

Accessing the Bishops network from home

You can access the network from home via your Windows PC or Mac computer as if you were onsite at bishops. The Process for connecting is different for Windows and MAC, although you may see some similar steps, we will guide you through both.

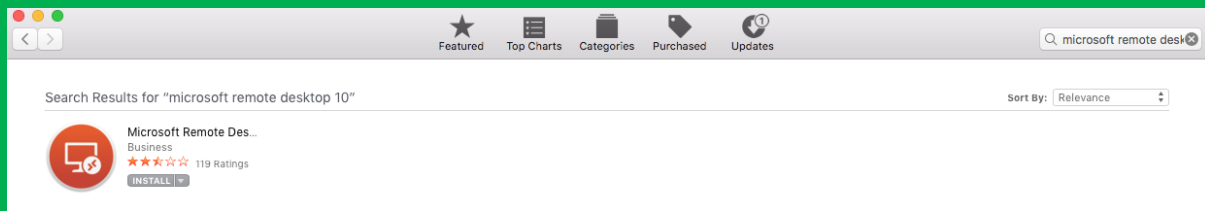
For MAC - Follow the guide, playing Close attention to the green parts (Skip over the Blue parts)

For Windows - Follow the guide, playing Close attention to the blue parts (Skip over the green parts)

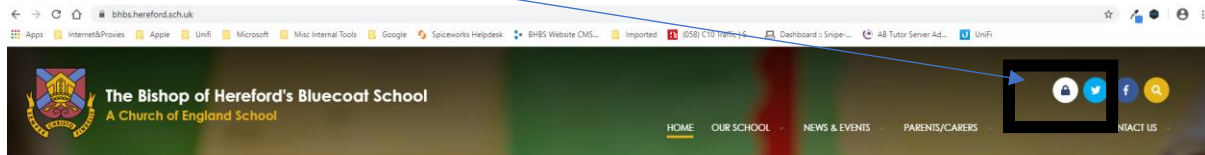


For MAC

For Mac only, you can skip this step if you are working on a Windows Machine. Open the Apple store, Search for "Microsoft Remote Desktop", find Microsoft Remote desktop and click 'Get' then 'Install App' until it's installed. Follow the rest of the guide to access remote.



Step 1 – Go to <https://rds.bhbs.hereford.sch.uk> (For Best results use Internet Explorer) or You can also access this page by using our website, click on QuickLinks button, located on the top right of our website and then click "Remote Access"



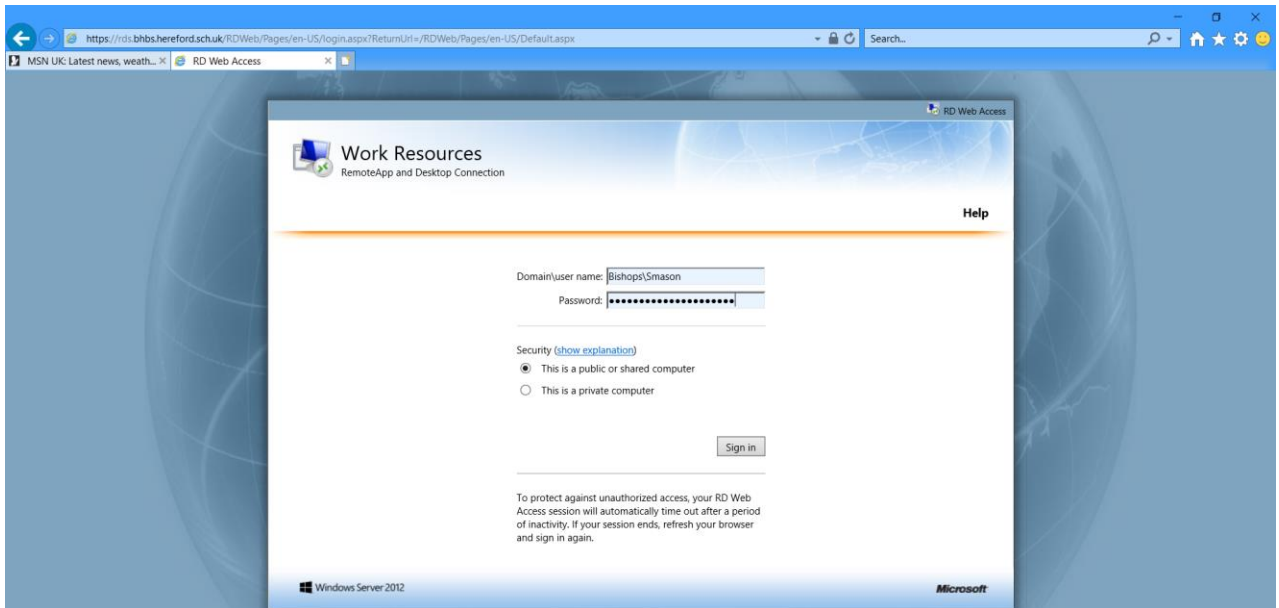
Note: when accessing the page for the first time from a windows machine you might need to allow an add-on to run (By clicking allow - near the bottom of the Internet explorer windows) , once you have allowed this, the webpage will refresh

This webpage wants to run the following add-on: 'Microsoft Remote Desktop Services Web Access Con...' from 'Microsoft Corporation'.

What's the risk?

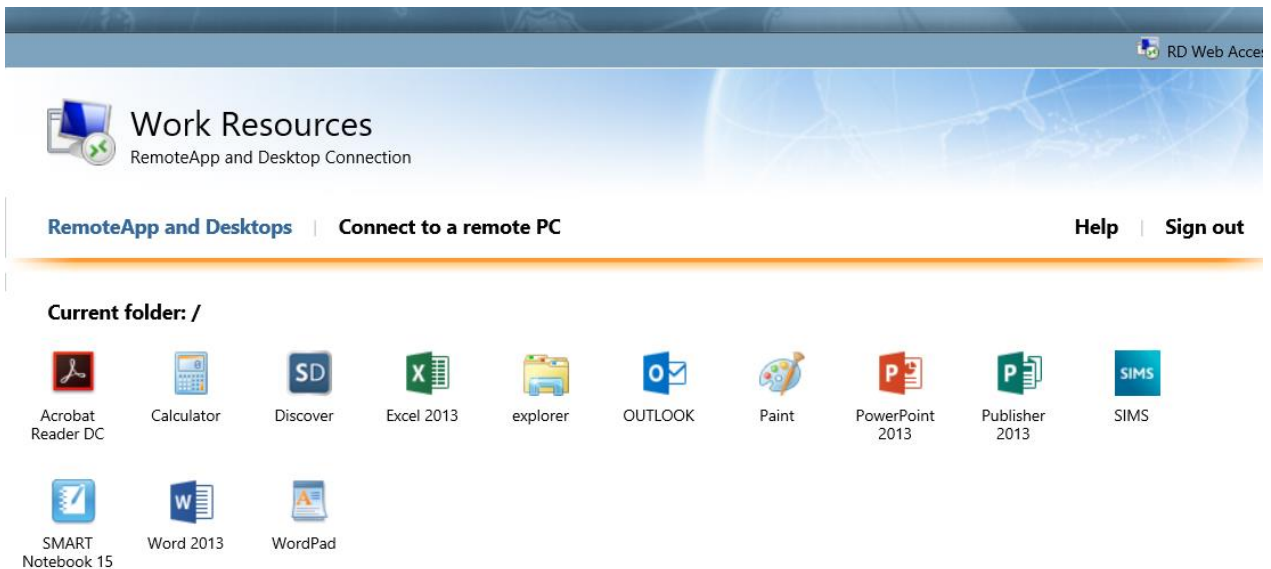
Allow

Step 2 – Enter your details for logging into your Network account, ensuring to use the Domain\Username format. For example, if your username was 'JSmith' you would need to enter 'Bishops\JSmith' (This field is not case sensitive) Select the Security setting and click 'Sign in'



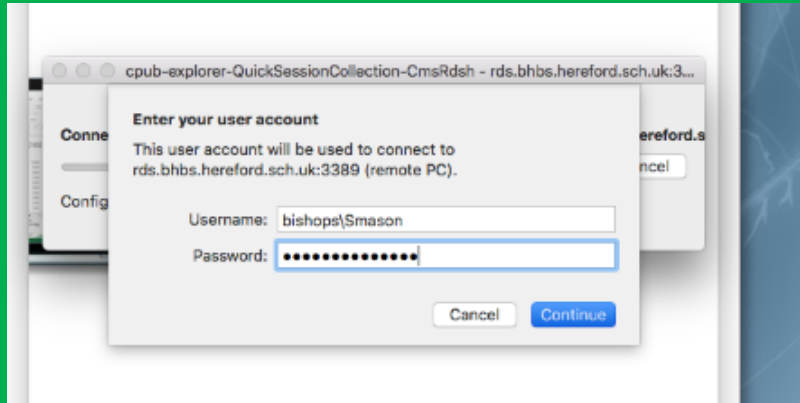
If you are unsure what security to choose always select "This is a public or shared computer"

Step 3 – Select the Program you want to run, For example "Powerpoint". You only need to single click the icon (Double clicking may cause the next window to hide)

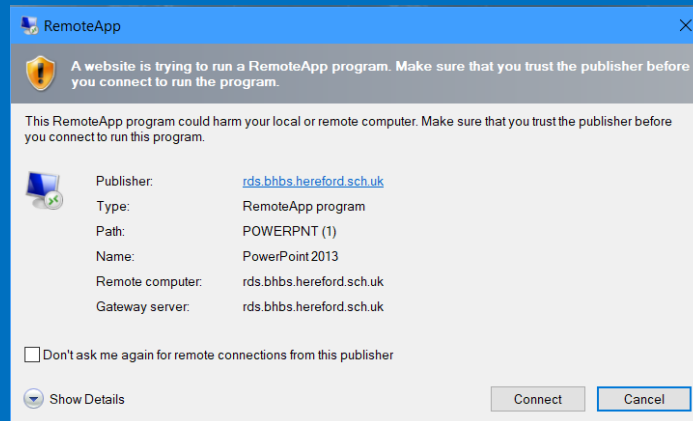




On a mac – A file will be downloaded to your download folder. Click on the downloaded file. And when asked enter your username in the format of Domain\Jsmith and your normal computer password.



For Windows -Click Connect when the following window pops up, If you have used another browser a file will be download,. You can ether save then open or just open the file and the next windows should appear.

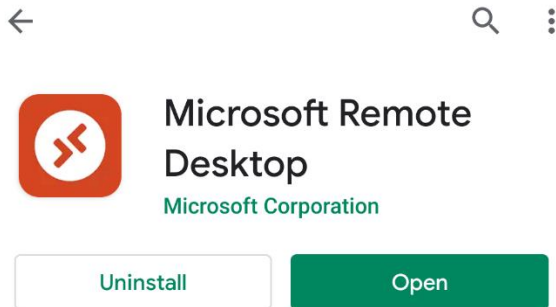


If Everything went to plan, you should now be able to work on files on the bishop's network. If you need further assistance, please contact the ICT Service team.

Using a Mobile Device

For Android.

Open the Play store and search for Microsoft Remote Desktop, install and open



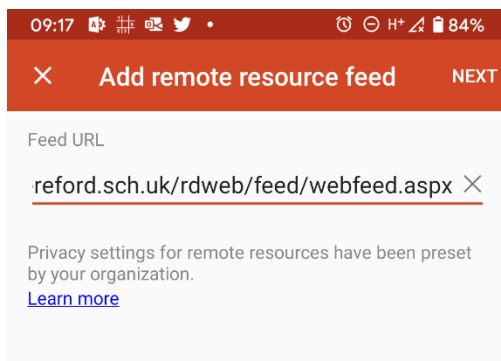
When opening remote desktop for the first time, click on the “+” Sign at the top



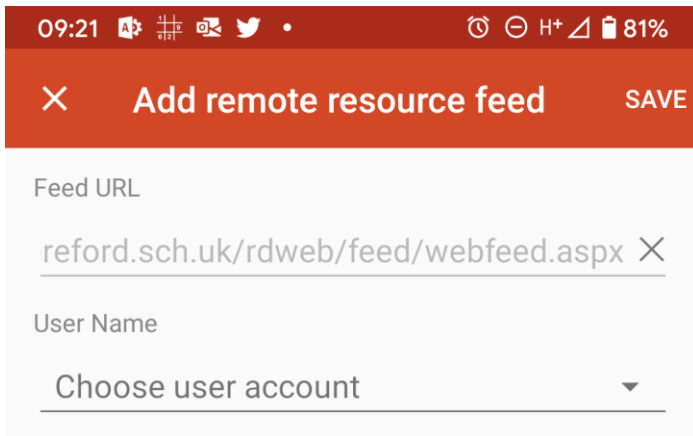
It's lonely here.

To get started, add the remote desktop that you want to connect to using this device. You can also add remote resources to work with apps and desktops your administrator has set up for you.

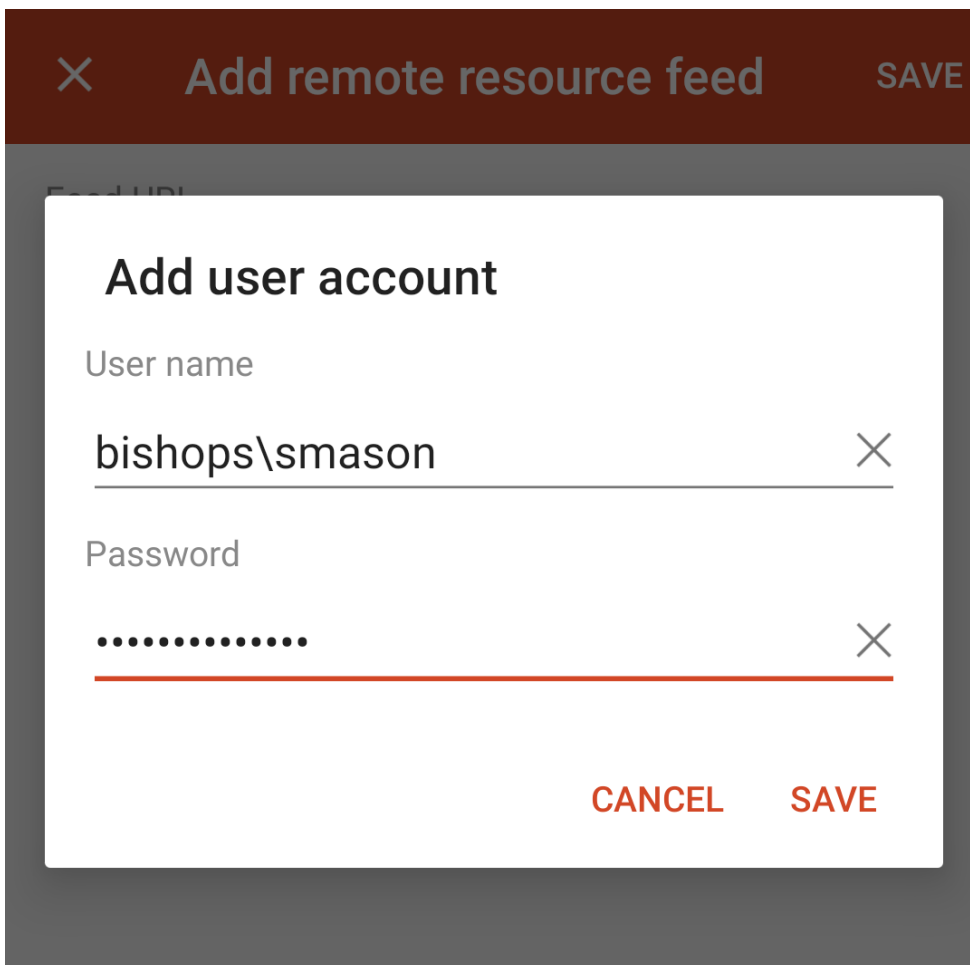
In the Feed URL Enter <https://rdweb.bhbs.hereford.sch.uk/RDWeb/Feed/webfeed.aspx> and click next



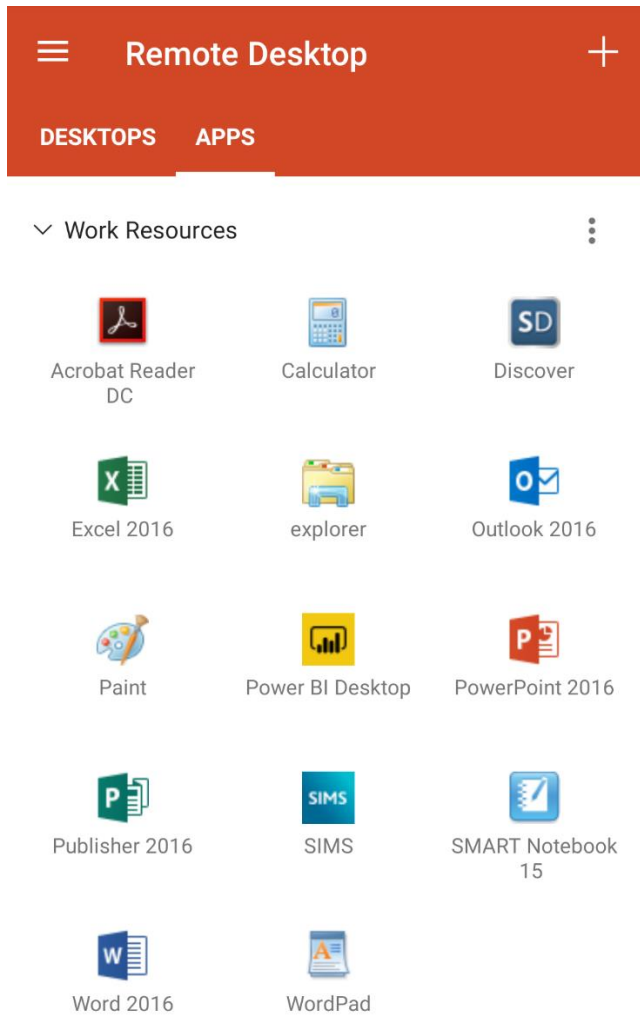
Click on "Choose User Account"



As the username Enter "Bishops\Yourusername" – replace Yourusername with your computer login username. Click save and then save again at the top of the screen.

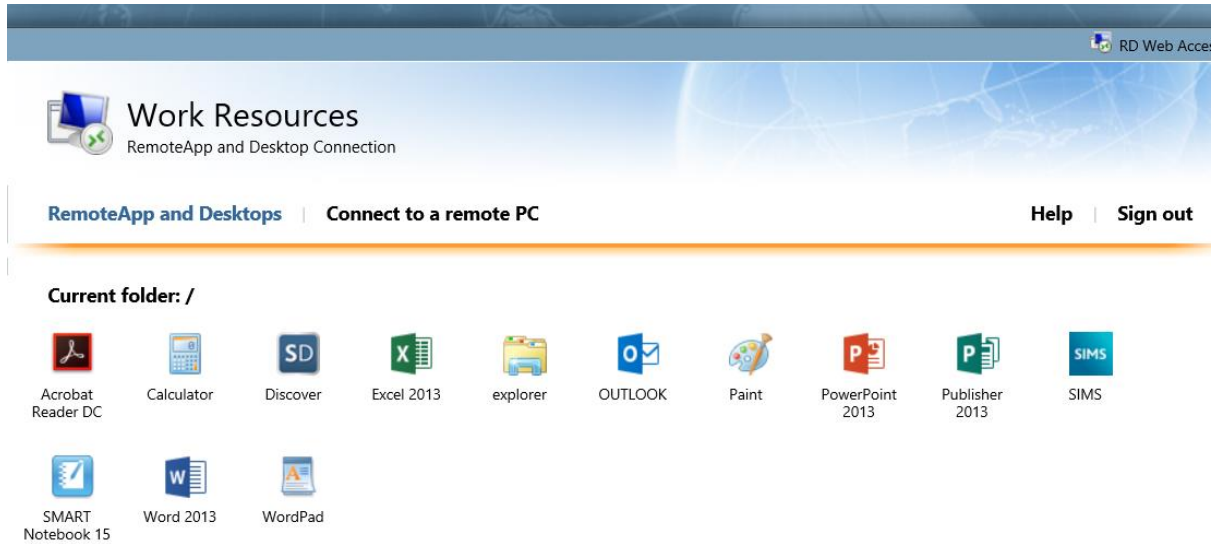


Click on apps and then select the app you wish to use.



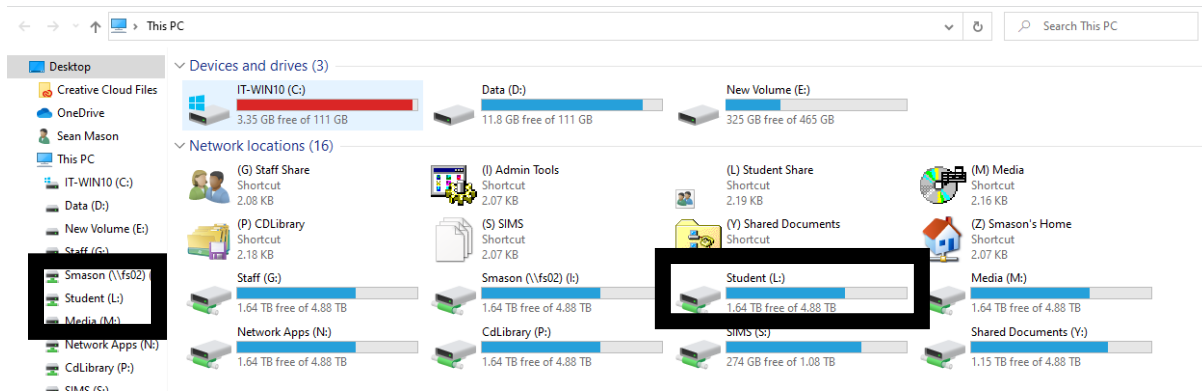
Accessing the L drive from Home

Follow the remote guide to get connected to remote then select Explorer from the available programs.



The screenshot shows the 'Work Resources' interface for a RemoteApp and Desktop Connection. At the top right, it says 'RD Web Access'. Below the title bar, there's a navigation area with 'RemoteApp and Desktops' and 'Connect to a remote PC' on the left, and 'Help' and 'Sign out' on the right. The main area is titled 'Current folder: /' and displays a grid of application shortcuts. The shortcuts include: Acrobat Reader DC, Calculator, Discover, Excel 2013, explorer, OUTLOOK, Paint, PowerPoint 2013, Publisher 2013, SIMS, SMART Notebook 15, Word 2013, and WordPad.

Once you have the explorer open all drives are visible as if you were in school. Just select the L drive from the side



The screenshot shows a Windows File Explorer window titled 'This PC'. The left sidebar shows the navigation pane with 'This PC' selected. Under 'This PC', there are links to 'IT-WIN10 (C:)', 'Data (D:)', 'New Volume (E:)', 'Staff (G:)', 'Smason (\\fs02)', 'Student (L:)', 'Media (M:)', 'Network Apps (N:)', 'CdLibrary (P:)', and 'CIBAC (Q:)', with 'Student (L:)' highlighted by a black box. The main area shows 'Devices and drives (3)' and 'Network locations (16)'. Under 'Devices and drives', there are 'IT-WIN10 (C:)', 'Data (D:)', and 'New Volume (E:)', each with a progress bar. Under 'Network locations', there are several shortcuts: '(G) Staff Share', '(I) Admin Tools', '(L) Student Share', '(M) Media', '(P) CdLibrary', '(S) SIMS', '(Y) Shared Documents', '(Z) Smason's Home', 'Staff (G:)', 'Smason (\\fs02) (I:)', 'Student (L:)', 'Media (M:)', 'Network Apps (N:)', 'CdLibrary (P:)', 'SIMS (S:)', and 'Shared Documents (Y:)', each with a progress bar. The 'Student (L:)' drive is highlighted by a black box.