

How to Use Some of Our Systems (Students):

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Computer Login:

On any computer around the school, you will be confronted with a screen displaying “Press CTRL + ALT + DELETE to log on”.



If you locate and enter these keys on the keyboard, this will proceed you to the next screen which contains our acceptable use policy, after agreeing to the acceptable use policy the next screen will appear, asking for your username and your password (if this is not shown you may need to select

“Switch User” and select “Other User”).

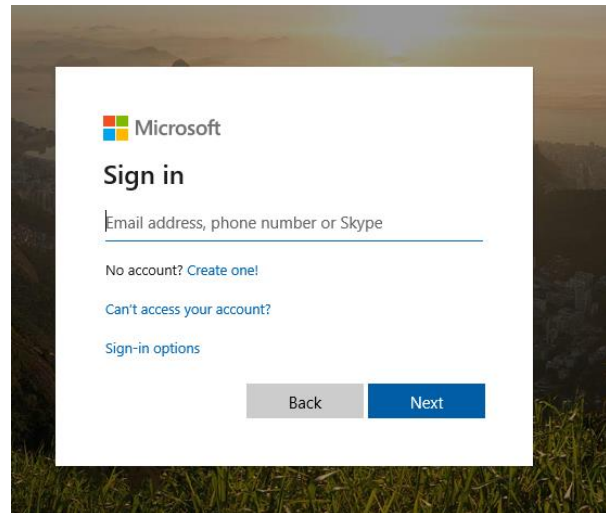


Please then type in your computer login username and password that has been provided either by your form tutor or IT department. You will be asked to change your username and password and to set a new password; the password complexity needs to contain (at least 1 upper case letter, at least 1 lower case letter and at least 1 number - 9 characters long as a minimum).

Using Emails/Outlook:

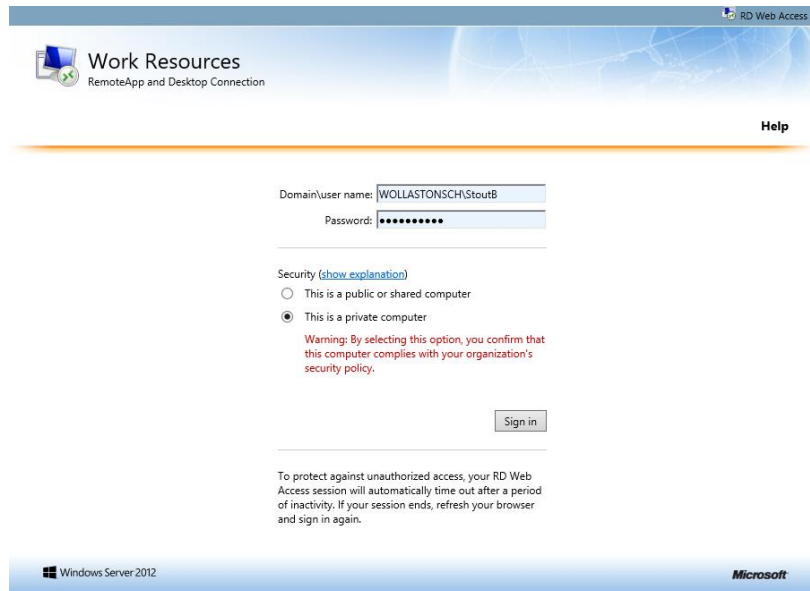
You can access your emails via <https://login.microsoftonline.com/>, then you will need to enter your email address which will be your (YoE, surname and first initial of your first name @wollaston-school.net) i.e. 19SurnameF@wollaston-school.net, if you have a double barrelled first name or surname, please speak to your form tutor to acquire the format of your username/email address.

Upon logging into your emails, you may be asked to set a time zone, if so, you will need to choose a "Time Zone", please select "UTC+00:00 Dublin, Edinburgh, Lisbon, London". Once you have selected "Save" you will be confronted with your mailbox.



Using Remote Desktop:

We have an amazing feature in school where you can access your files/folders and other core applications internally and externally. By typing in <https://remote.wollaston-school.net/RDWeb> into a web browser and then typing in your computer username and password, ensure you type in the "Domain, which is **WOLLASTONSCH** ...once you have entered in this information please click "Sign in" as shown by the screen shot.

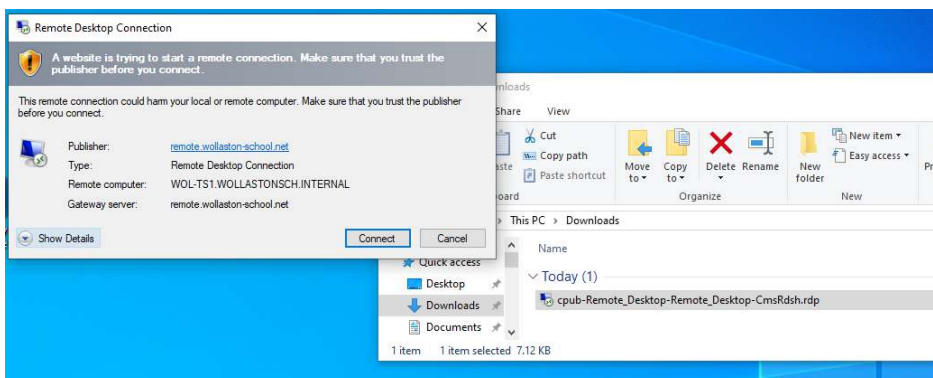


Once signed in, you will be confronted with a few options (File Explorer and Remote Desktop Access). "File Explorer" will give you access to your files/folders only and "Remote Desktop Access" will give you a full desktop experience where you can login with your computer username and



password. Then you will be able to access your files/folders and any other application that is available on the Remote Desktop Access system, all this can be done from home or within school.

When clicking on the "Remote Desktop" icon, it might download a file, this will be typically located in the "Downloads" folder as shown by the screenshot, you can double click on this downloaded shortcut and then it will ask you if you would like to connect to the Remote Desktop system.



Alternatively, it will ask you to enter your username and password again and then it will give you access to the Remote Desktop system without downloading a file.

For Mac users, you will need to download "Microsoft Remote Desktop" from the App store and then follow the same method above and it should download a file and this can be used within this application.