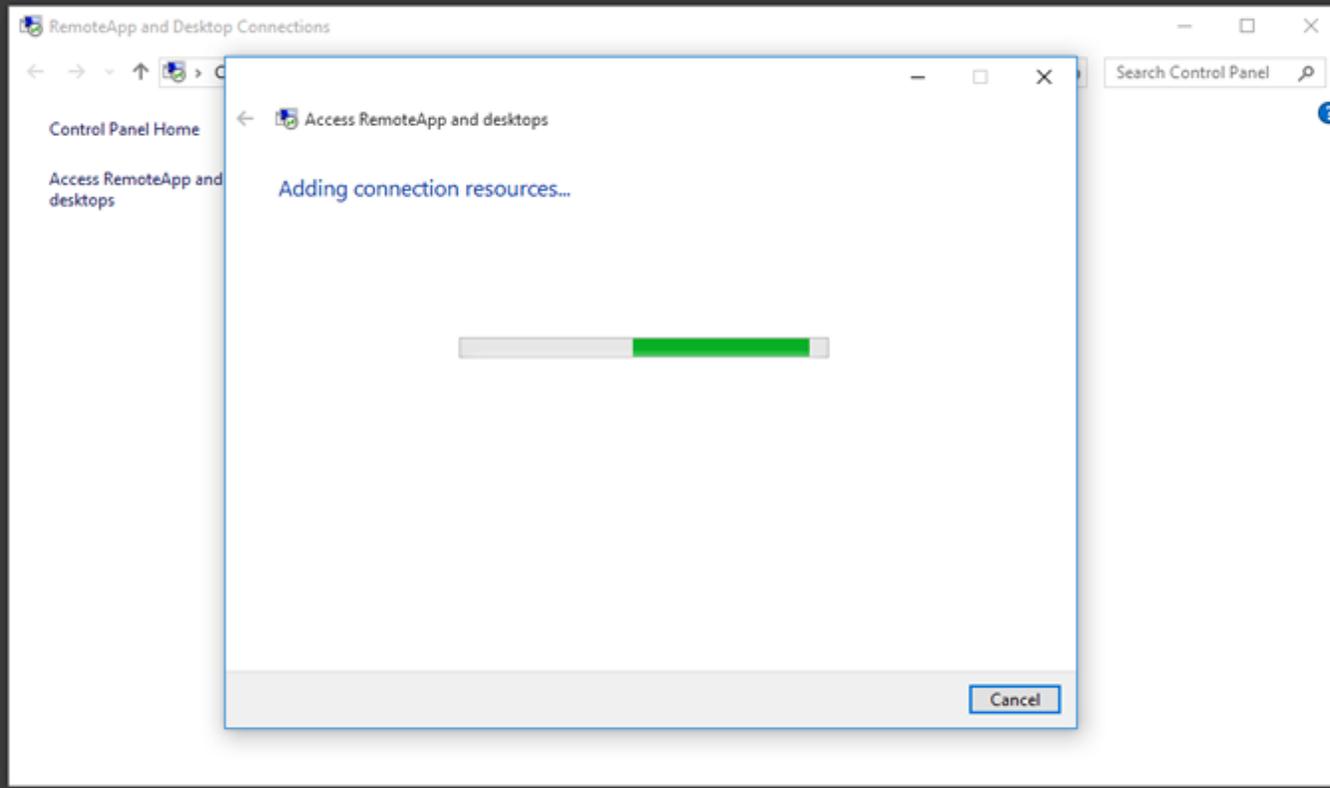
1. A confirmation window will appear. **Press Next**



1. In the first text box enter `lpgs\` followed by your **username** e.g `lpgs\A09875`
2. In the second box enter your school password
3. Tick the box that says **remember my credentials** if you are using your own private device
3. Press **ok**

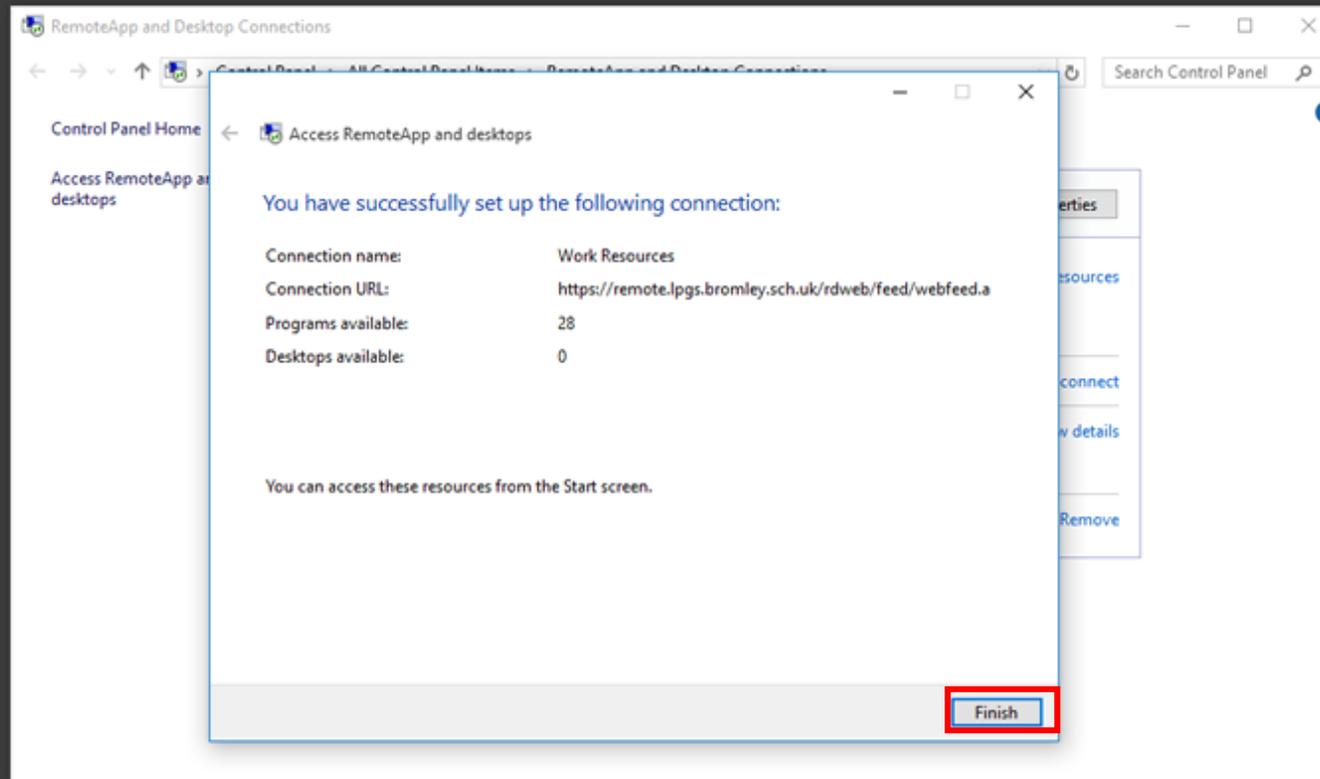


Your system will try to connect to the school server



After a few seconds you will see the message below which confirms the connection has been set up.

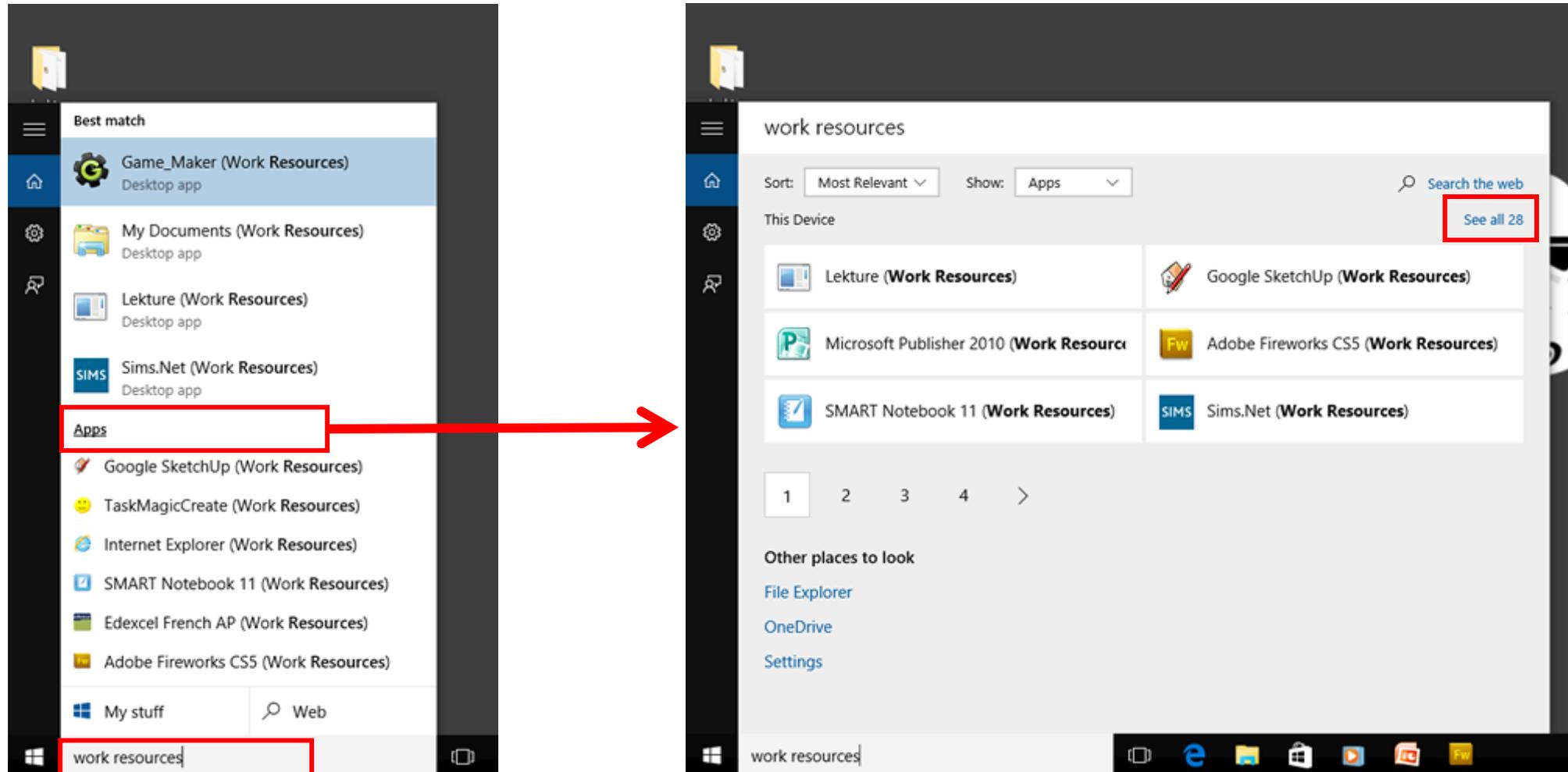
1. You can press **finish** on this screen



1. To access the apps enter **work resources** into the search box in the bottom left of the screen

Some of the apps will be listed straight away, you can click on them to open them

2. To view all apps click on the **Apps** link (circled below). This will show you the other apps available



1. Click on the app you want to open e.g my docs

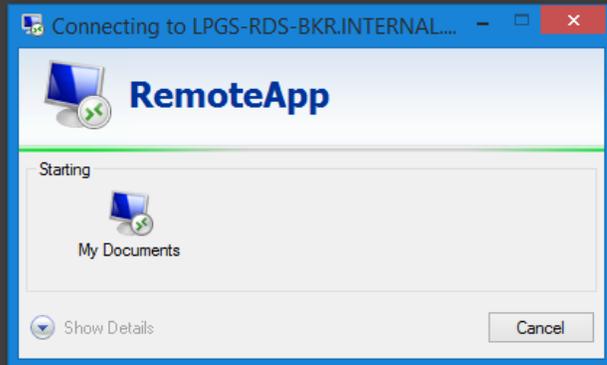
2. Press the **connect** button on the window that appears (you may wish to tick the box to remove this step in the future.)

The image shows two screenshots illustrating the process of connecting to a RemoteApp. The left screenshot shows the Windows Start menu search results for 'work resources'. The search results are filtered to show 'Best match' and 'Apps'. The 'My Documents (Work Resources)' app is highlighted with a red box, and a red arrow points to the right. The right screenshot shows the 'RemoteApp' security warning dialog box. The dialog box contains the following information:

- Do you trust the publisher of this RemoteApp program?
- This RemoteApp program could harm your local or remote computer. Make sure that you trust the publisher before you connect to run this program.
- Publisher: remote.lpgs.bromley.sch.uk
- Type: RemoteApp program
- Path: explorer n:
- Name: My Documents
- Remote computer: LPGS-RDS-BKR.INTERNAL.LPGS.BROMLEY.SCH...
- Gateway server: remote.lpgs.bromley.sch.uk

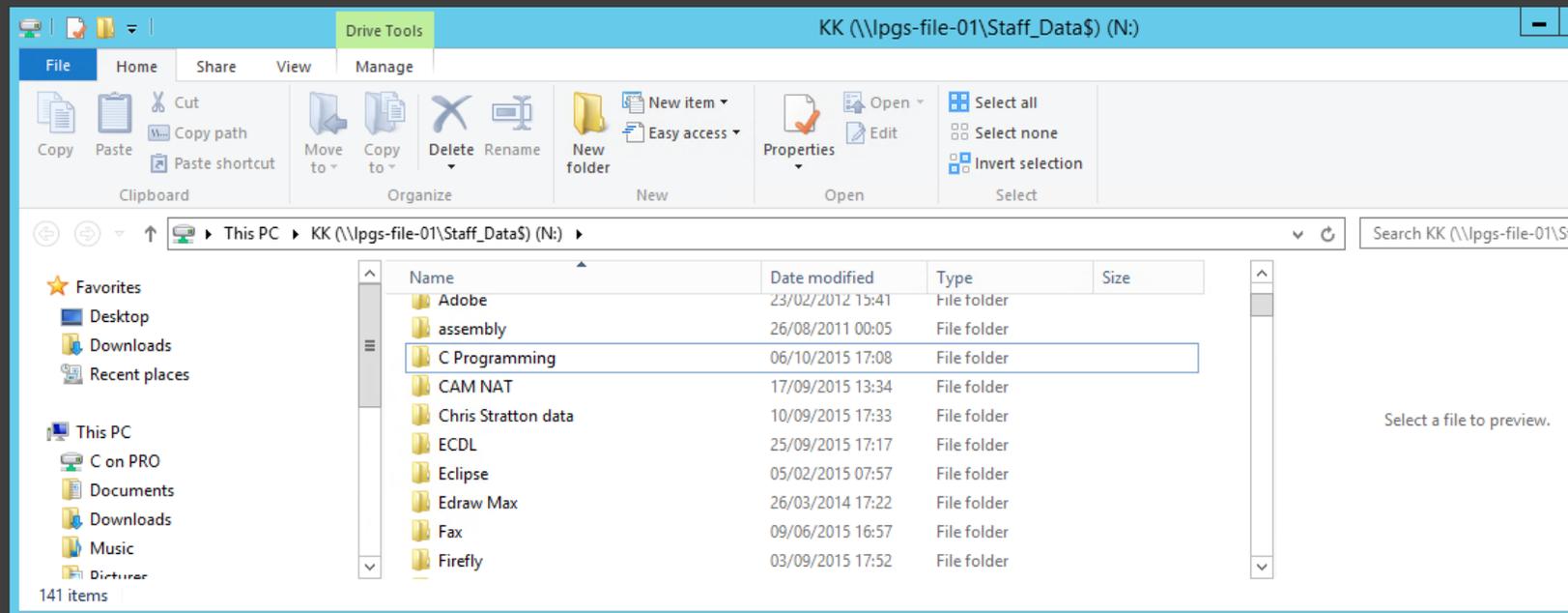
At the bottom of the dialog box, there is a checkbox labeled 'Don't ask me again for remote connections from this publisher' which is currently unchecked. Below the checkbox are three buttons: 'Show Details', 'Connect', and 'Cancel'. The 'Connect' button is highlighted with a red box. A Stormtrooper helmet icon is positioned in the bottom right corner of the right screenshot.

Whilst your computer connects you will see this screen
Within 10 – 120 seconds your app/my documents should have opened



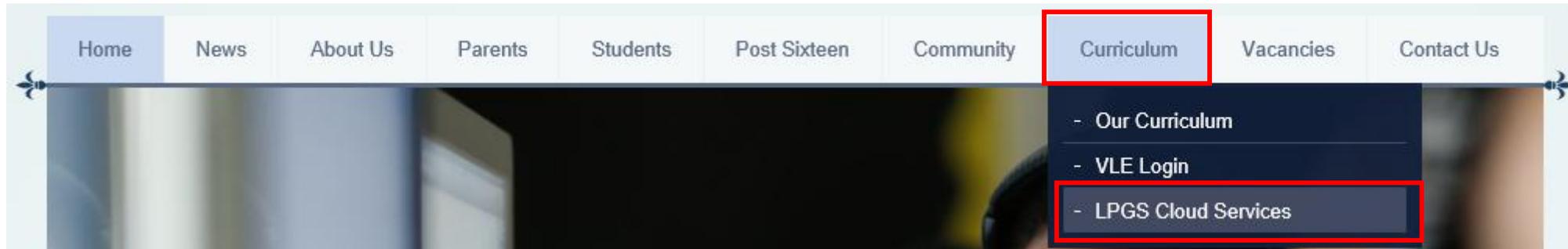
Your my documents will open in a window like this meaning you can open any documents you have stored at school.

When you save your documents they will be saved into your school my documents.



A copy of these instructions can be found the school website.

1. www.lpgs.bromley.sch.uk
2. Go to the **curriculum** tab and select **LPGS cloud services**



3. Select the appropriate instructions for your device

What should I do if I have a problem?

Please email:

helpdesk@lpgs.bromley.sch.uk

AND

kk@lpgs.bromley.sch.uk

Please also log any errors on your form notice board. Your VLE rep will pass this onto the prefects.

This will help us pick up issues across year groups.

Explain what error message is appearing / what is not happening correctly.