

# Using Royds Hall Remote Apps Microsoft Internet Explorer

## What is Remote Apps?

Remote Apps allows you to access software used in school on your home computers. Remote Apps also allows you to access your school documents as well as the shared drives such as Media drive from home.

## What do I need to use Remote Apps?

What you can use

- You need a Windows PC or Laptop. Your computer will need to have Windows Vista, 7 or 8 or later installed. Windows XP isn't fully compatible.
- You need to be using a modern version of Internet Explorer (8+). This shouldn't really be a problem if your computer has at least Windows Vista on it.

## Where do I find Remote Apps?

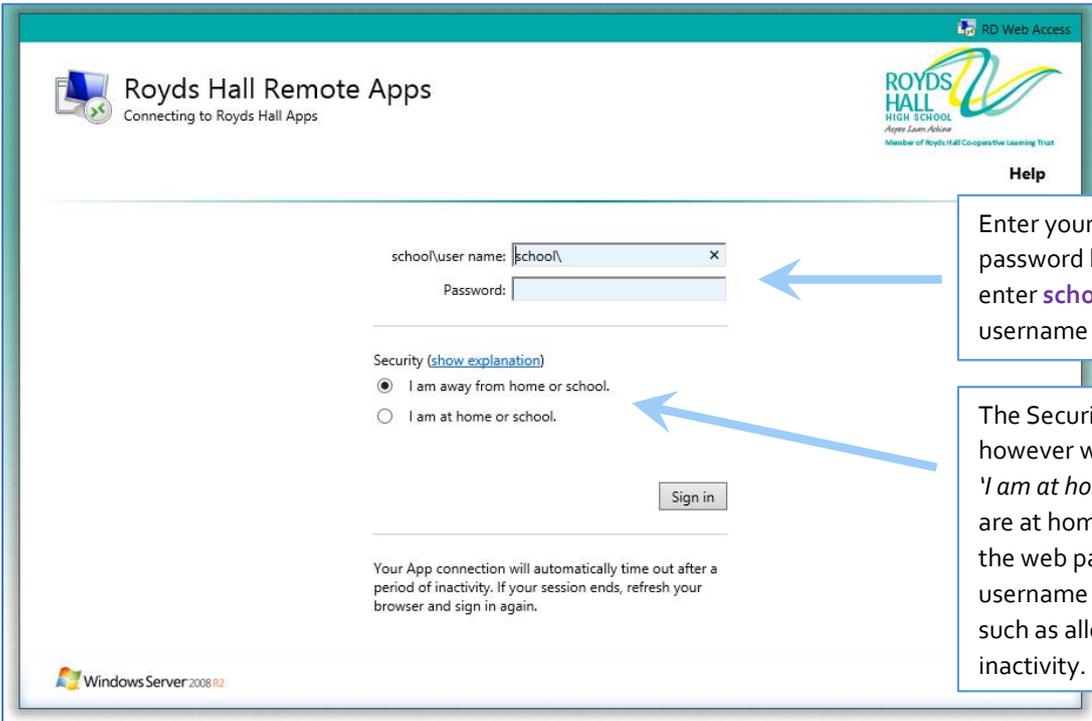
You can find Remote Apps at the following address: [rds.roydshall.org](http://rds.roydshall.org).

You will also find Remote Apps on the left side of Moodle, under the email section, on the main page.

## Signing in to Remote Apps

To use Remote Apps you first must sign in to the website. To sign in you need to use your school username and password.

**Please note:** You should ensure **school\** is entered before your username. This should be automatically filled out for you, however if it is not, you must enter **school\** before entering your username, like such: **school\your\_username**.



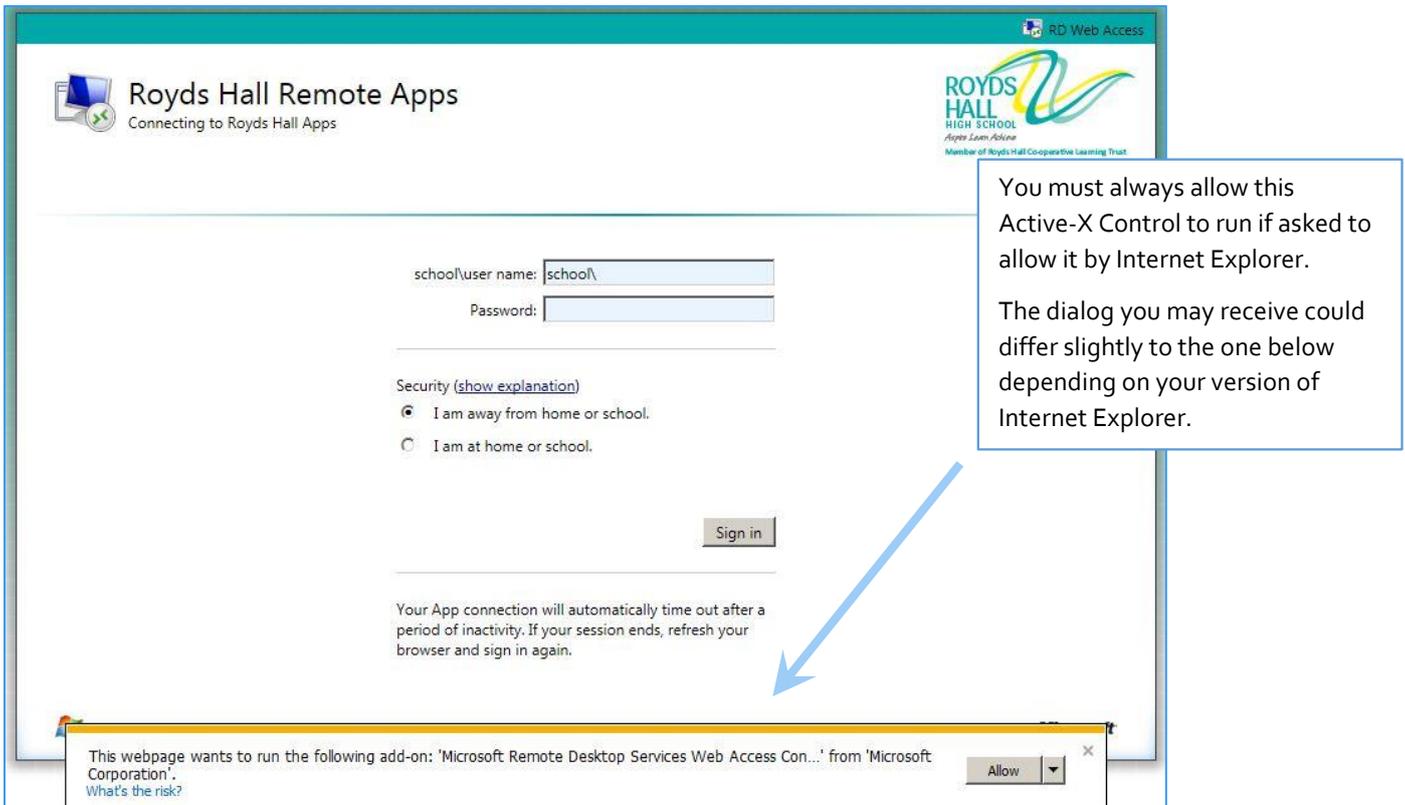
The screenshot shows the login interface for Royds Hall Remote Apps. The page title is "Royds Hall Remote Apps" with a subtitle "Connecting to Royds Hall Apps". The Royds Hall High School logo is in the top right corner, along with "RD Web Access" and "Help" links. The login form includes a "school\user name:" field with "school\" entered, a "Password:" field, and a "Security" section with two radio button options: "I am away from home or school." (selected) and "I am at home or school." A "Sign in" button is located below the form. A note at the bottom states: "Your App connection will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again." The Windows Server 2008 R2 logo is in the bottom left corner.

Enter your school username and password here. Don't forget to enter **school\** before your username if necessary.

The Security option is optional, however we recommend you pick 'I am at home or school' when you are at home or school. This allows the web page to remember your username amongst other benefits such as allowing a longer period of inactivity.

## Note: The first time you access Remote Apps

The first time you access Remote Apps (or each time you access it on a different computer), Internet Explorer may ask for your permission to run an 'Active-X Control' (an add-on for Internet Explorer). You must allow this Active-X Control to run, otherwise you will be unable to access Remote Apps. If you never see this request, don't worry, as if it wasn't enabled Remote Apps displays a large notice saying it cannot continue until it is allowed to run.



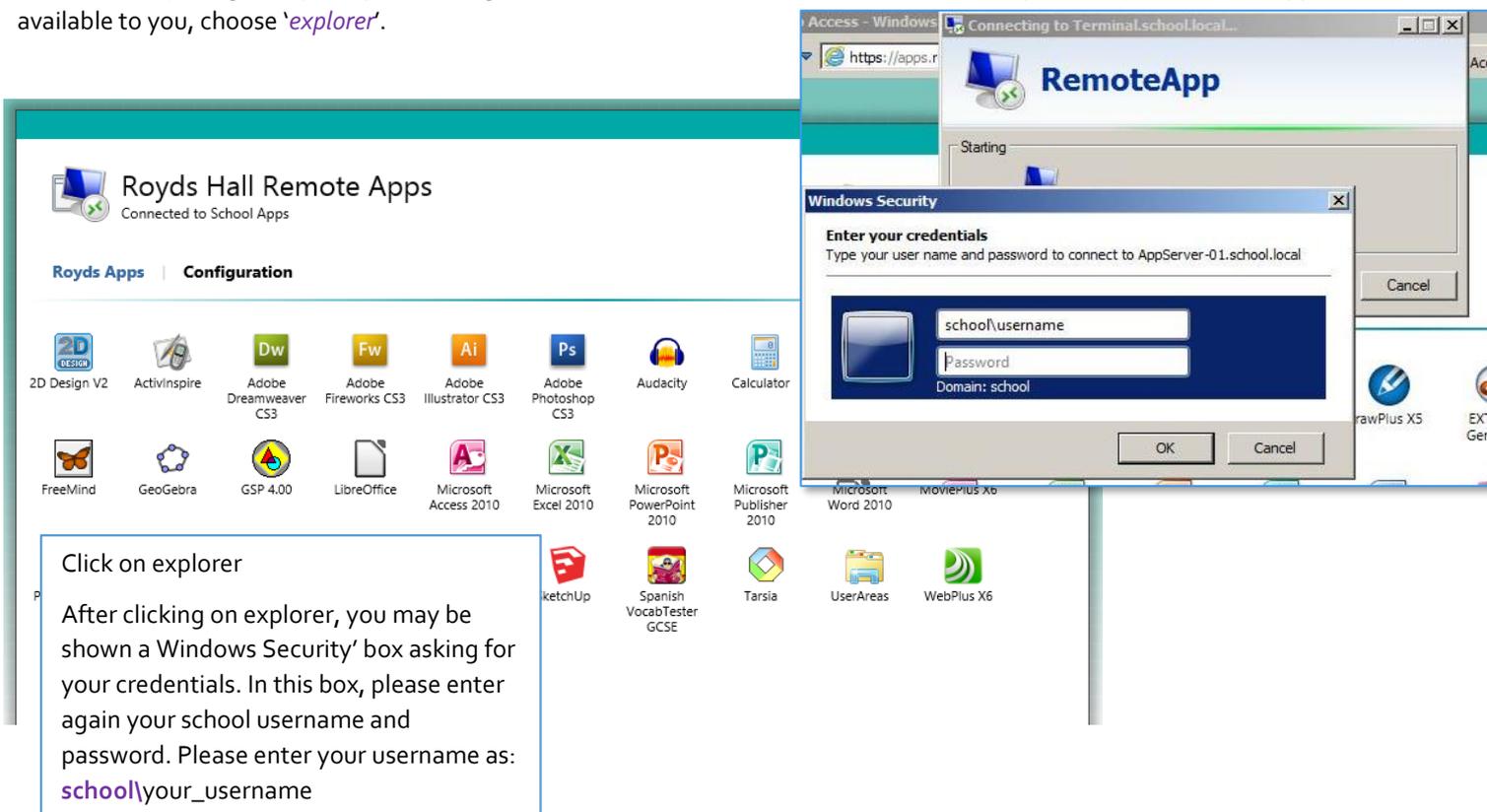
The screenshot shows the 'Royds Hall Remote Apps' login page. The page title is 'Royds Hall Remote Apps' and the subtitle is 'Connecting to Royds Hall Apps'. The page includes a login form with fields for 'school/user name' (containing 'school\') and 'Password'. Below the form are radio buttons for 'I am away from home or school.' (selected) and 'I am at home or school.'. A 'Sign in' button is located below the form. A note at the bottom of the page states: 'Your App connection will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.'

An Active-X control warning dialog box is displayed at the bottom of the browser window. The dialog box text reads: 'This webpage wants to run the following add-on: 'Microsoft Remote Desktop Services Web Access Con...' from 'Microsoft Corporation'. What's the risk?'. There is an 'Allow' button and a dropdown arrow.

A callout box on the right side of the page contains the following text: 'You must always allow this Active-X Control to run if asked to allow it by Internet Explorer. The dialog you may receive could differ slightly to the one below depending on your version of Internet Explorer.'

## Accessing your school files and the shared areas

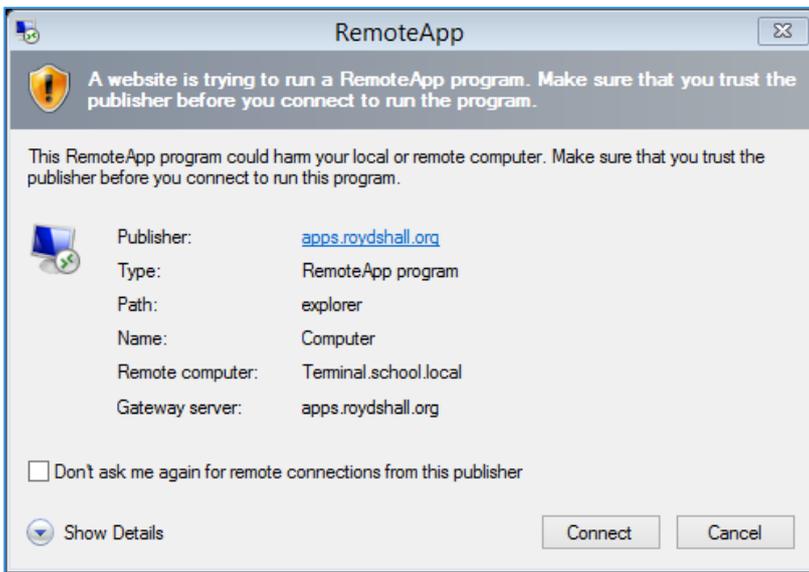
Once you are signed in to Remote Apps, one of the most common things you will want to do is access your files in your user area at school, along with perhaps accessing the shared areas such as Media drive. To access your area, in the list of Apps available to you, choose 'explorer'.



The screenshot shows the 'Royds Hall Remote Apps' interface after login. The page title is 'Royds Hall Remote Apps' and the subtitle is 'Connected to School Apps'. The page has a navigation bar with 'Royds Apps' and 'Configuration'. Below the navigation bar is a grid of application icons, including 2D Design V2, Activinspire, Adobe Dreamweaver CS3, Adobe Fireworks CS3, Adobe Illustrator CS3, Adobe Photoshop CS3, Audacity, Calculator, FreeMind, GeoGebra, GSP 4.00, LibreOffice, Microsoft Access 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010, Microsoft Publisher 2010, Microsoft Word 2010, MoviePlus X6, KetchUp, Spanish VocabTester GCSE, Tarsia, UserAreas, and WebPlus X6.

A 'Windows Security' dialog box is overlaid on the interface. The dialog box title is 'Windows Security' and the main text is 'Enter your credentials'. Below the text is a form with fields for 'school\username' and 'Password', and a 'Domain: school' label. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

A callout box on the left side of the page contains the following text: 'Click on explorer. After clicking on explorer, you may be shown a Windows Security' box asking for your credentials. In this box, please enter again your school username and password. Please enter your username as: school\your\_username'.

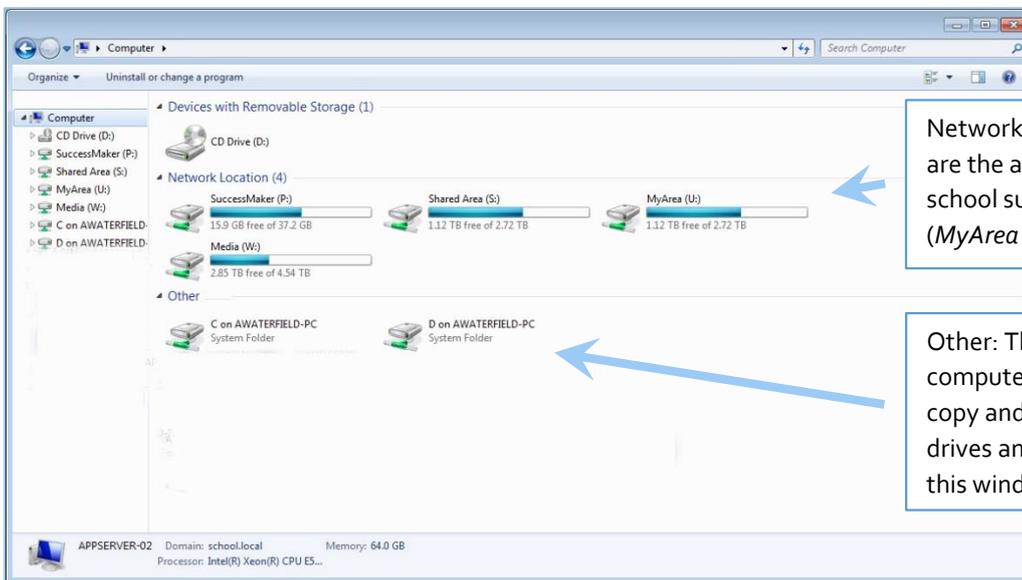


You may also then be shown the following dialog box (or one very similar).

I recommend you tick the 'Don't ask me again for remote connections from this publisher' box before clicking 'Connect'.

You may only see some of these dialog boxes the first time you connect to/use Remote Apps.

After a few moments (it can take a little longer the first time you use it – so please be patient) a window like the one below will appear, which you will all be familiar with.



Network Locations: These network drives are the areas you are used to within school such as your school documents (*MyArea – U:*) and Media drive.

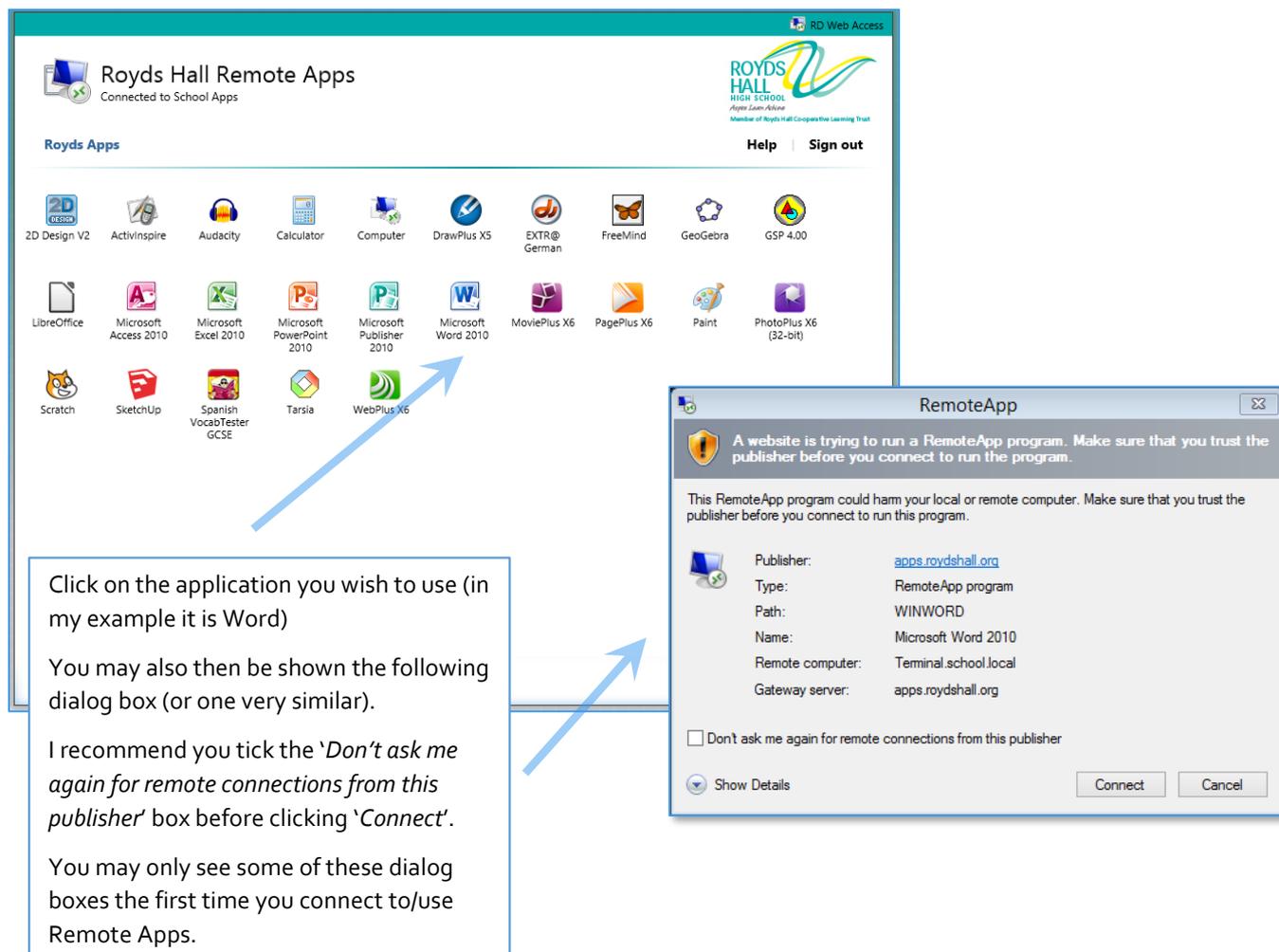
Other: These are the local drives in your computer. You can drag and drop, and copy and paste files between your school drives and local drives in your computer in this window.

Here you can access your documents, and any shared drives that are available to you, just like in school.

More on the next page...

## Using software packages via Remote Apps

One of the great features of Remote Apps is it allows you to use the software packages school owns at home, such as the Serif multimedia suite.



Click on the application you wish to use (in my example it is Word)

You may also then be shown the following dialog box (or one very similar).

I recommend you tick the *'Don't ask me again for remote connections from this publisher'* box before clicking *'Connect'*.

You may only see some of these dialog boxes the first time you connect to/use Remote Apps.

After a few moments the application you wanted to use should start. Note, this can take a little longer the first time you use Remote Apps, so please be patient.

Once the application has started, you will be able to use it as normal.

## Things you should know

### Signing out

It is important that you sign out of Remote Apps when you have finished. Signing out of anything is good practice in general, however it is important that you do so with Remote Apps. If you don't sign out, and just close your web browser, it can prevent you signing back in for some time as it will think you are still signed in! Signing out will also prevent unscrupulous people gaining access to your files, especially on shared computers.

### It's asking me for credentials!

Sometimes, a box like the one below can appear asking you for credentials.



All you need to do is enter your school username and password, and press OK. Don't forget you should enter **school\** before your username, like so: **school\your\_username**