

Bedales Schools
User Guides

RM Easylink

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Document Scope

This document will explain the procedure for you to access any files you have on your school N drive from anywhere as long as you have access to the internet.

Introduction

You are now able to access any files you have on your school N drive from anywhere as long as you have access to the internet. This user guide shows the easy steps to use facility this and also a few restrictions. We advise that you copy any files from your N drive to the PC you are using at home, edit them and then copy them back to the school network, this avoids any issues with bandwidth or connection failure during editing.

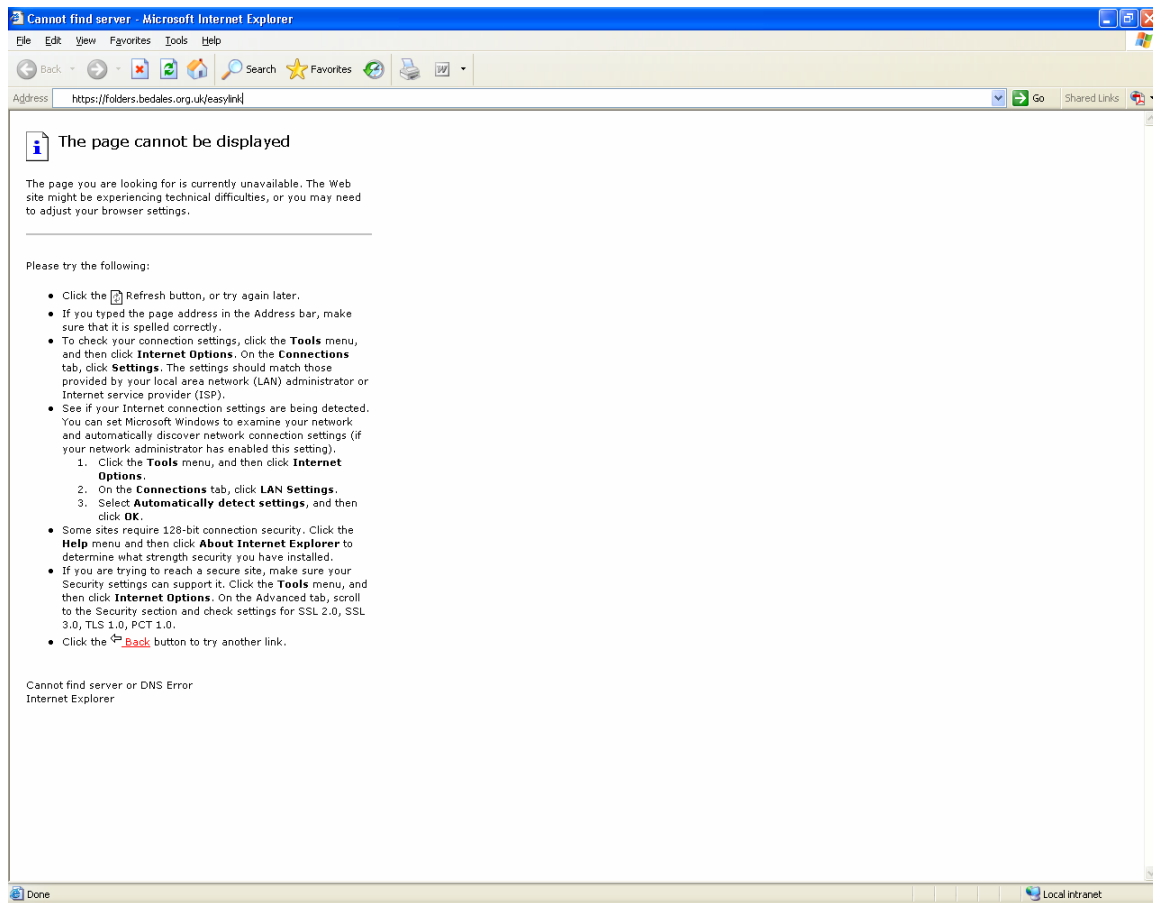
Requirements

You will need to be running a Windows based system, Apple systems will not work.

You will need Internet Explorer 6. Internet Explorer 7 and Firefox are NOT supported. All school laptops are IE6. If IE7 has been installed by yourself you will require a rebuilt to your system.

Connection Procedure

Open Internet Explorer. In the address bar enter [HTTPS://folders.bedales.org.uk/easylink](https://folders.bedales.org.uk/easylink)

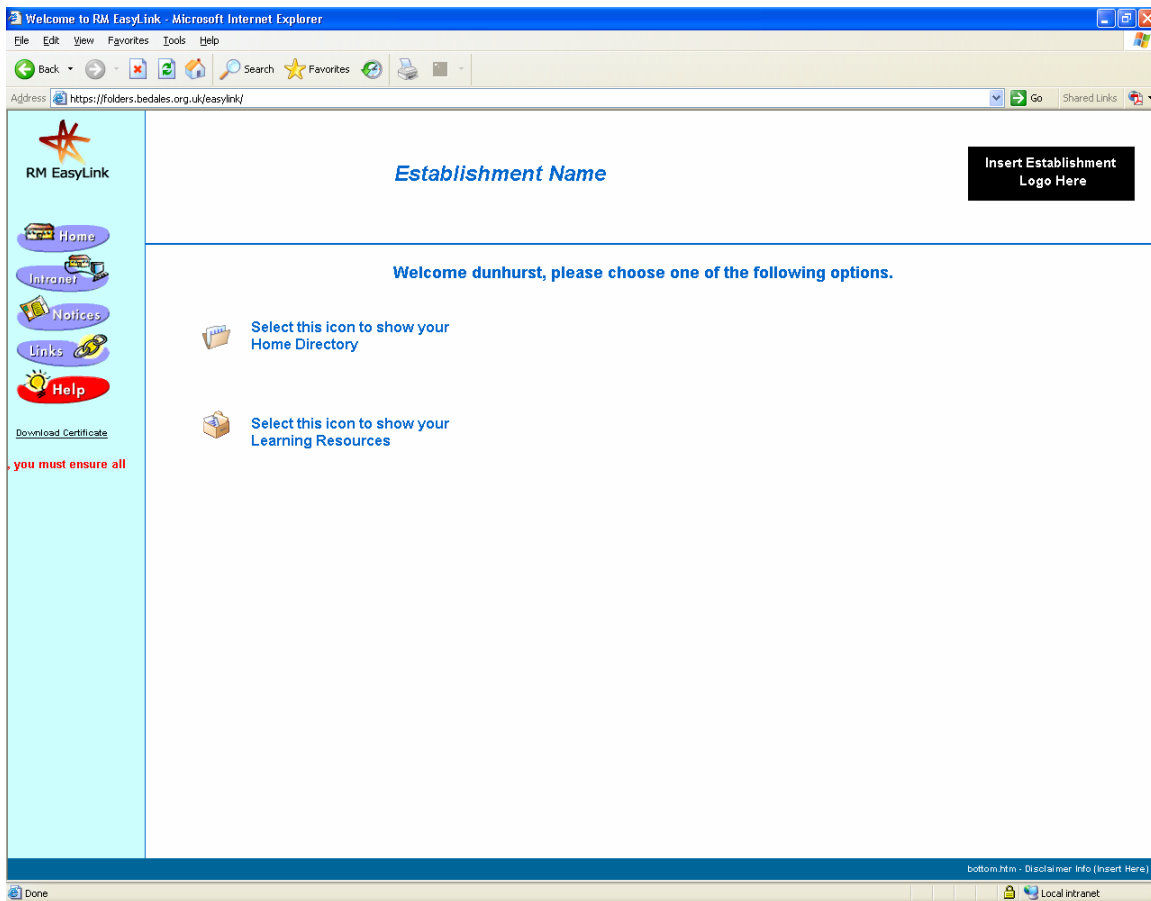


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You will be presented with a login box. Enter your normal network username and password.



You should now be logged into the school network and can browse your files using the icon “Select this icon to show your Home Directory”.



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Now you can see your files. To open them you need to Copy the file to your local PC and open it locally. Then you will need to copy the file back to your network area by Copy and Pasting it to the internet window. This is the recommended RM way of accessing your files. If you try to open the files directly you will be constantly prompted for your network password.

