

---

## Accessing files and folders from outside school

---

The new managed service allows school users to access files and folders stored on the school network from any Internet connection outside school. This service is called Easylink. Future developments will allow access to MIS (SIMS) from outside school. The initial setup is that Easylink remote access is **enabled** for all staff and **disabled** for all pupils. This information sheet has three sections:

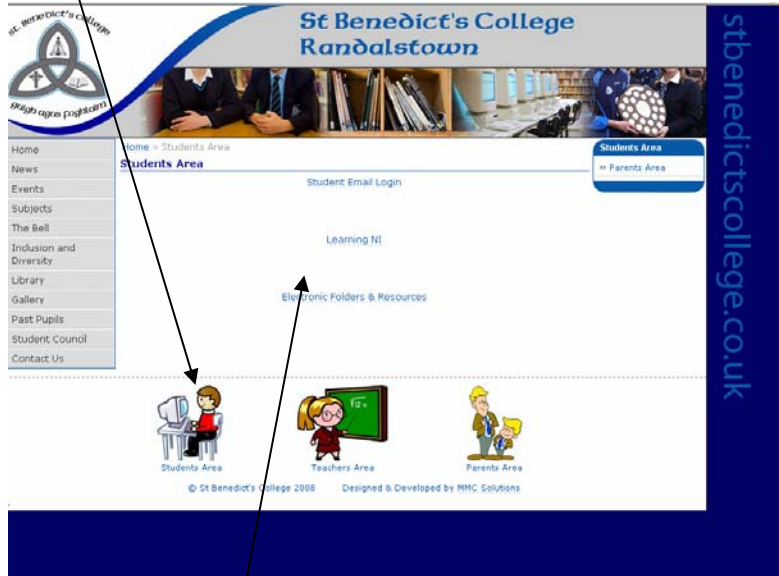
### 1. How to access files/folders from outside school using Easylink (all users)

#### Important notes for users of remote access from outside school:

- **Internet Browser:** Internet Explorer 5.4 or later is required but you may encounter some issues with IE7;
- **Versions of Windows and Microsoft Office:** issues may arise if you are using different versions of Windows and/or Microsoft Office in and outside school. In particular, you may get a "File Association" error message if your remote computer does not have Windows XP and Office XP installed. In this case you need to remember in school to save your Word and Excel files to a lower version. If you are using Microsoft Office 2007, you can convert your school files but then will need to convert them back for use in school.
- **File Size:** To maximise the speed of access to files, particularly those with images, ensure that you use appropriate compression facilities. For example, for word documents you may use the option **compress images** to reduce the size of a file and increase downloading speed (in Word click on any image, and *select Format>picture>Compress>All pictures in document*).
- **Speed of remote location Internet connection:** access is dependant on the speed of your connection and the recommended minimum broadband speed is 0.5Mb. Anything lower will make access unusable.
- **Accessing Learning Resources:** The folder permission rights must be set to **Write or Collaborate** by the teacher (owner) to allow a pupil to save a completed piece of work back to a Learning Resource folder.
- **Public Library use** – As public libraries do not allow files to be saved to the computer, you will have to save to either a floppy disk or a USB pen. It is important to be aware that some files may be too large to save to a floppy disk.
- **Computer Specification** – your computer specification (e.g. the size of memory, hard disk and processor) will have an impact on speed of access.
- **Failed Log On Attempts:** A page error is displayed after 3 failed login attempts; the account is locked out after 5 login attempts and has to be re-enabled by your C2k Manager in school.

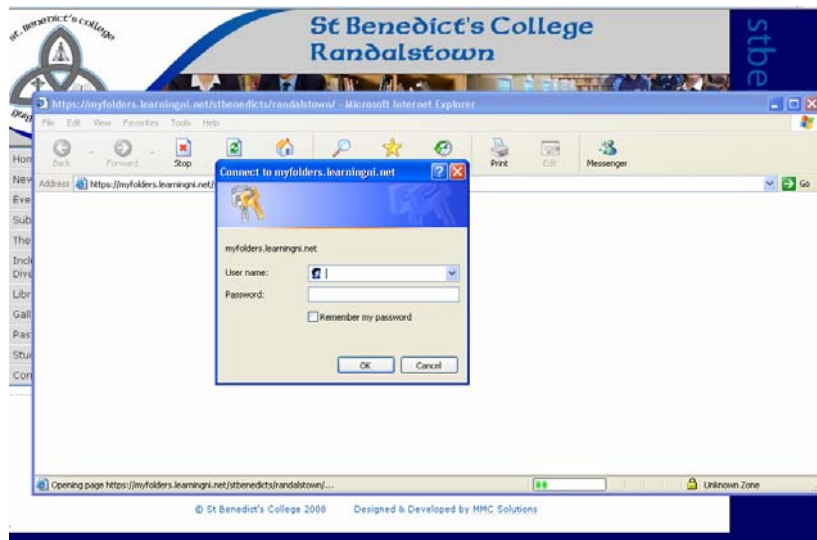
2. How to access files/folders from outside school

Click on Student Area



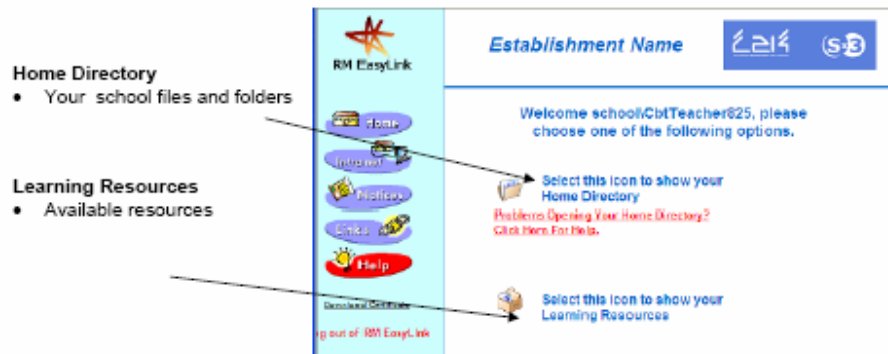
Choose one of the three places you want to access.

3. Type in the same Username and Password you use at school.



4.

- On selection of the option, you will be taken to the Easylink screen



- You should now be able to access your folders remotely.