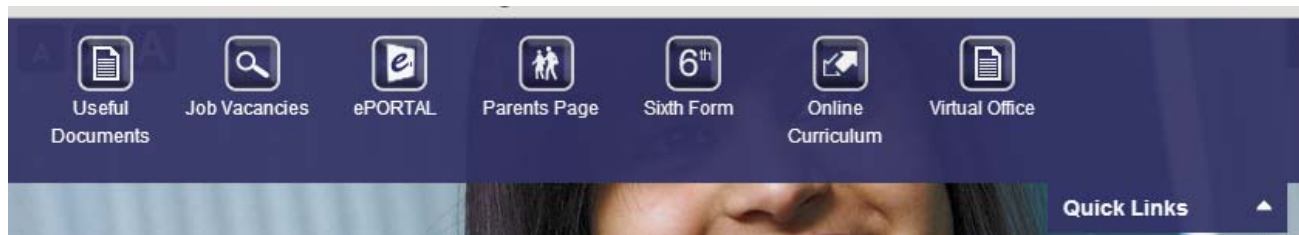




HOW TO ACCESS
SANDWELL ACADEMY
VIRTUAL OFFICE

<http://vo.sandwellacademy.com>



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

1. 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.

2. 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.



Aventail Access Manager

To access resources on your network, you must install the Aventail Access Manager. This one-time process will set up components used to access your network, and ensure that they are kept up-to-date on this computer. Click **Log out** to end your session.

Install **Log out**

Important: Your personal firewall may ask you to grant permission to this program to access the internet. You must “unblock” or “permit” this request for the installation to succeed.

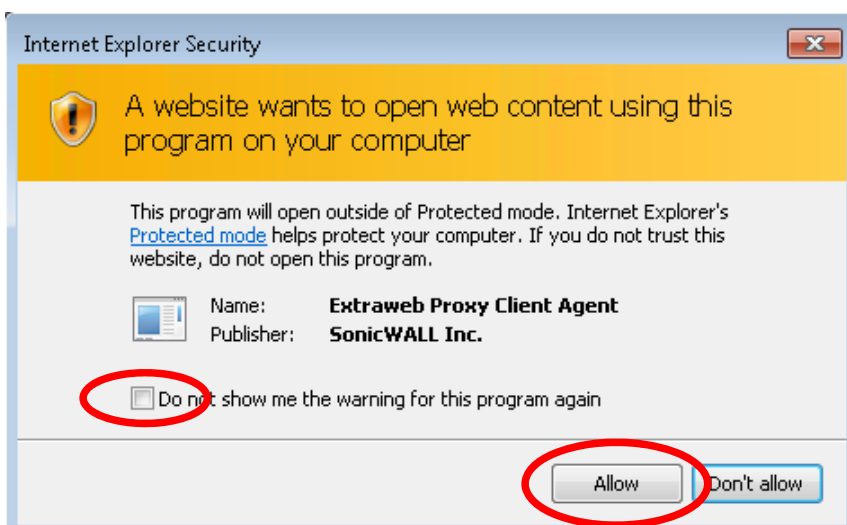
⌵ **More info**



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.

3. 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.



4. 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.

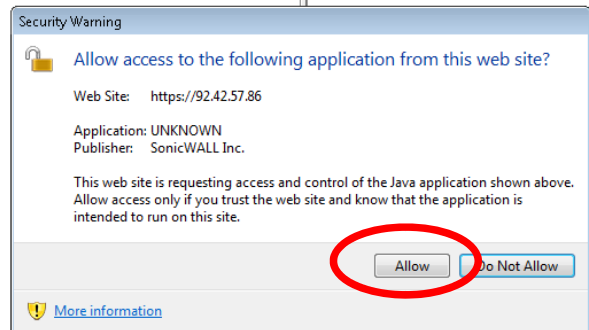
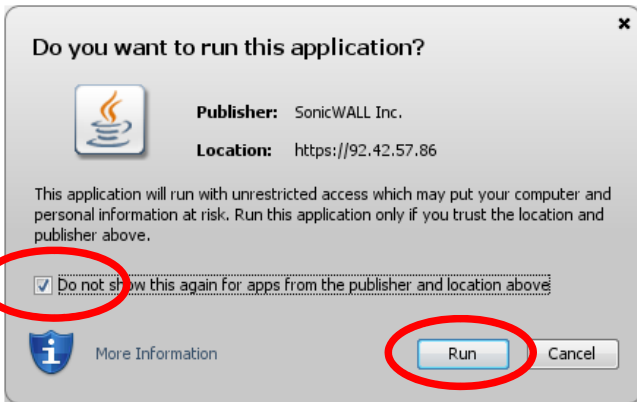


Home

To access a resource, click its name from the list below.

- SA Online Curriculum
- SA Email
- ePortal
- USER AREA**
School User Area
- STAFF SHARE**
Staff Shared Area

- 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)
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.

