



THE EMMANUEL  
SCHOOLS FOUNDATION

# Connect

User guide for remote access using  
the browser

ESF-Kevin Bowker

The Emmanuel Schools Foundation  
Trinity House Bede Academy Sixth Avenue  
Blyth Northumberland NE24 2SY  
Tel: 01670 543 566 Fax: 01670 543 596  
Email: [info@esf-mail.org.uk](mailto:info@esf-mail.org.uk) [www.esf-web.org.uk](http://www.esf-web.org.uk)

Company Registration No. 4464331



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## Introduction

Connect is the new remote access solution in use by the Emmanuel Schools Foundation. This replaces the existing Citrix system and will allow you to access the Foundation network from your home PC.

**Please note:** When setting up the connection you will need to enter your username and password that you use to access the network. Your web browser may ask you to save this information. If you do, anyone using your home PC will be able to gain access to your network account. Therefore, unless you are certain no-one else uses your home PC account, please do NOT save your username and password.

## What you need

The following devices are supported:

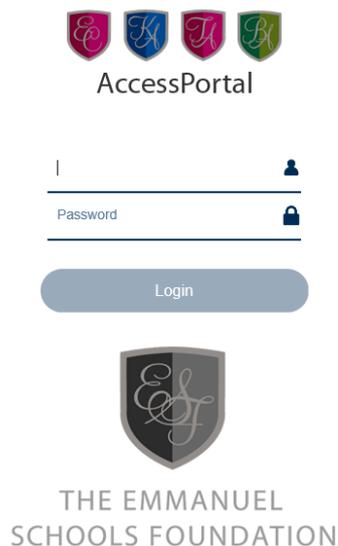
- Windows (XP, Vista, 7, 8, 2003, 2008, 2012, and higher)
- Apple Mac OSX 10.5 and higher (Intel only)
- Most Apple iOS devices (iPad, iPhone, and iTouch)
- Most Android devices
- Google Chromebook/Chromebox

## Accessing Connect using the Web Browser

Open a web browser and paste this link:

<https://connect.emmanuelschools.net>

This will direct you to the Connect login page. From here, type your network username and password:



AccessPortal

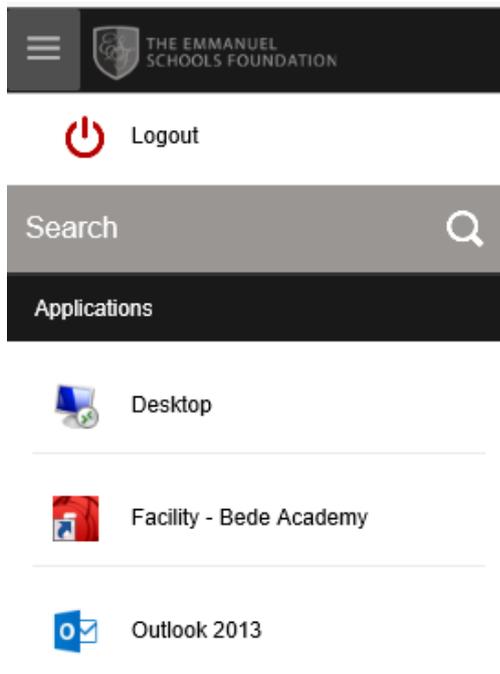
| 

Password 

Login

  
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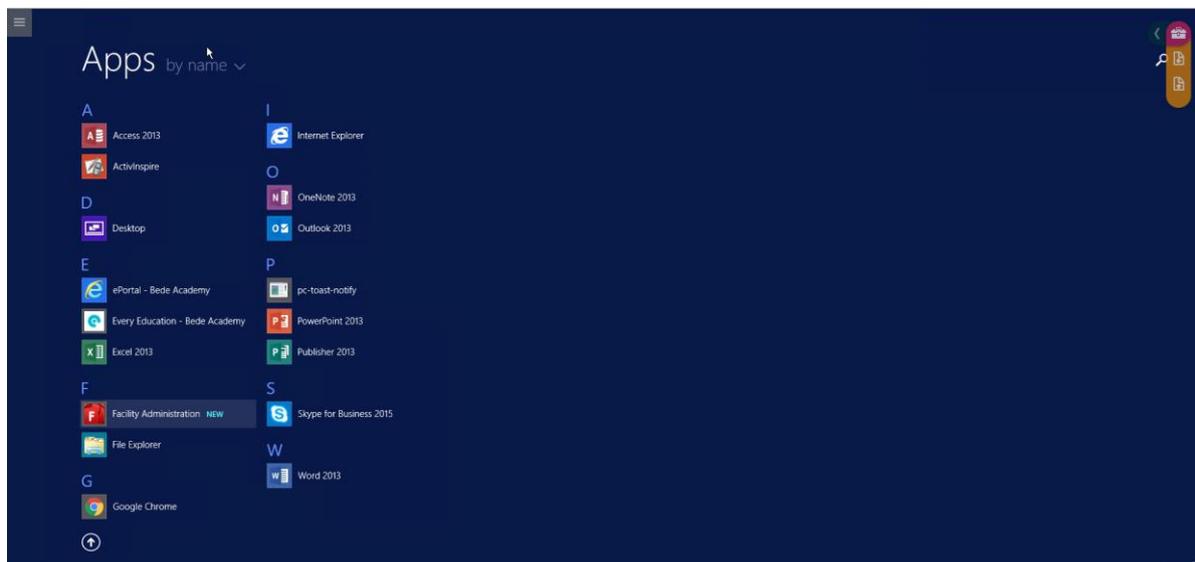
Once you have typed your username and password, click on Login. You will then see the following screen:



Notice three applications are available, Desktop, Facility and Outlook 2013.

## Using the Desktop

Choosing the Desktop option will bring up a screen similar to Windows 8. To access applications click on the Windows icon on the bottom left of the screen:



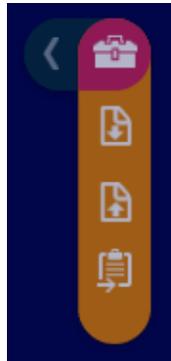
You can use the wheel of your mouse to cycle through the programs, or simply type what you require in the search box on the top-right of the screen.

To go back to the Desktop, simply click on the Desktop icon or find Desktop by typing Desktop or looking under D.

Notice the three-line icon and the briefcase. These allow you to access further features. If these icons are in the way you can “drag” them both to another location on the screen.

## Transferring files between your home PC and the network

Log into the Connect system and open Desktop. Once the login process has completed, you will notice some icons on the right of the screen. These are the File Controls. These icons allow you to quickly transfer between your home PC and the network and vice versa.



This icon allows you to collapse the icons, just in case they are in the way. You can also hold down the left mouse button and “drag” these icons around the screen.



This icon allows you to download files to your home PC.



This icon allows you to upload files to the network



This icon is the clipboard. Whenever you use Cut and Paste this information is stored in the clipboard, so you can cut and paste between two documents, one on your home PC and one on the network.

Clicking on the arrow pointing left will show another menu:

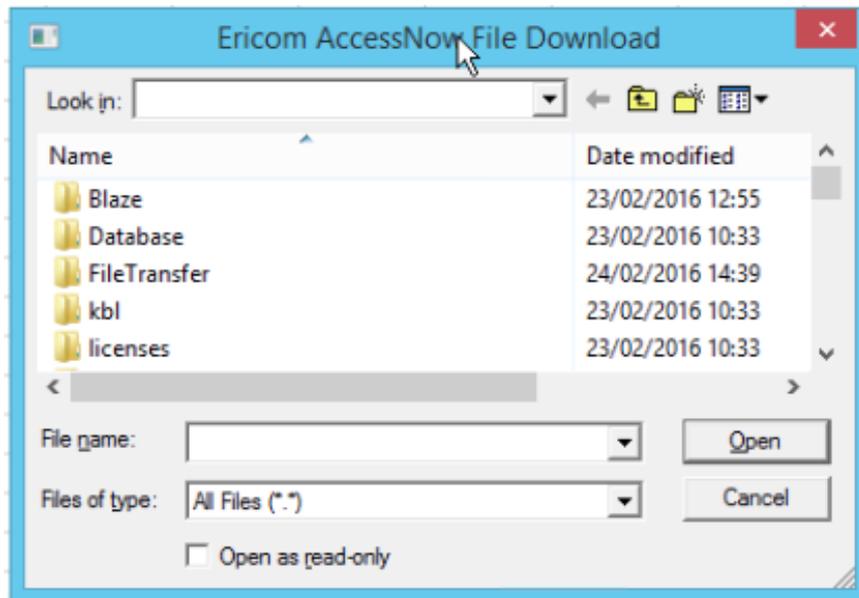


These are shortcuts for common functions. You can see the ESC and TAB keys. The plug icon is Disconnect. Clicking this icon will disconnect your current session. The “i” icon shows information about the Connect client. You can click on the Right arrow to compress this menu.

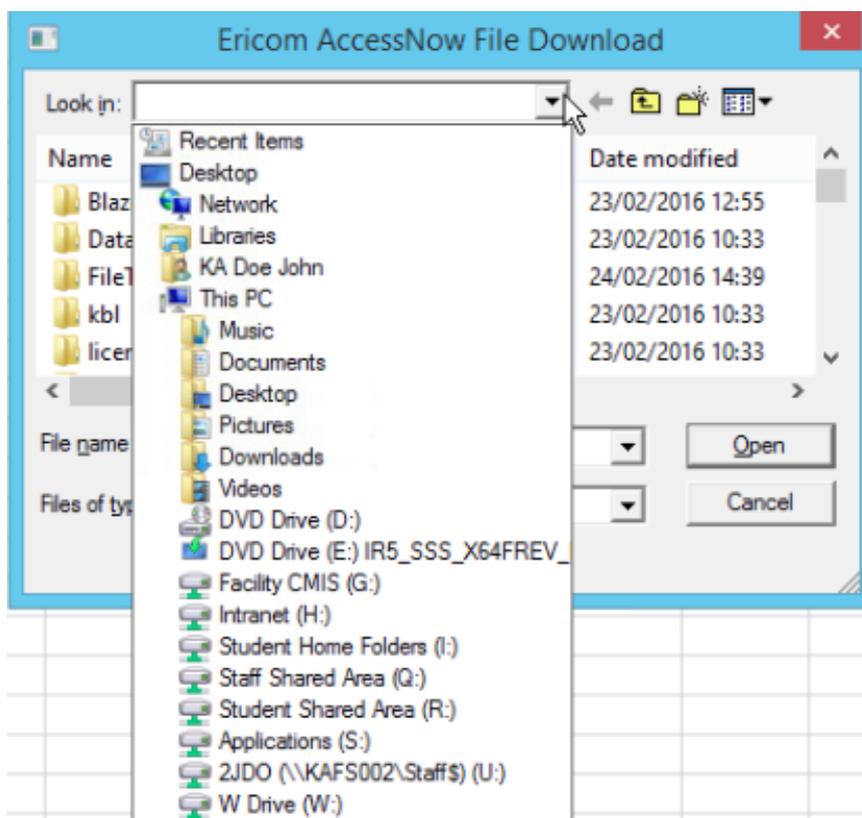
**Please note:** When you close the desktop or Outlook 2013 you may notice your browser screen will turn “black” for a short period of time. This is normal. You can use the disconnect icon to get back to the main application load screen and disconnect the session.

## Downloading a file

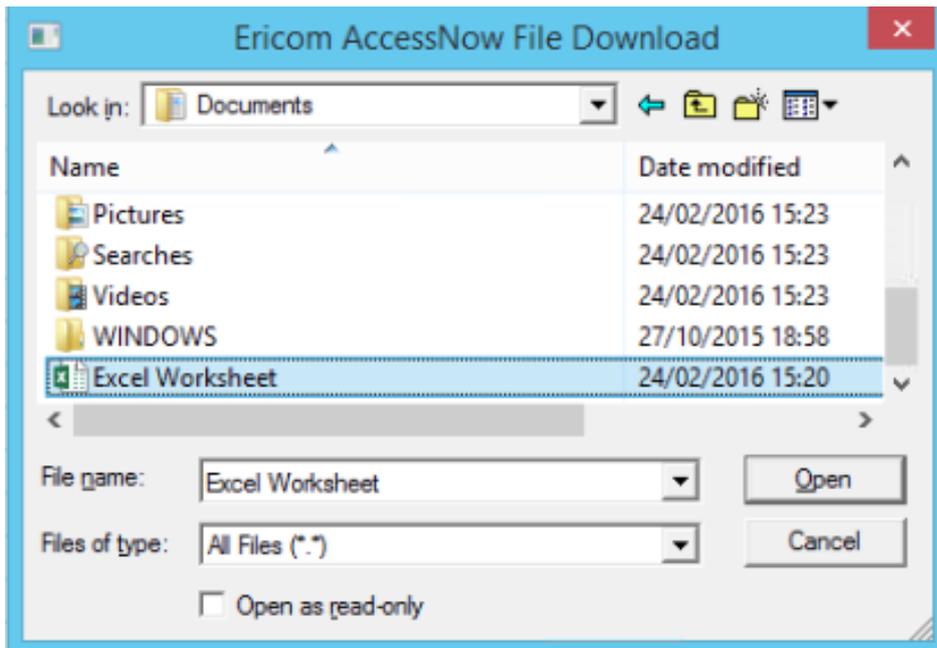
Click on the Download file icon. The following dialogue box is displayed:



Select the files you want to download by choosing the small down arrow on the Look in: dropdown and browse the list of drives or Documents folder.



In this example Documents has been chosen, then the file Excel Worksheet has been selected:

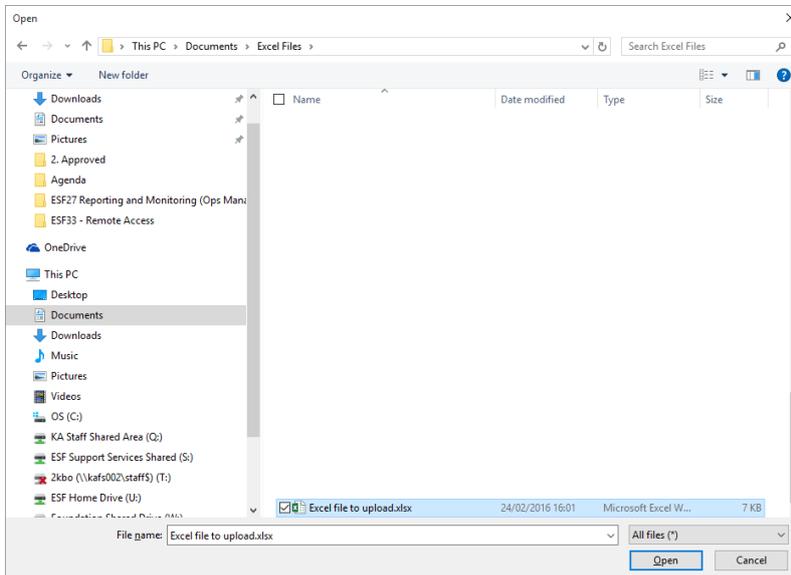


Select Open to download the file to your Downloads folder on your home PC.

**Please note:** Windows defaults to a folder called “Downloads”. This may be different on your home PC. If in doubt, please check before downloading a file.

## Uploading a File

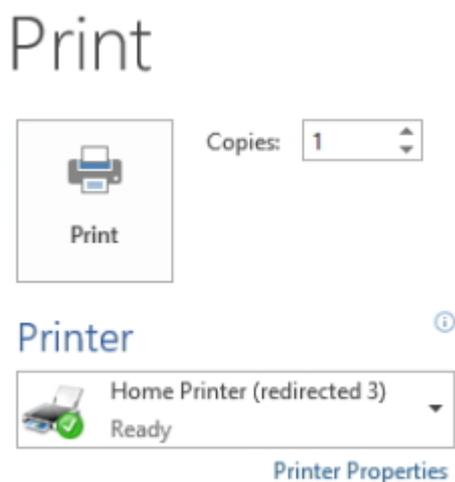
Click on the Upload file icon. The following dialogue box is displayed:



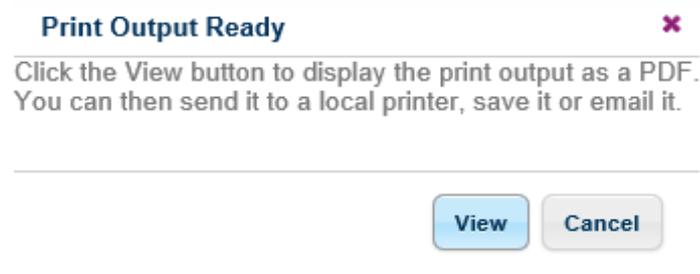
As with downloading files, you will need to browse to the files you wish to upload from your home PC, select Open and choose the network drive and folder location from the dropdown and Save.

## Printing

You can print to your home printer when you are using Connect. In an application click on File, then Print. You will see the following dialogue box:



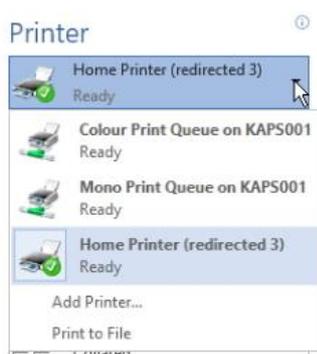
Notice the “Home Printer (redirected 3)” has been selected. This is the default printer when using Connect. Sending your file to this printer will download the file as a PDF on your PC allowing you to print to your own printer. Clicking on Print will then display this dialogue:



Click on View and the web browser will display the file ready to print. Click on File, Print in your web-browser to print to your local printer.

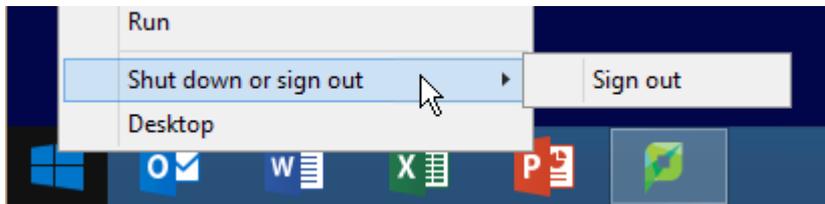
If you are using Microsoft Edge (the browser which comes with Windows 10, click on the three dots on the top right of the screen and choose Print.

You can still print to a printer at your school site, but please remember, if your printout isn't collected within 24 hours the system will cancel your print. Simply click on the arrow to display your available printers:



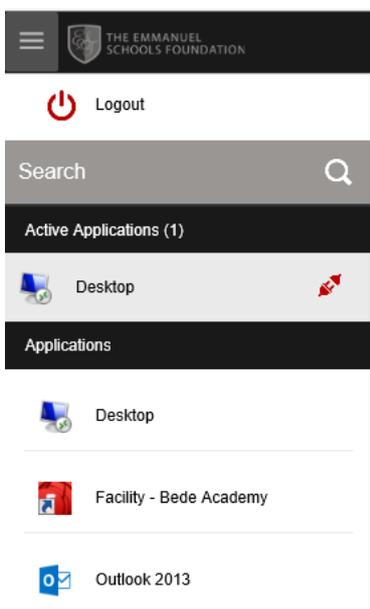
## Logging Off

When you have finished using the desktop and wish to log out, please right-click on the Windows icon, choose Shut down or sign out and then click on “Sign Out”.



This will then bring you back to the Connect main screen.

Once you have logged out of the desktop you will need to log off the remote access system. Look to the left of the screen:



This is the main AccessPortal menu. Clicking on Logout will take you back to the login page. If you don't see this menu, simply click the three lines on the top-left of the screen.

Once you are back at the login page you can close your browser as normal.