



# HOW TO ACCESS THE SANDWELL ACADEMY VIRTUAL OFFICE

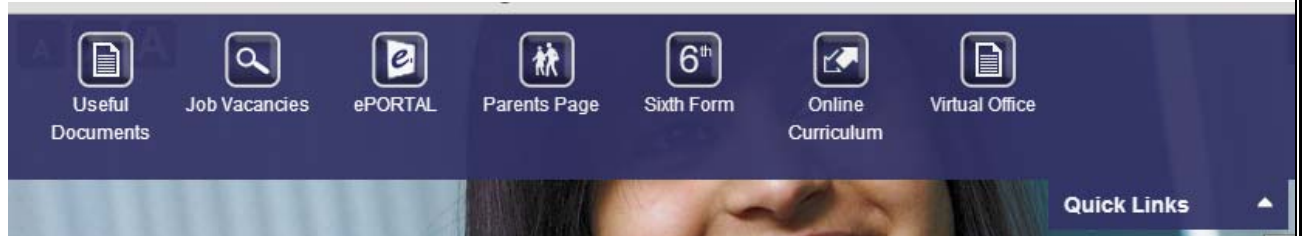
Last Updated: Friday 26<sup>th</sup> October 2014

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Where to find Virtual Office

<http://vo.sandwellacademy.com>



You can also access it via "Quicklinks" on the school web-site.

## The Virtual Office Splash Page

**Virtual Office**



Welcome to the Sandwell Academy Virtual Office. Please click the image above to log into Virtual Office.



If you are having issues, please refer to the following videos.

		
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We recommend the free version of **Avast**      If you're having trouble downloading java, try the **offline installers**.

You can also access your e-mails separately here:



Before you log into Virtual Office, there are several videos to help you set up your computer for home access. These will show you how to install AntiVirus (if you don not have a package installed), Java and the Aventail software required.

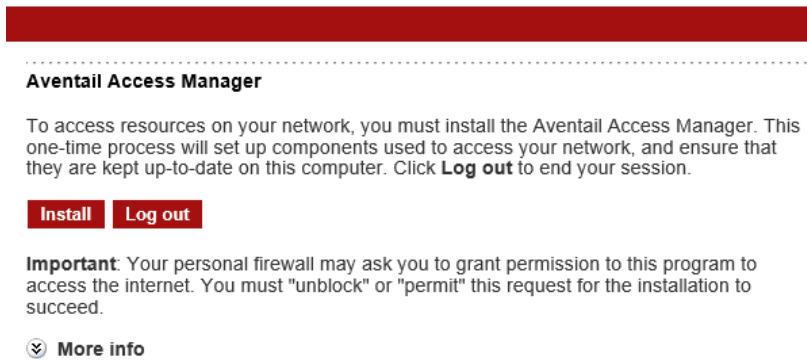
**You will not be able to access Virtual Office without up-to-date AntiVirus software. Please make sure your AntiVirus software is up to date.**

## Next Steps

After accepting the website security notice and clicking “Continue to this website” you will be presented with the logon screen for Remote Access to the SA network resources.

Login to this screen using your usual SA username and password.

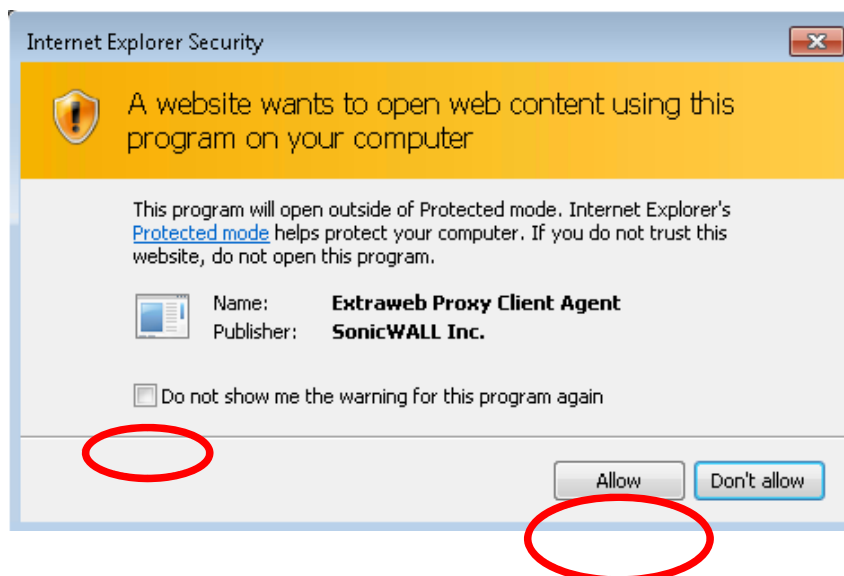
After logging in for the first time you will be asked to install a small browser plugin. This is required for you to carry on and gain access to the resources. To proceed, click Install.



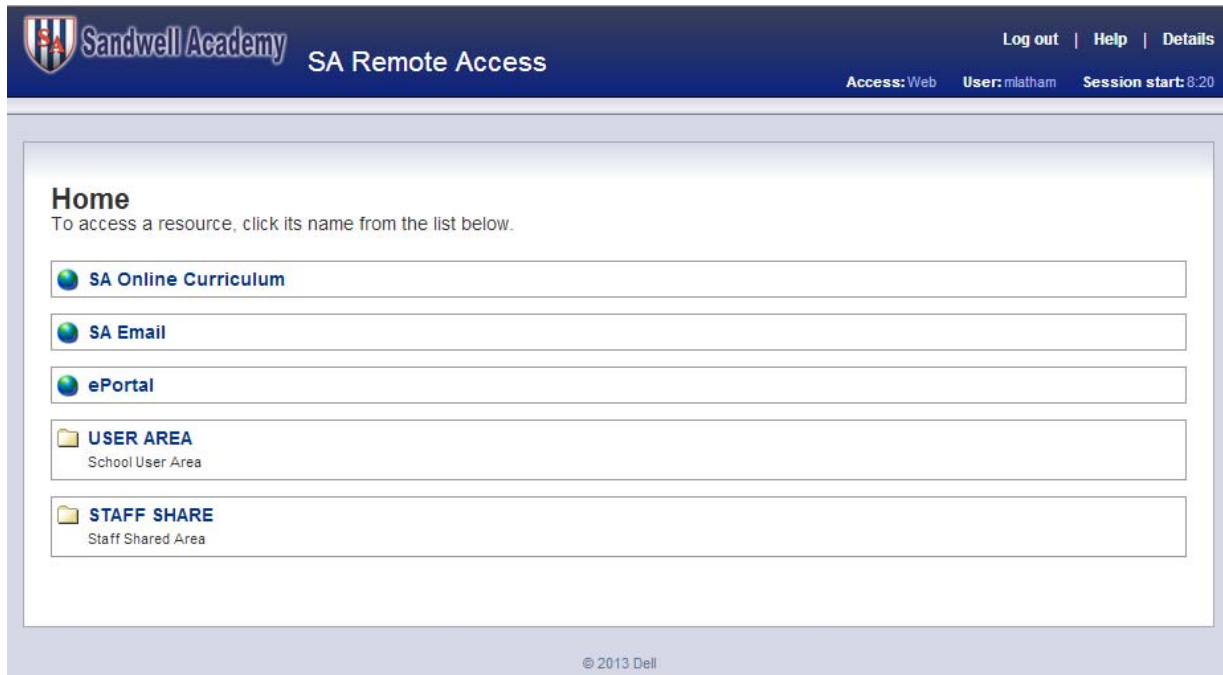
When prompted by your browser to Run or save the download, select run.

Complete the plugin installation by clicking Allow to allow the plugin to run.

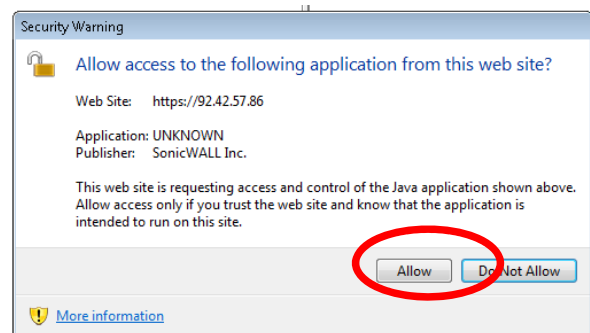
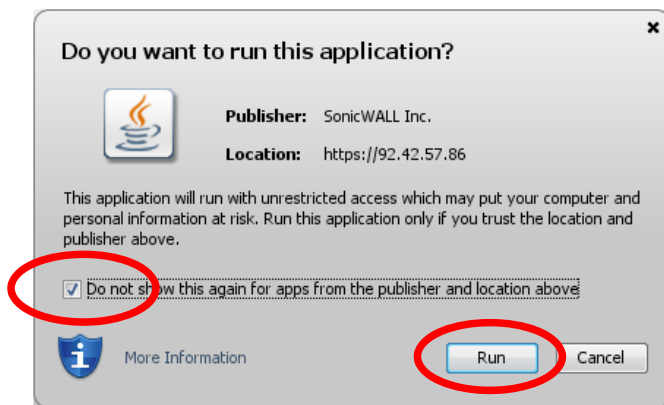
When prompted to allow the client agent, click the Allow button at the bottom, ticking the check box to “Do not show me the warning for this program again” will prevent you from being asked again in future.



Once the agent is installed you will then be presented with the Resources Home Page. Select your required resource by clicking on the resource text.



To gain access to network User or Shared areas click on the required resource link. To use the resource as intended you must have Java installed on your machine (available from: [www.java.com](http://www.java.com)) Acknowledging any prompts by either clicking Continue or Run will launch the file explorer environment.



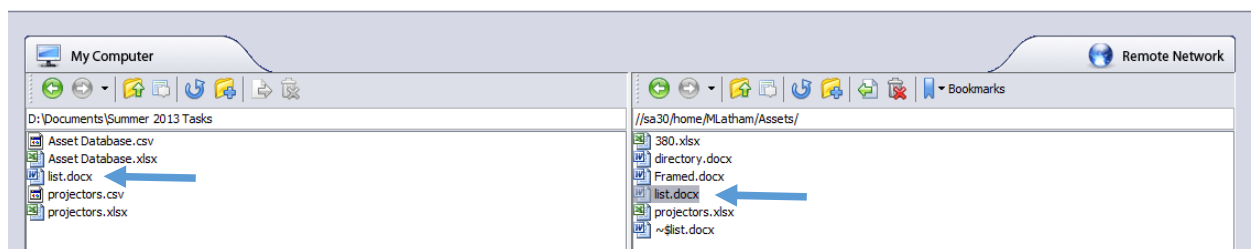
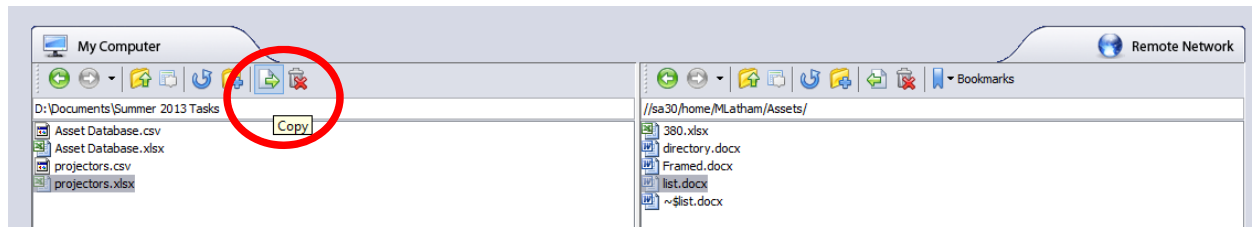
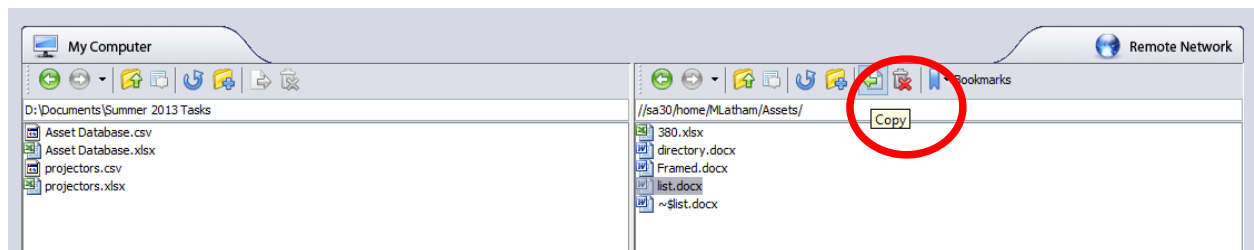
## How to use Virtual Office

From here you will be able to download and upload files from the network either by using the buttons along the menu at the top or simply dragging and dropping from left to right and vice versa.

The left hand side is your PC/Laptop/Mac, and the right is your user area/shared area. Virtual Office allows you to transfer files across easily.

To do this, find the remote (file in your user/shared area) file you want to copy across. You can then click the “copy” button to copy the file across. This works both ways. You can also drag the file across as well.

***Please copy across files before opening them. If you open them from the Remote Network and edit them they will not save in the user area/shared area.***



## Important Notice Regarding Apple Macs

***Please note that there is a workaround available for Apple Macs to get Virtual Office working.***

***Please refer to this***

Occurs when EPC is enabled on the appliance and a non-administrator Mac OS X user logs into WorkPlace using a realm with a community that has a device profile configured for Mac OS X. Observed with Mac OS X 10.7.5, 10.8.5 or 10.9.3 using Safari 7.0.4 or 6.1.4 with Java 7 update 60.

Workaround:

Before logging in, **configure Safari to run Java in Unsafe Mode:**

Safari > Preferences > Security > Manage Website Settings > Java 7.x > Select "Allow Always" and "Run in Unsafe Mode".