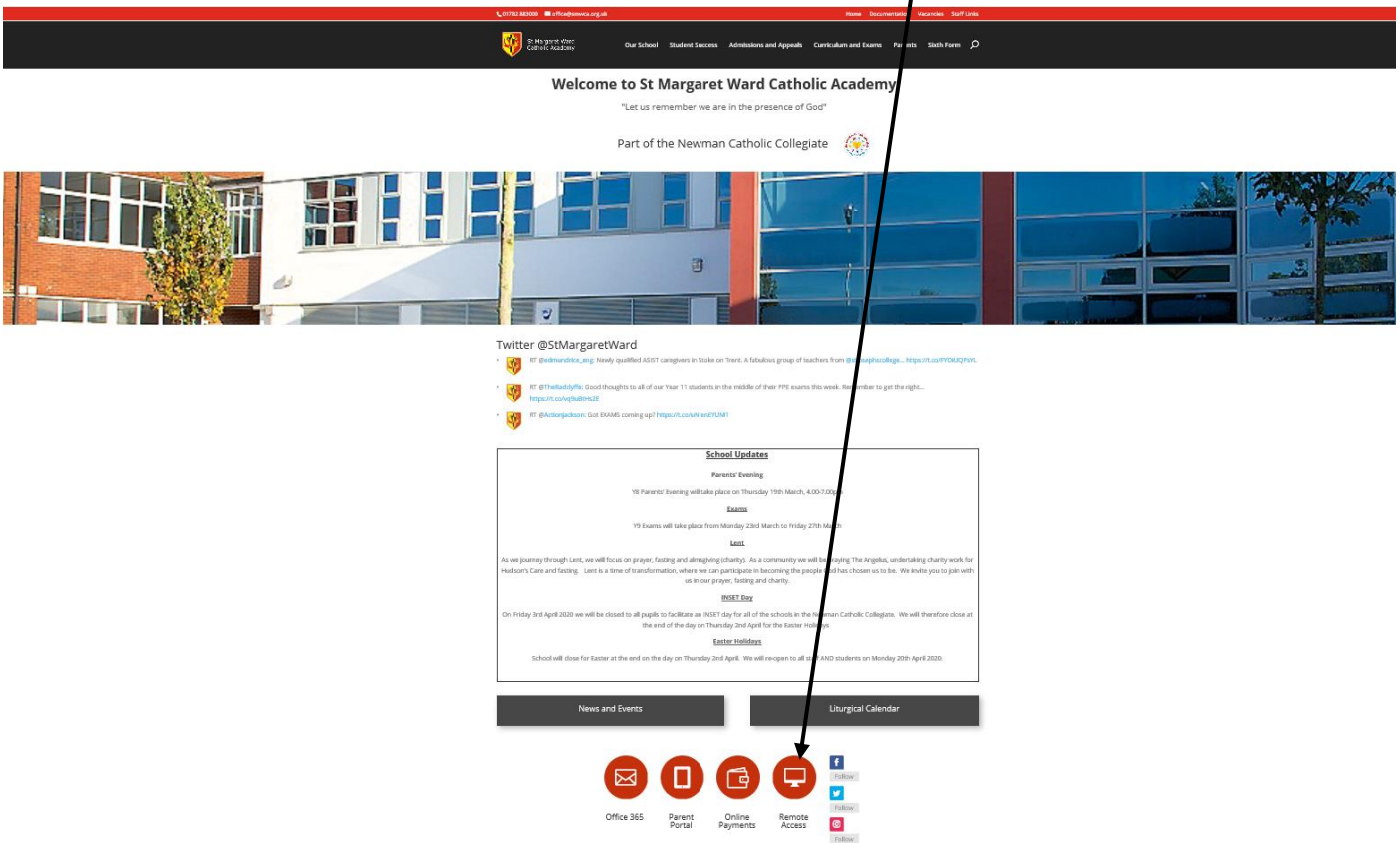
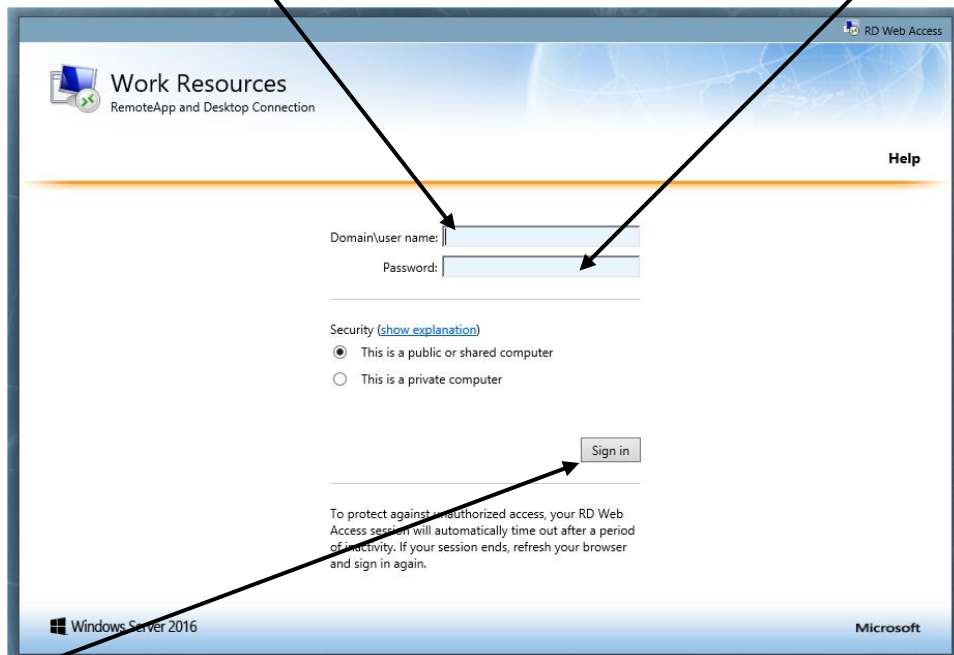


Access school network from home

Open school website: <http://www.stmargaretward.co.uk/> and click **Remote Access**



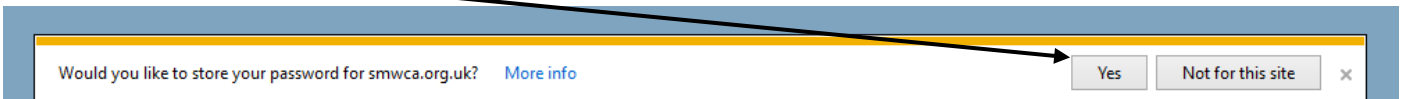
Enter username as follows: **smw\your user name**. E.g. smw\jbloggs and then your normal password



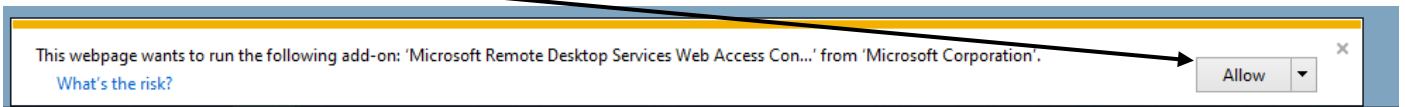
Then **Sign in**

If you get any message prompting to save password, click no or cancel

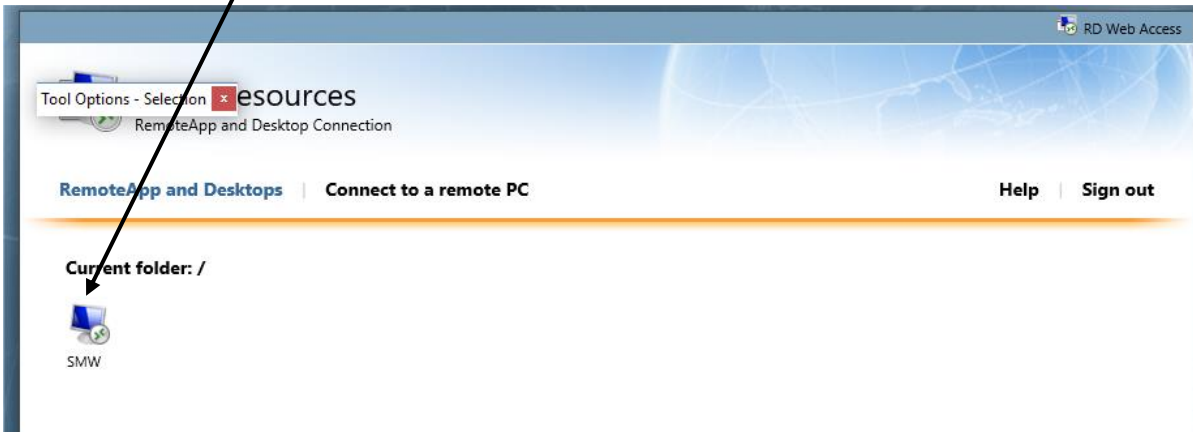
Click Yes



And Click Allow

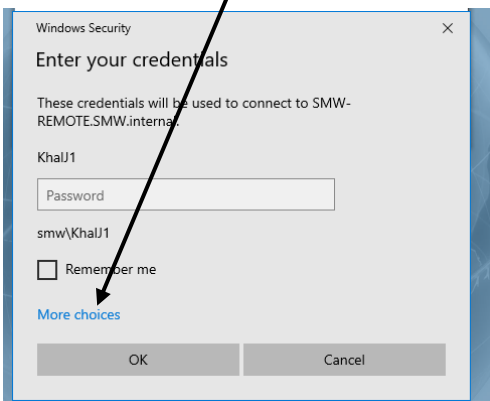


Now click the **SMW** icon

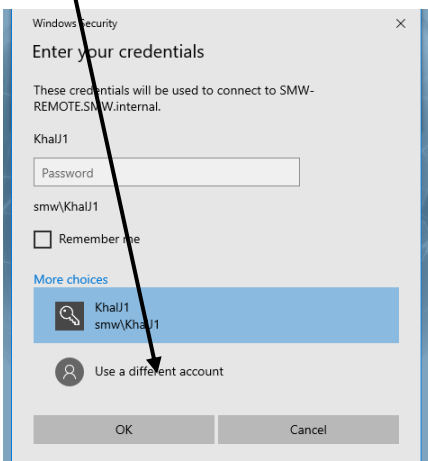


If you get prompted to enter your username and password again:

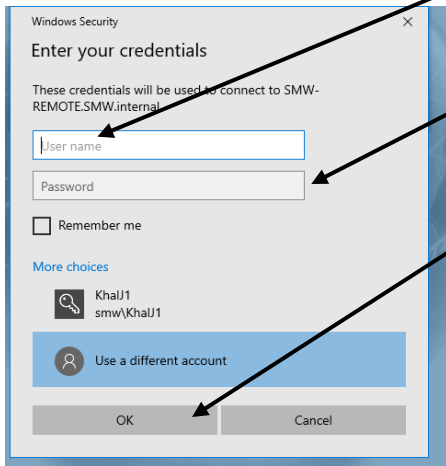
Click More choices



Then use a different account

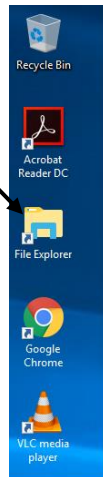


Enter your full email address for the username, your password and click ok

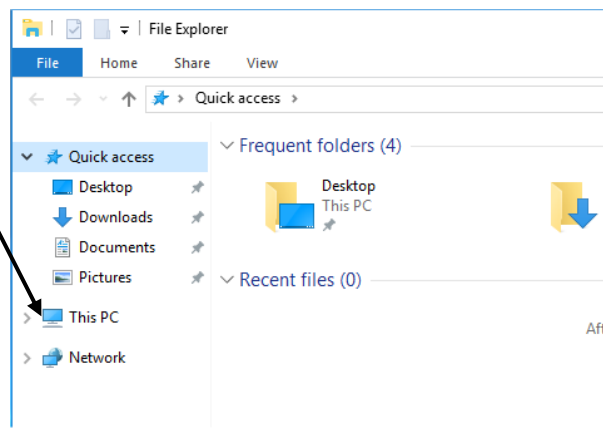


The remote desktop should now load as below, if you get any other messages or prompts, click ok to allow. You may get prompted to enter your password again, if so enter then click ok.

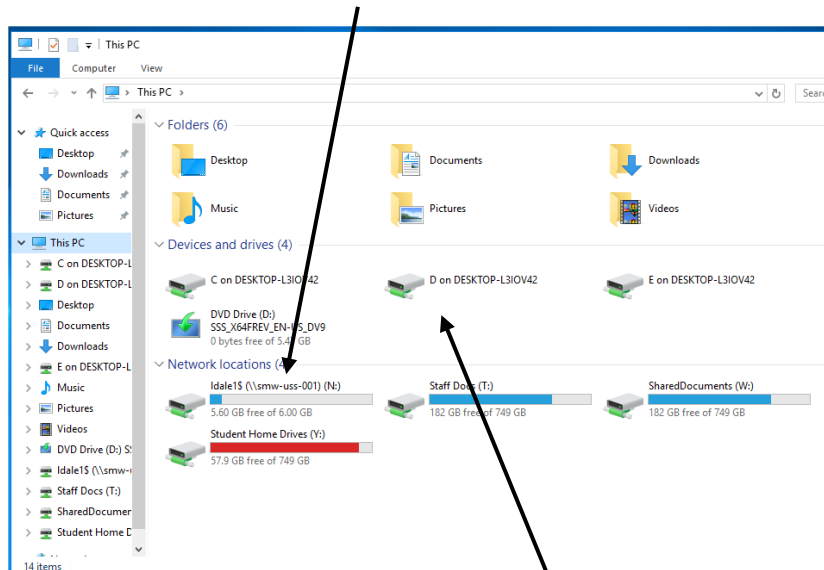
Once the desktop loads, double click **File Explorer**



Then double click **This PC**

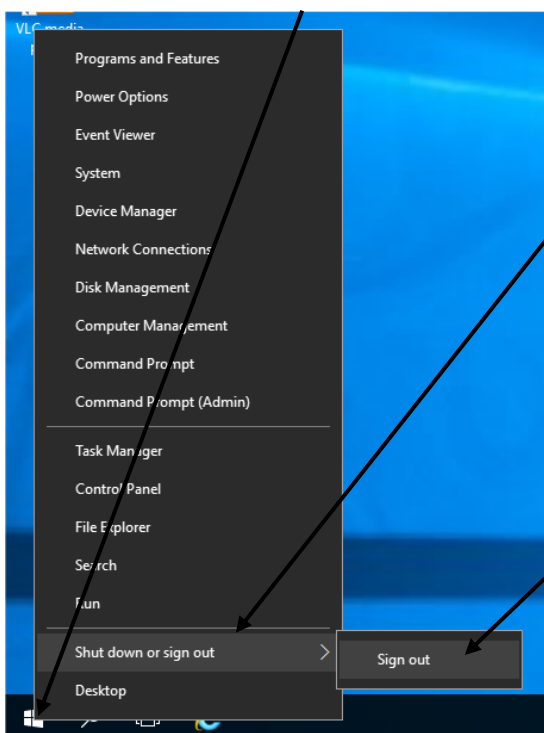


Network drives you have access to will appear at lower half of the right hand pane



The local drives on your "home PC" or laptop will appear above your network drives. You can drag and drop files between the two systems.

To log off right click the start/menu button then point to **Shut down or sign out** and left click **Sign out**



Now click **Sign out** on the website that you return to and close the browser app.

