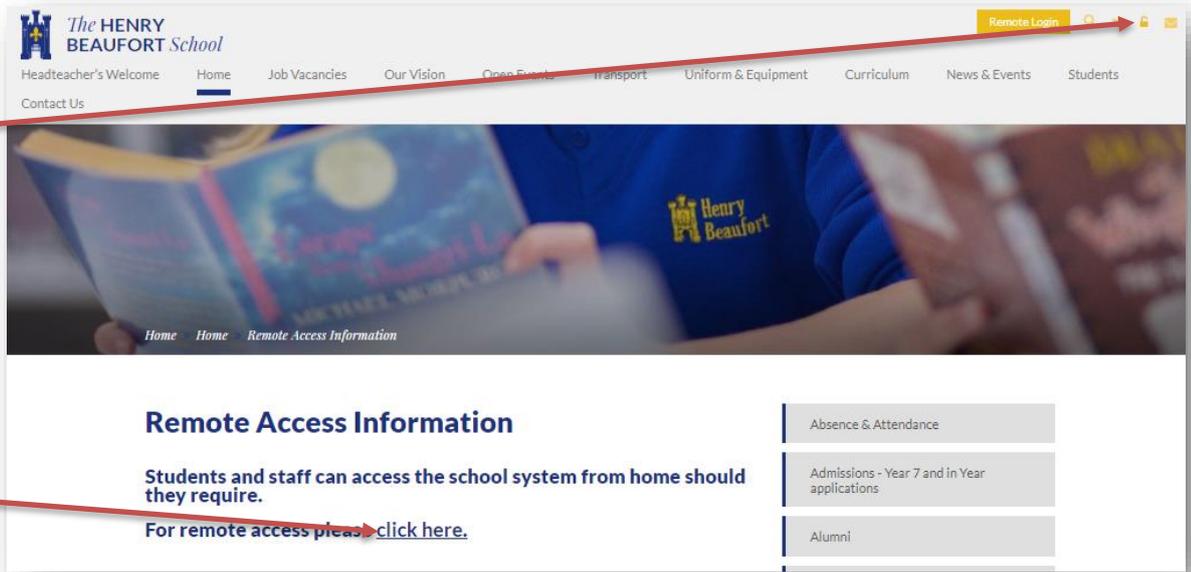




In any web browser navigate to the schools website: [www.beaufort.hants.sch.uk](http://www.beaufort.hants.sch.uk)

Click on the  
**Padlock**



Then Click on  
**'Click here'**

You will then see this login screen

Type in your school

**Username**

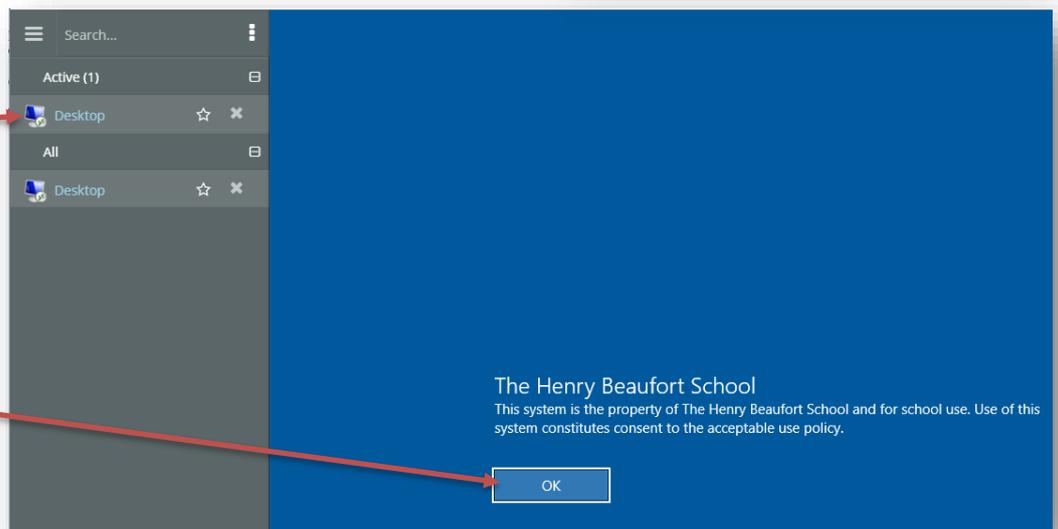
&

**Password**

Click **Connect**



Click on **'Desktop'**



Then **'OK'**

(Please note this menu will change as more applications become available, but for remote desktop this will remain the same)



## Using remote desktop

The screenshot shows a Windows 10 desktop environment. The desktop background features the school logo and name: **The HENRY BEAUFORT School**. The Start menu is open, displaying a list of applications and a grid of tiles for SIMS, Google Chrome, Word 2016, Outlook 2016, PowerPoint 2016, Excel 2016, Publisher 2016, and Snipping Tool. The taskbar at the bottom contains icons for SIMS, Google Chrome, and File Explorer. The system tray in the bottom right corner shows the time as 12:04 and the date as 21/01/2019.

Callout boxes provide the following instructions:

- Click here to hide grey side bar**: Points to the top-left corner of the desktop.
- Remote access toolbox**: Points to the top-right corner of the desktop, where a toolbar with function keys (ESC, TAB, CTRL+ALT+DEL, ALT+TAB) and a remote control icon is visible.
- Disconnect**: Points to the remote control icon in the toolbox.
- Quick access to documents**: Points to the 'My Documents' folder tile in the Start menu.
- Quick access to SIMS**: Points to the SIMS application tile in the Start menu.
- LOG OFF**: Points to the 'Log off' icon in the taskbar.
- Click for Start menu**: Points to the Start button in the taskbar.