Guide–Remote Desktop-Access via Windows 10

Accessing the schools Remote Desktop is required to access files stored on the schools shared areas and your own home drive.

Please note, Remote Desktop is <u>not</u> required for email and Office 365 access. It's also easier to access via Internet Explorer than other web browsers.

- In Windows, click on the Start Menu icon in the bottom left corner of your screen (see below)

- Type "Internet Explorer" into the Start Menu.
- Your PC will look for Internet Explorer and show it in the Start Menu. When it appears in the search results click on it (as below)
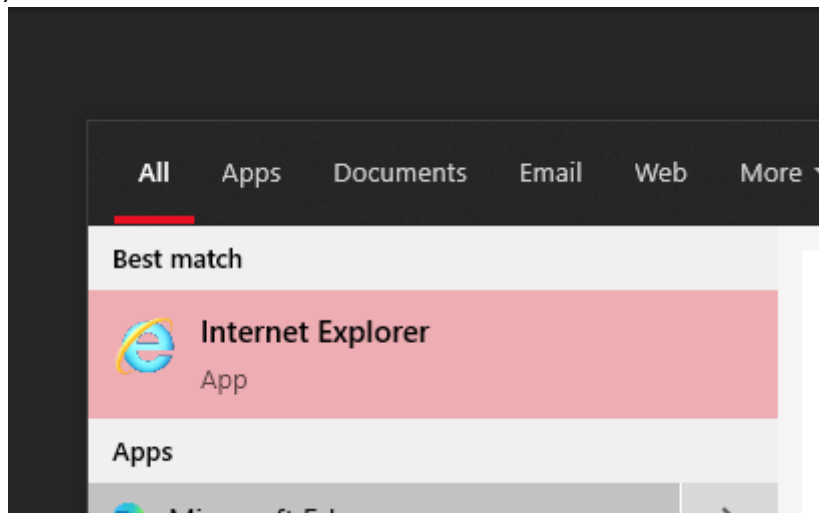

(Please note, Internet Explorer does not appear in your computers Start/All Programs menu on its own. You <u>must</u> search for it as above)

- In Internet Explorer navigate to the school website by entering the web address below in the address bar

HTTPS://DURHAMJOHNSTON.ORG.UK

- On the school website, click on "E-Learning" from the red banner near the top of the page, then click "Remote Desktop" from the dropdown menu (as below)
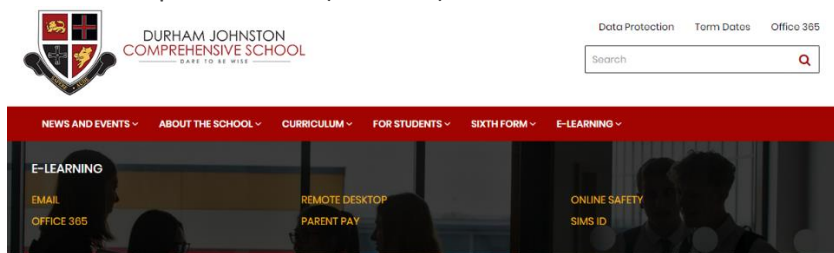
- On the Remote Desktop page, please read the log in guidance on the page, then click on "Remote Access" icon (as below)
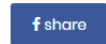
- Log into the "Work Resources" page with your school username using the instructions in the previous screenshot.
- A number of RemoteApps then appear, including Office 2016 and Windows Explorer (for access to school files) Just click on the one you need.
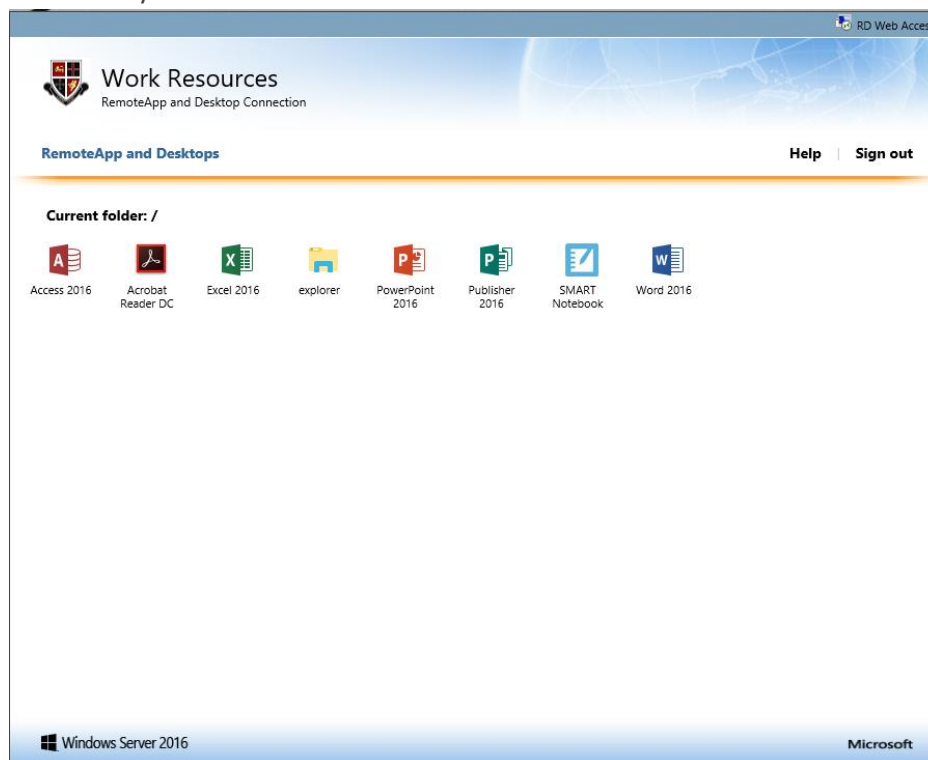
- Please note, depending on your PC you may receive several yellow security prompts along the bottom of the page before you can continue. Select "Allow" or "Run Control" as required.

If you are not using Internet Explorer

If you use any web browser that isn't Internet Explorer, such as Google Chrome, Firefox or Microsoft Edge, clicking the apps above will download a file which needs to be run from your PC and logged into again. It does work, but is not recommended.

If you are using an Apple Mac or iPad

You will not be able to use Remote Desktop from the school website. You would need to download "Microsoft Remote Desktop" from the App Store and configure it (See alternate guide for setting up Remote Desktop on Apple Devices)