

Accessing the Remote Desktop

WINDOWS 8

What is the remote desktop?

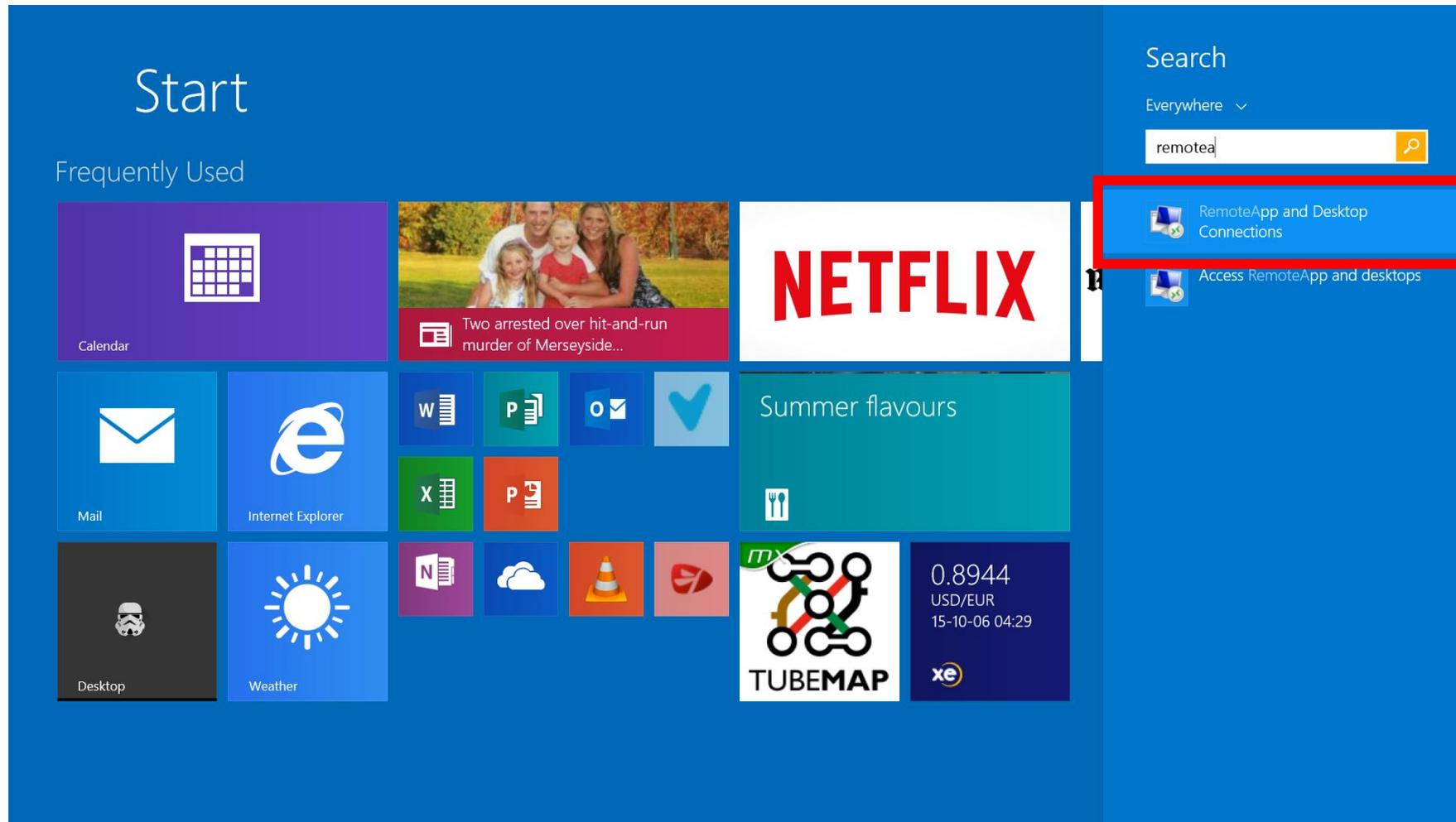
The remote desktop will let you access your files and documents easily from home.

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.**

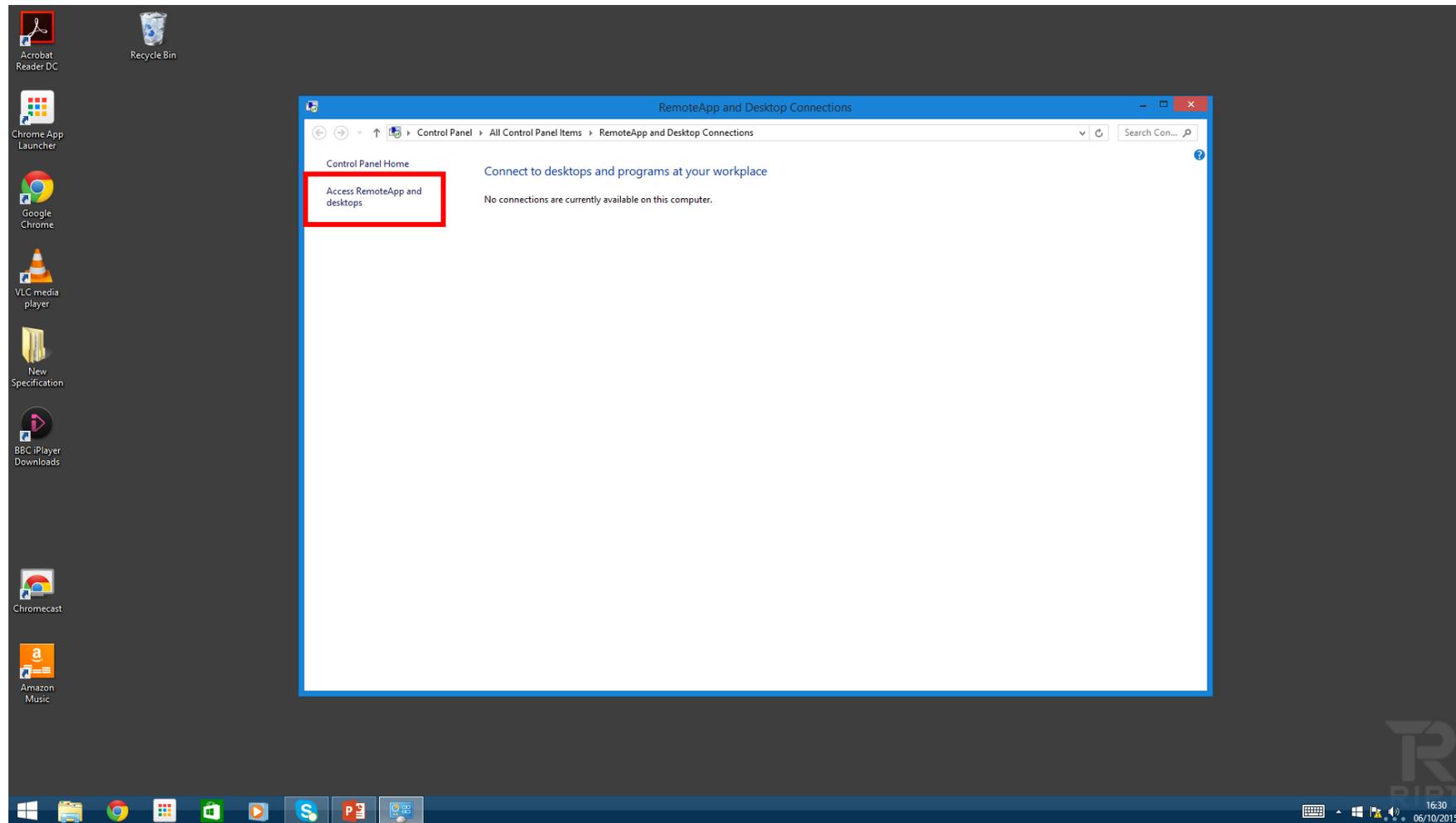
Slides 10 – 14 will show you how to access your files and software when you want to do your homework.

1. On your start screen start typing: **remoteapp**

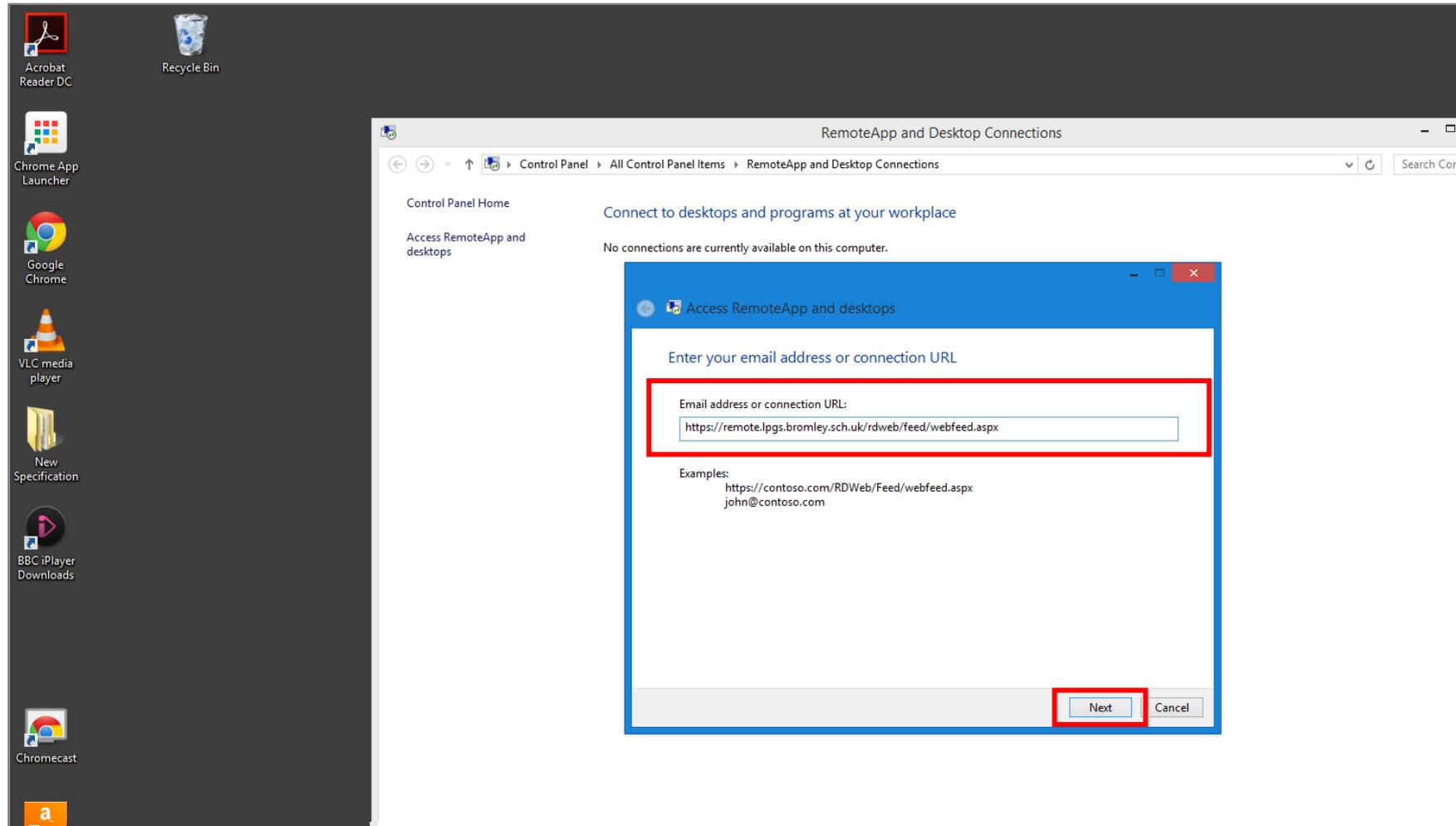
2. The search pane should appear showing the **RemoteApp and Desktop Connections** option. Click on this option (circled)



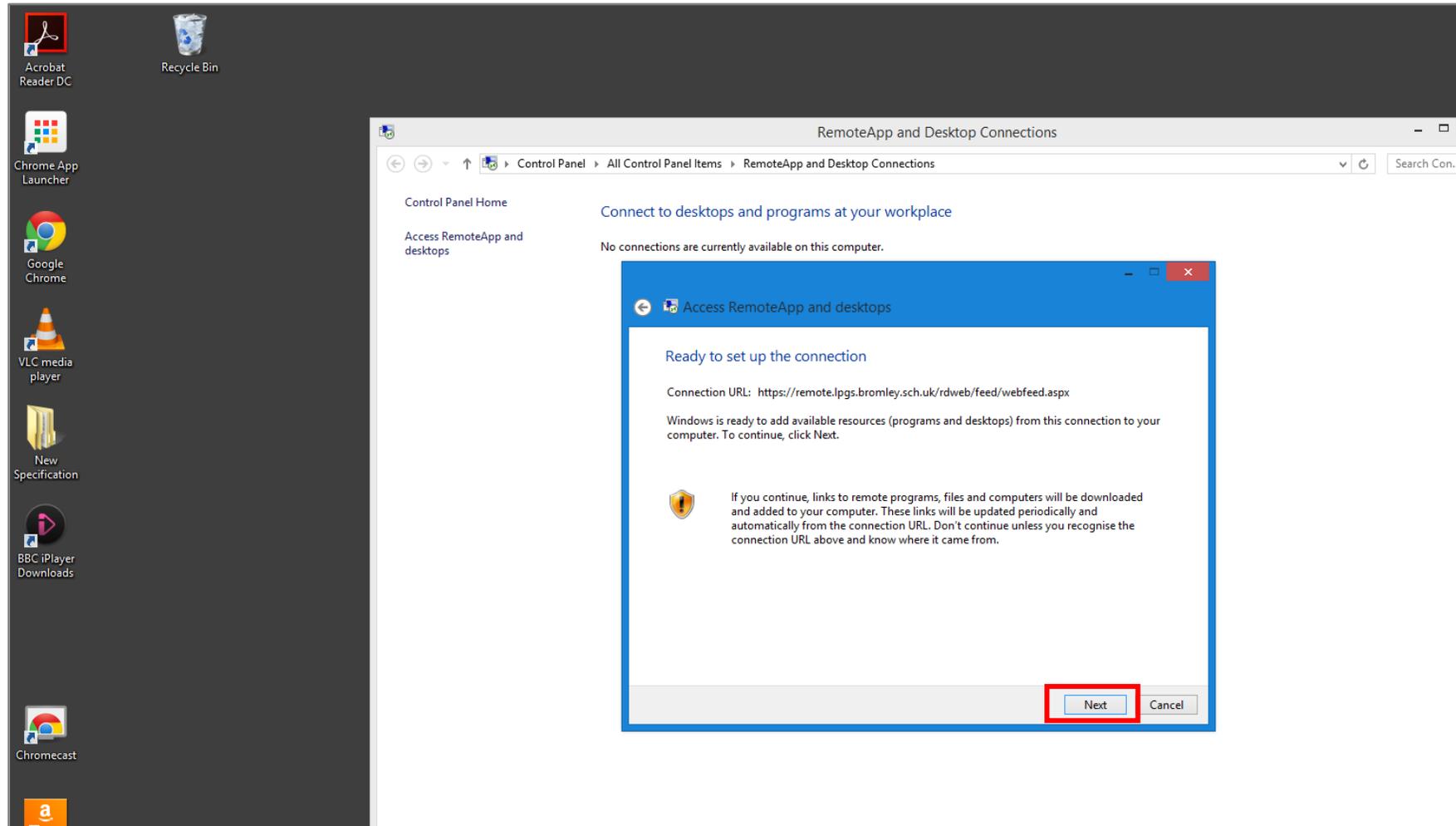
1. Click on the **Access RemoteApp and desktops** option (circled)



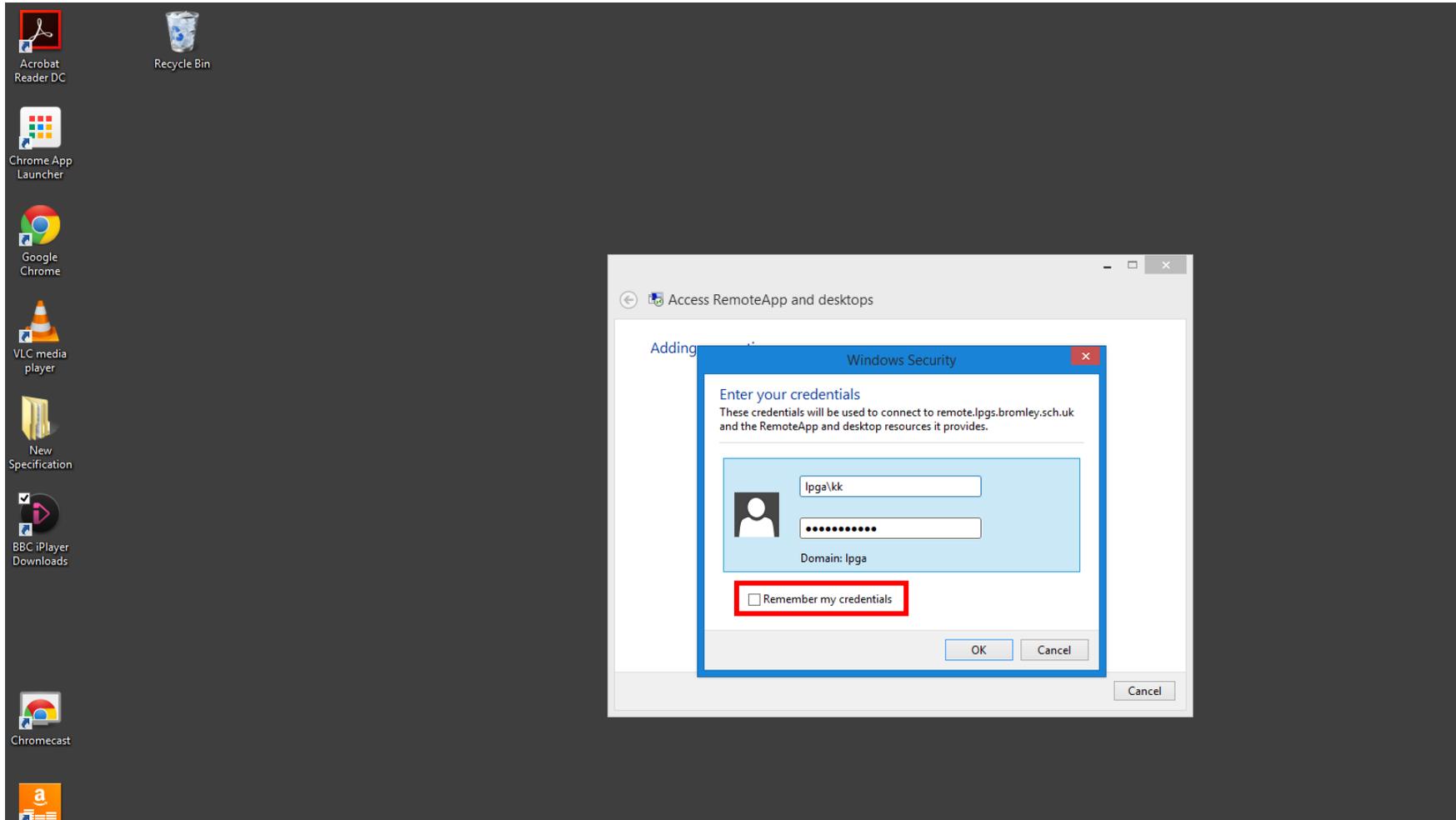
1. In the connection URL field enter the following text:
<https://remote.lpgs.bromley.sch.uk/rdweb/feed/webfeed.aspx>
2. Press Next



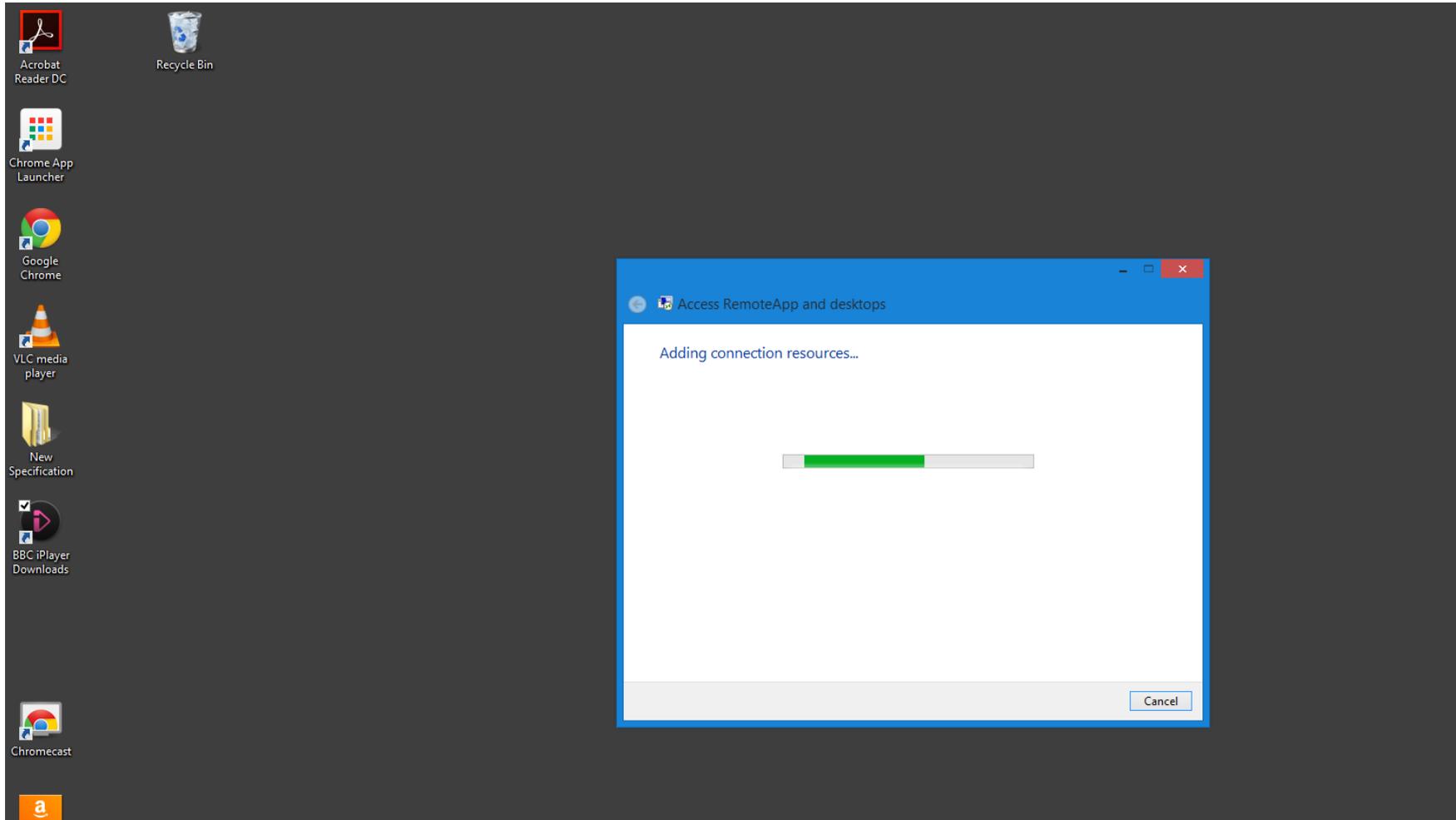
1. A confirmation window will appear. Press Next



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**

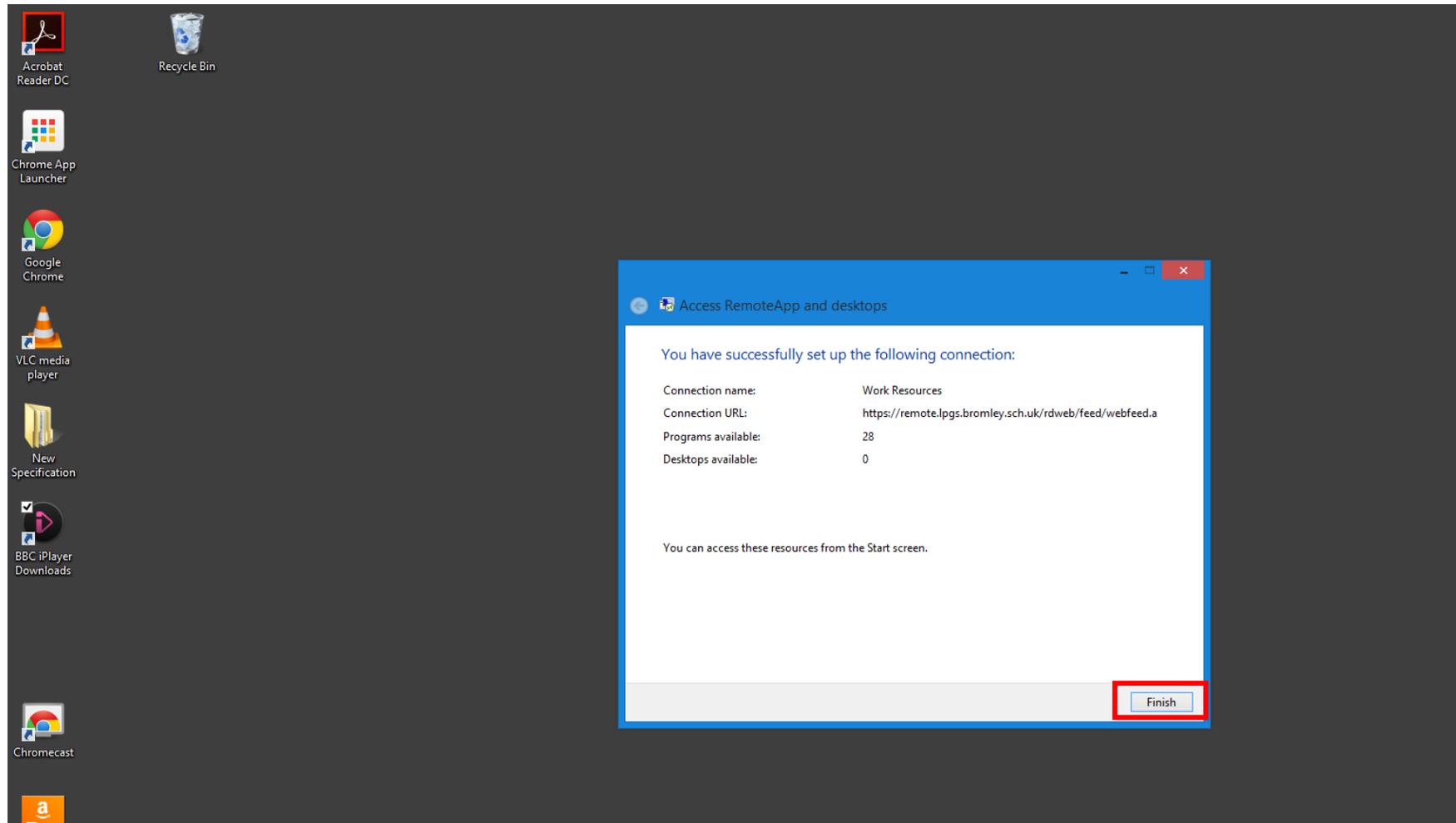


Your system will try to connect to the school server



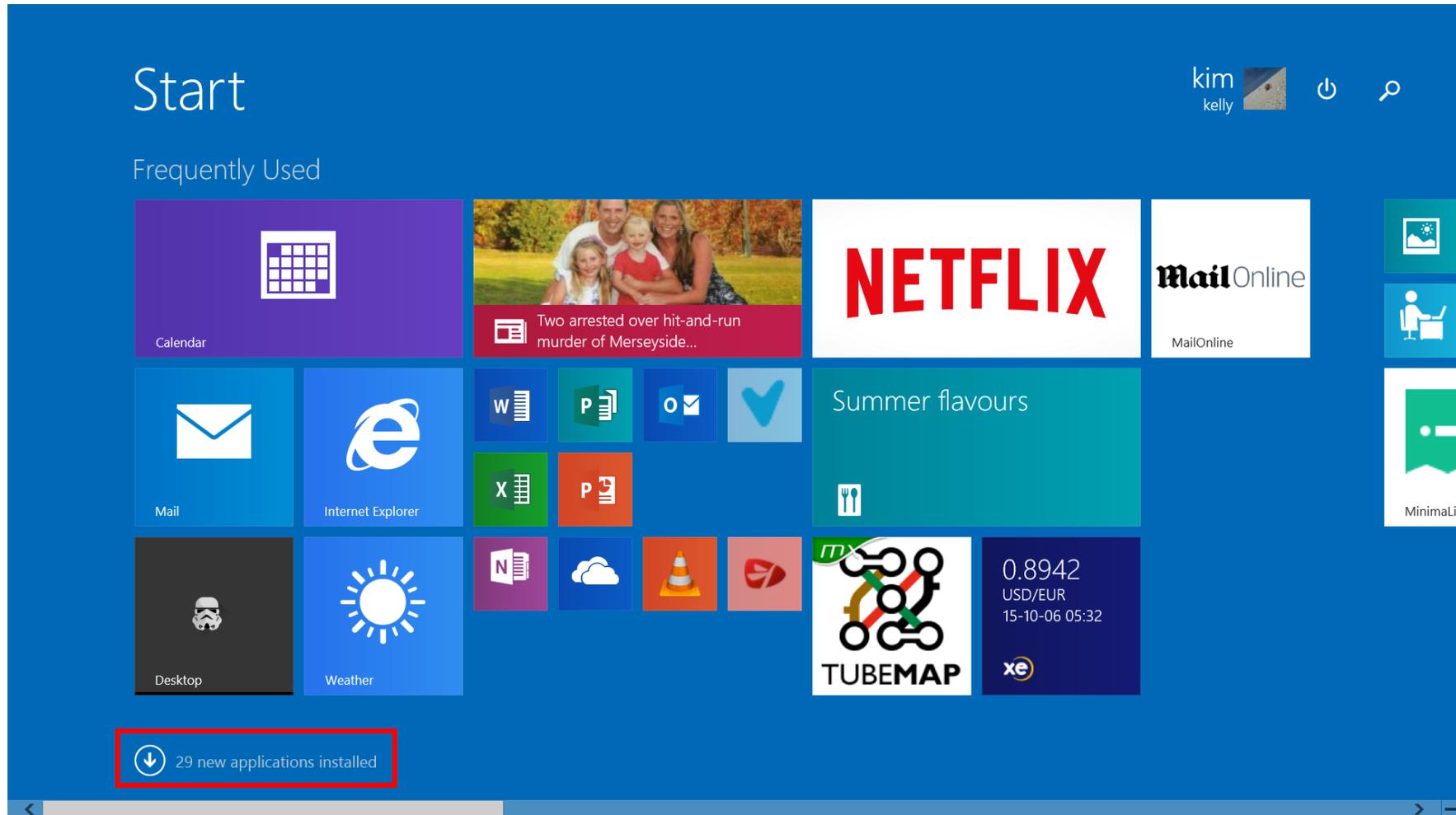
After a few seconds you will see the message below which confirms the connection has been set up.

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



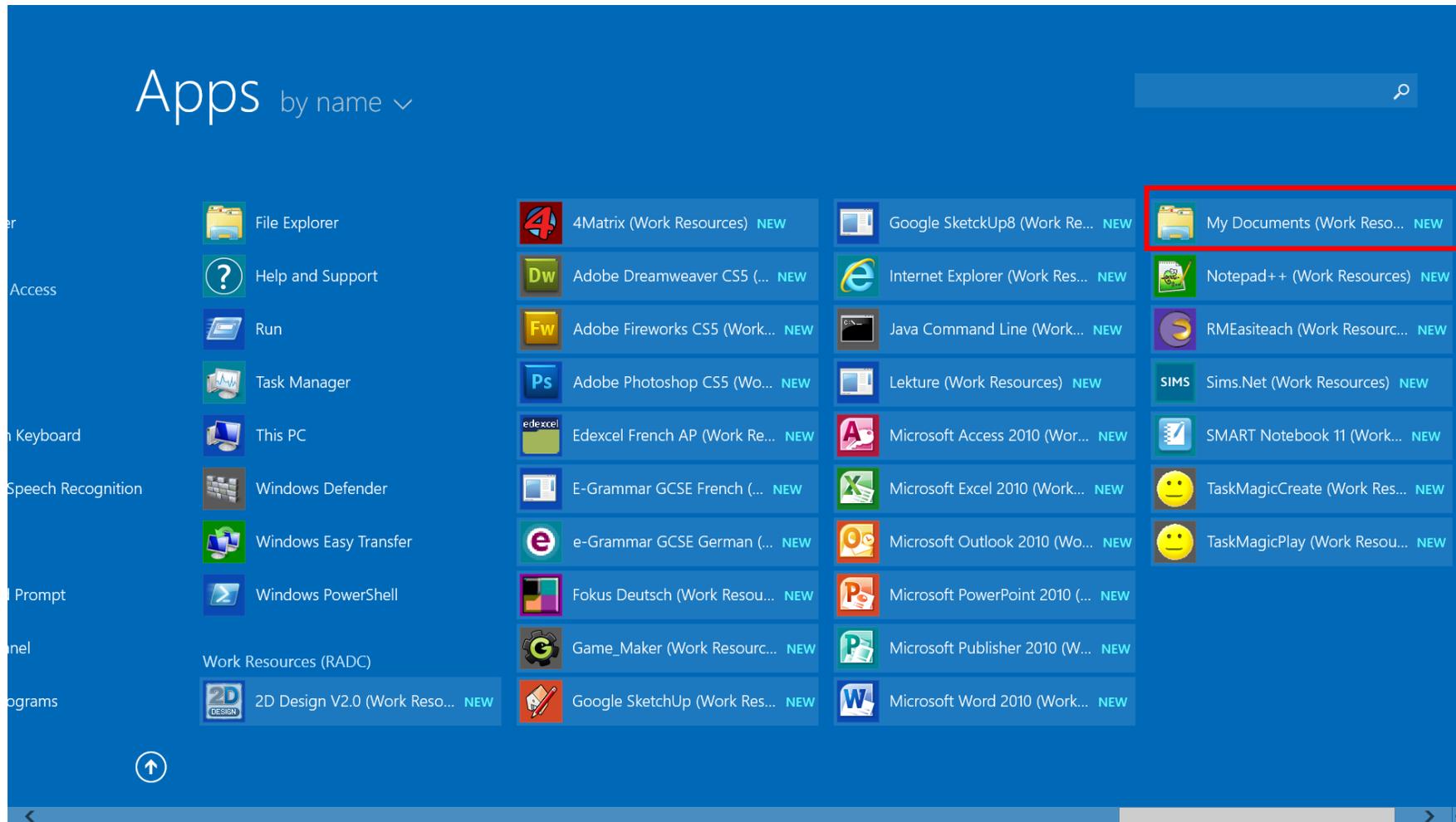
On your start screen you will see new apps have been installed.

1. Click on the **down arrow** to bring up your app list (or swipe up with your finger.)



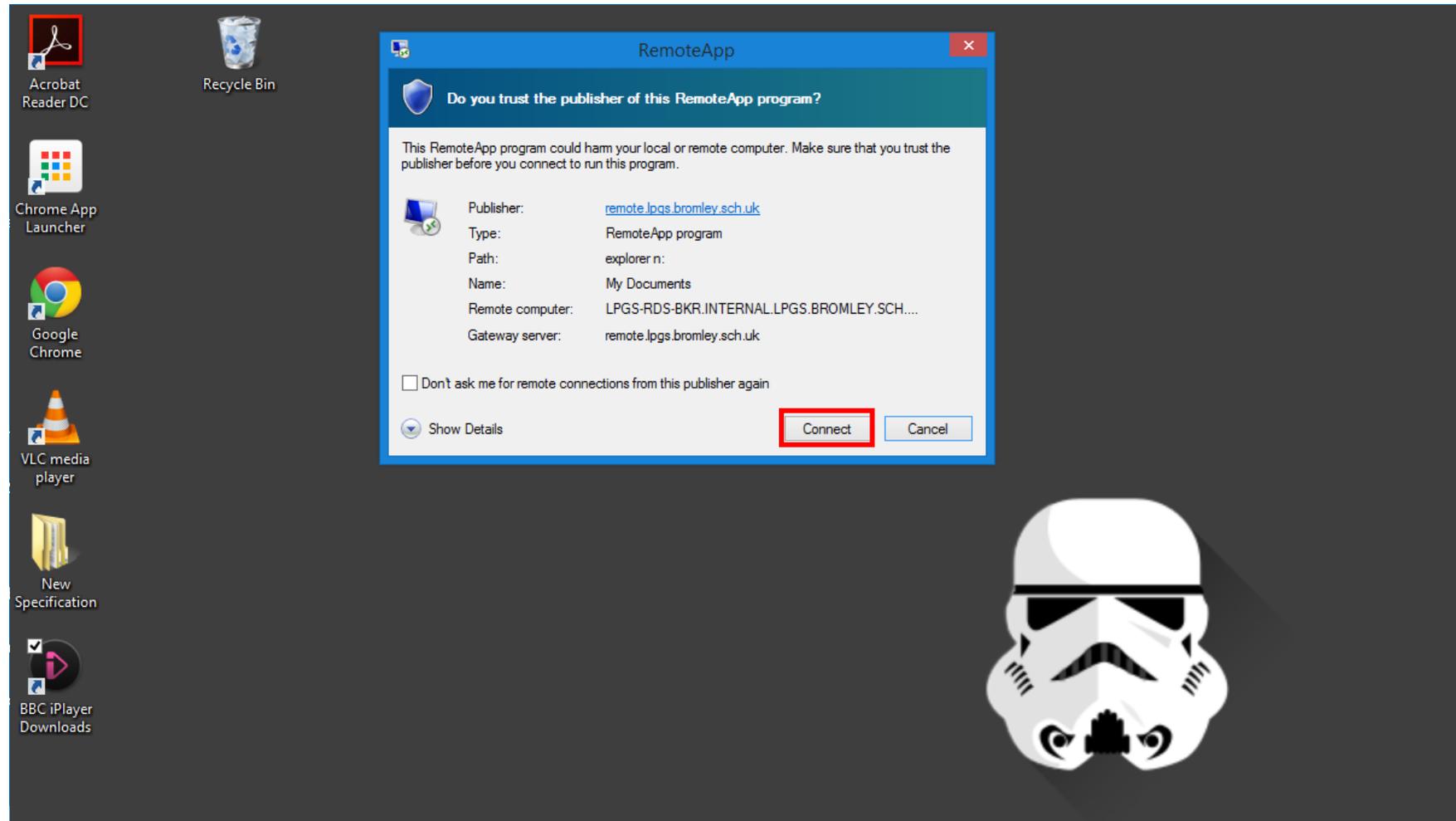
If you scroll across you will see a **Work Resources** section has been created that lists all the apps that are part of the remote desktop. You can pin any of these to your start screen in the normal way.

1. Click on an app (e.g my documents)

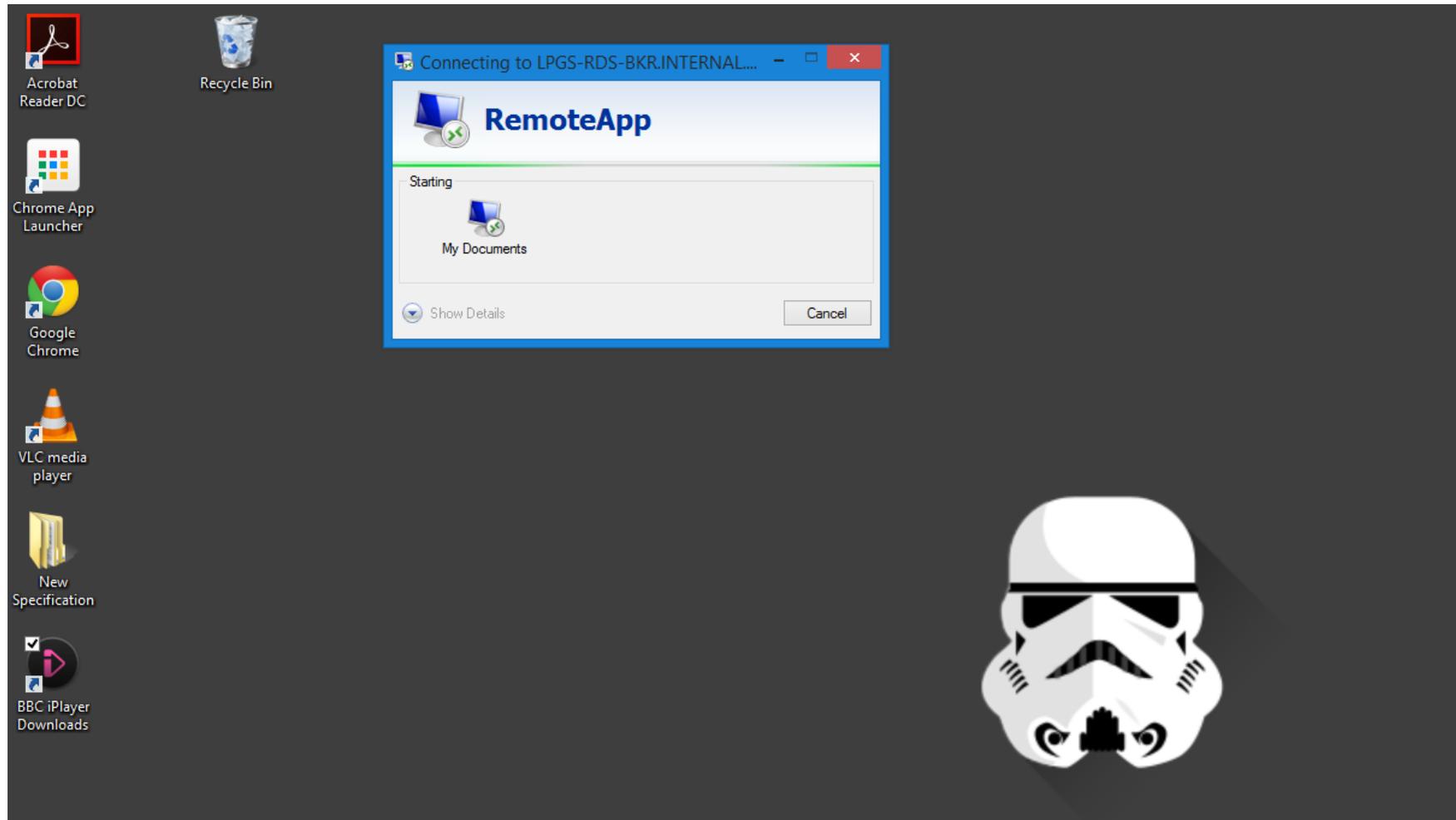


Your desktop will open with the window seen below.

1. Press the connect button

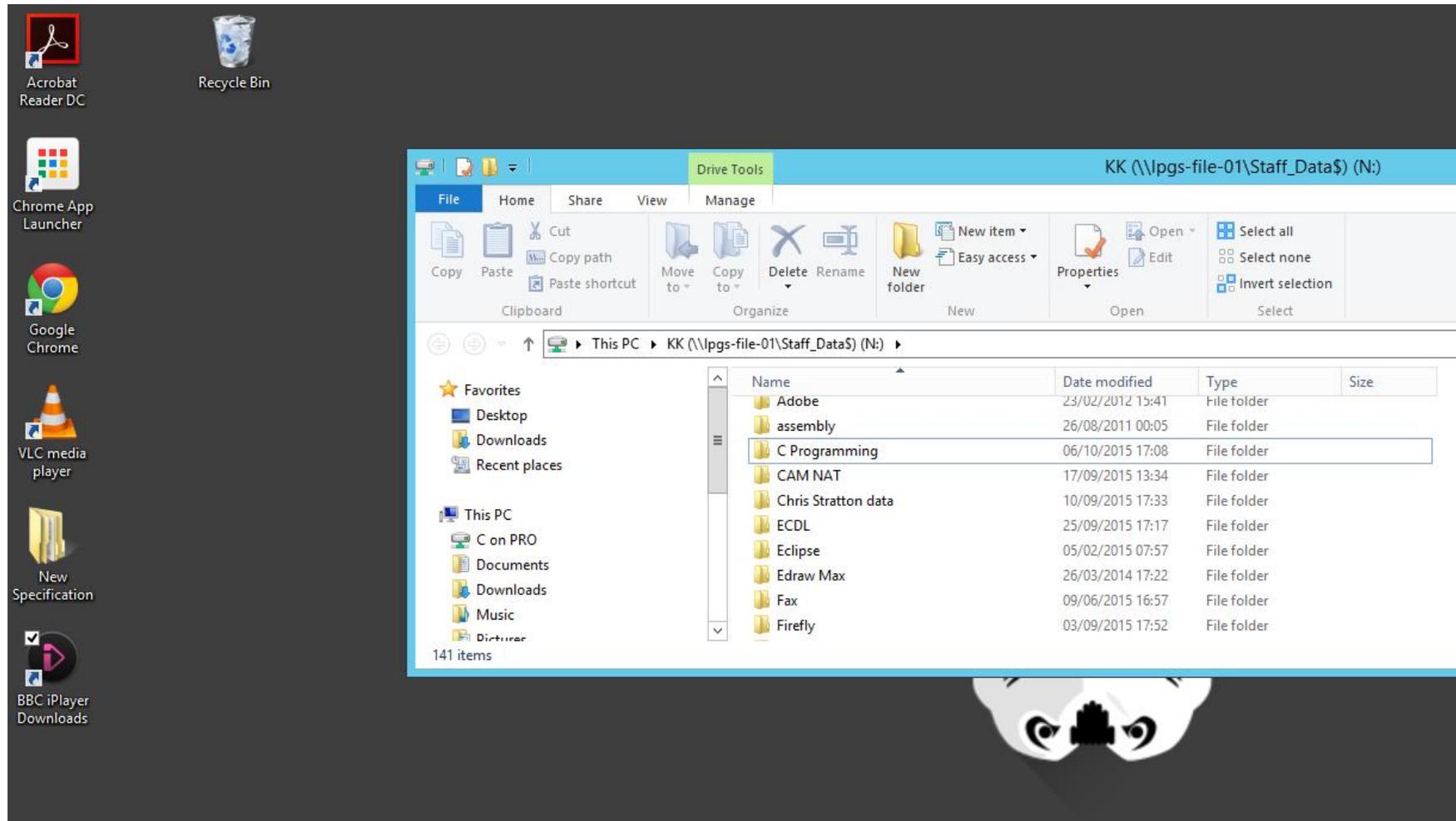


Whilst your computer connects you will see this screen
Within 10 – 120 seconds your app/my documents should have opened



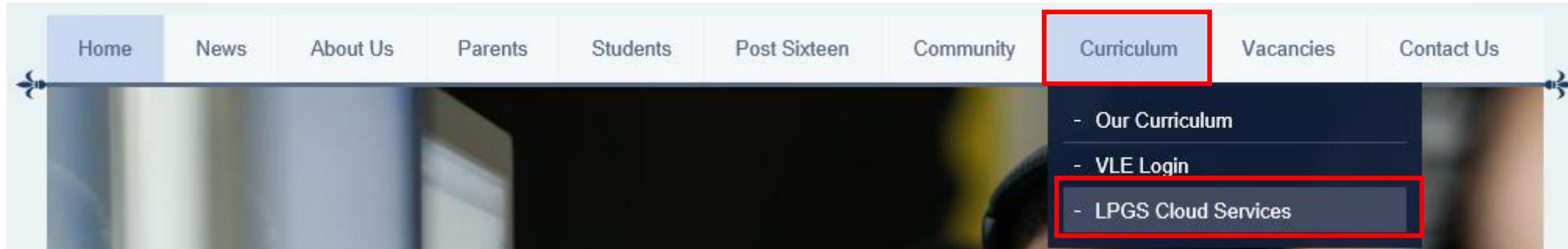
Your my documents will open in a window like this meaning you can open any documents you have stored at school.

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.