

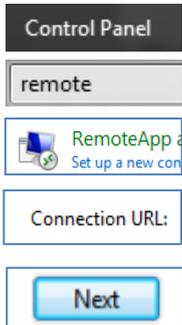


Accessing programs and files from home

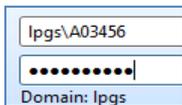
The steps below will show you how to link your home computer to the documents and programs you use at school. This will allow you to do your homework at home and show your parents/carers the work you have completed at school. This system works for Windows 7 and 8 PCs as well as iOS (Apple devices including ipads and iphones)

Windows 7

STEP ONE: Setting up the Connection (You only need to do this the first time you use it)



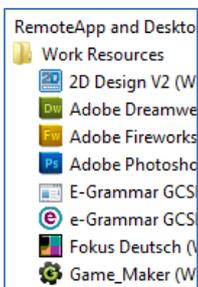
1. Click **Start | Control Panel.**
2. In the search bar at the top right of the control panel, type '**remote**'
3. Click **RemoteApp | Desktop Connections.**
4. Enter the URL for the **School RemoteApp:**
<https://remote.lpgs.bromley.sch.uk/rdweb/feed/webfeed.aspx>
5. Click **Next** and **Next** again.
6. It will start to create the link between your computer and the school.
7. You will be asked for your school **user name** and **password**



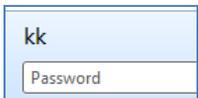
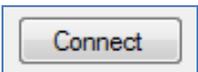
NOTE: the username must start with **lpgs**

Click **OK** to continue. You will now see the following message, **“You have successfully set up the following connection.”** Click **Finish** to close the wizard.

STEP TWO: Opening your files or programs



1. Click the **Start button** on your desktop and click on **all programs.**
2. Scroll to the **RemoteApp and Desktop Connections** folder and expand.
3. You will now see a **list of software that you normally use in School** as well as a link to **your my documents** folder.
4. **Click on the program you want to open** (or click on your my documents folder)
5. A new window will load, click **Connect** to continue.
6. You will be prompted to enter your school **user name** and **password**, please enter and click **OK** to continue. (You should not need to put **lpgs** this time.)
7. If you get a security issue just press **ok**



The program you clicked on will now open and you can use it to work on your school files. As always **SAVE YOUR WORK** and close the program as normal once you have completed your tasks.