

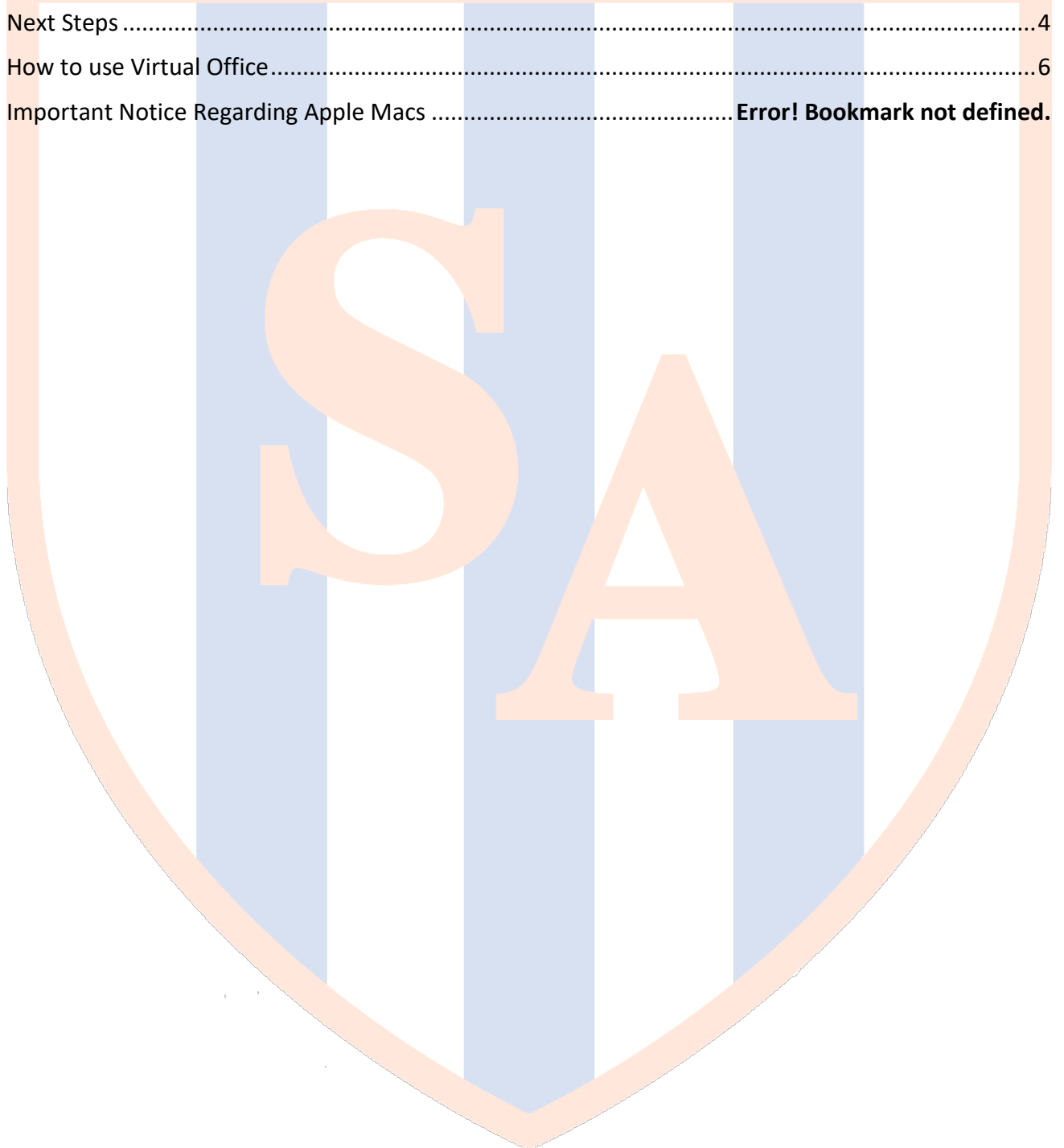


HOW TO ACCESS  
THE SANDWELL ACADEMY  
VIRTUAL OFFICE

Last Updated: Wednesday 11<sup>th</sup> March 2020

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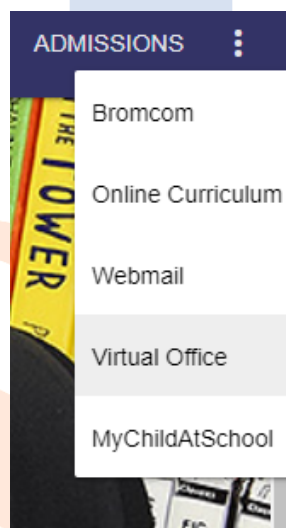
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## Where to find Virtual Office

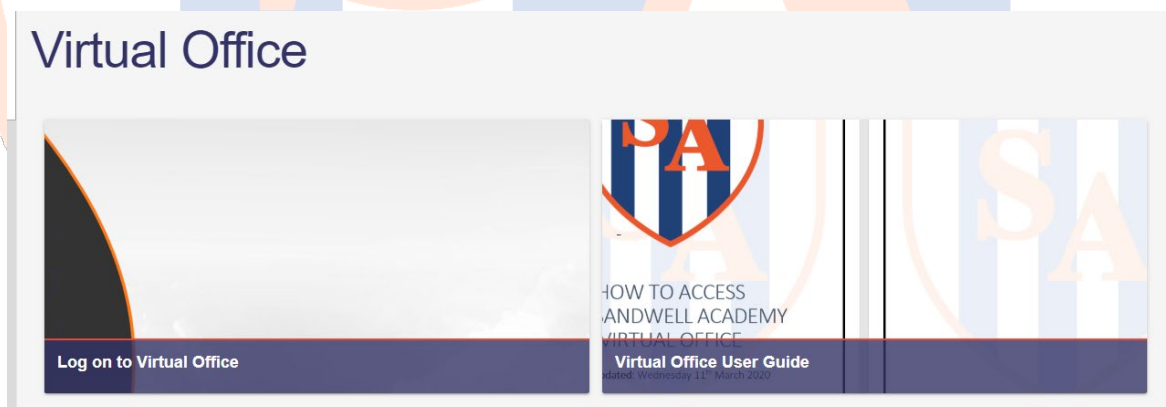
You

<http://vo.sandwellacademy.com>



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

The Virtual Office Splash Page

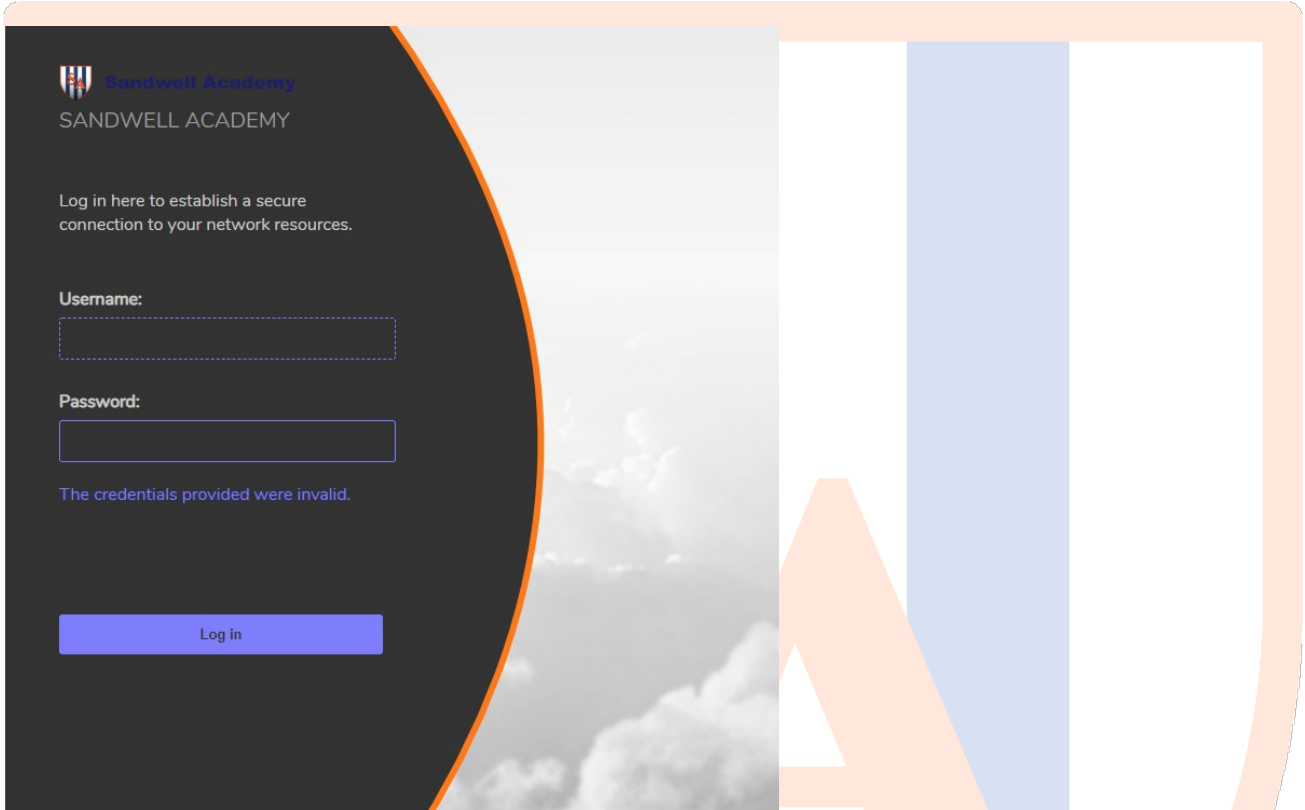


***You will not be able to access Virtual Office without up-to-date AntiVirus software. Please make sure your AntiVirus software is up to date.***

## Next Steps

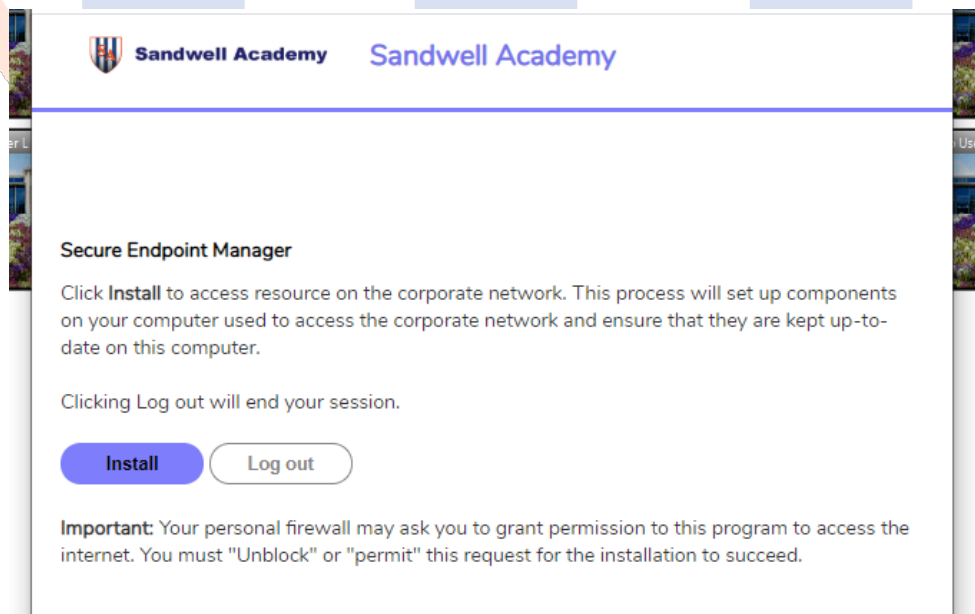
After accepting the website security notice and clicking “Continue to this website” you will be presented with the logon screen for Remote Access to the SA network resources.

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.



You'll be prompted to run a downloaded install file to install a small client required for the Virtual Office to work.

After a couple of minutes, the site will then ask you to continue with the setup.

Click **continue**.

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.

Welcome to Sandwell Academy's Virtual Office. Please select an option below.

Staff		^
	SA Email	
	STAFF SHARE Staff Shared Area	
	USER AREA School User Area	
	Bromcom	
	New Online Curriculum	



## How to use Virtual Office

Through Virtual Office you can download and upload **files** to the home and shared areas.

When first accessing this, you'll be asked for a **username**, **password** and **domain**.

The domain is **Sandwellacademy.com**

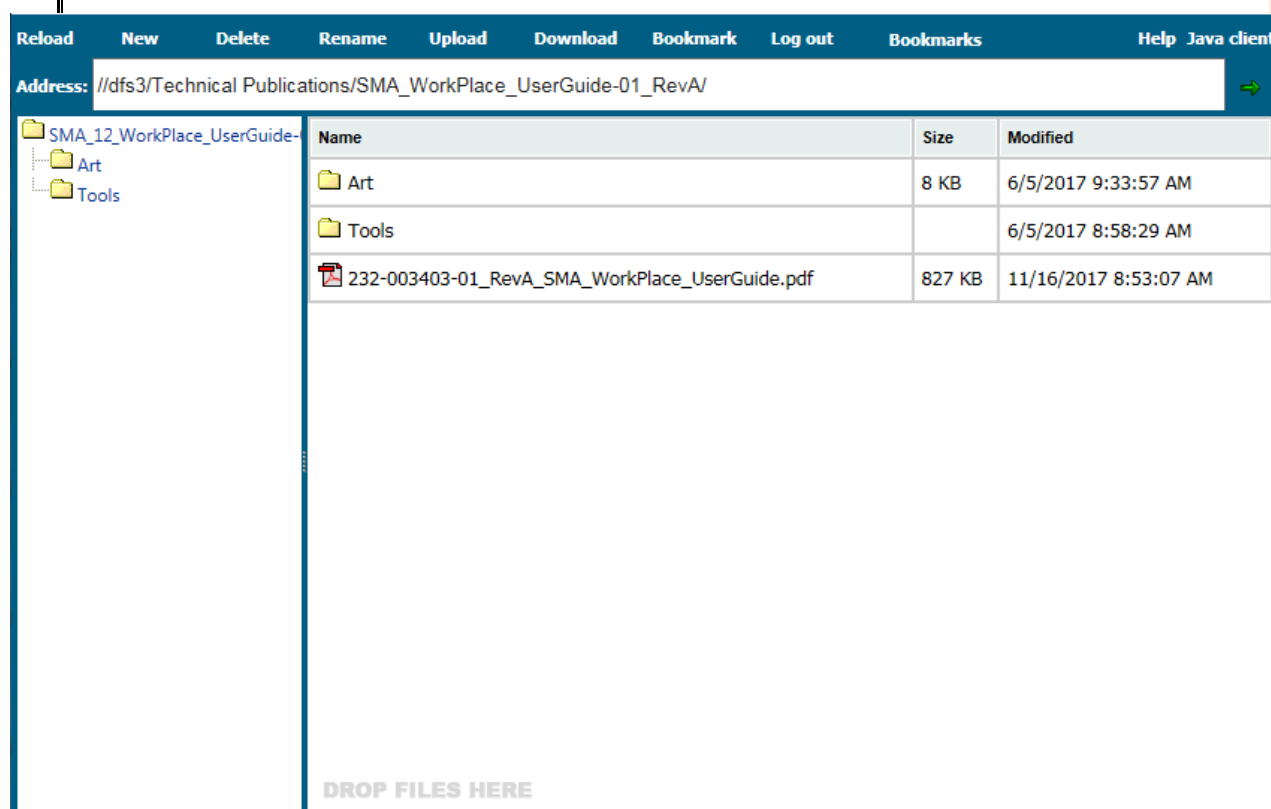


**THE FOLLOWING SECTIONS ARE TAKEN FROM SONICWALLS OWN HELP FILES THAT YOU CAN ACCESS VIA VIRTUAL OFFICE.**

## Using the HTML-Based Network Explorer

The HTML-based Network Explorer is the default interface on all devices. The HTML-based Network Explorer enables you to work with network files and folders on a network using a Web browser much as if you were working locally on the network. The Network Explorer page displays shared folders or files that you have permission to access. You can browse these domains, servers, shares, folders, and files by clicking links on the Network Explorer page. The navigation pane at the left displays a list of resources available on your network. The pane on the right enables you to work with folders and files.

**i** NOTE: Accessing some items may require you to log in, if special permissions are required for that item. WorkPlace first attempts to access network resources using your WorkPlace login credentials; if the resource requires different credentials, you are prompted to supply them.



The [File Share Controls](#) describes the controls at the top of the File Share window.

### File Share Controls

Button	Description
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Reload	Reloads the current folder to display any changes.
New	Creates a new folder in the current network folder
Delete	Deletes the selected folder or folders. You will be prompted for confirmation before the folder are deleted.
Rename	Allows you to rename a selected folder or file.
Upload	Upload the selected files or folders to the selected network folder
Download	Download the selected files or folders to the local folder.
Bookmark	Creates a new bookmark to the current File Share location.
Logout	Logout of the File Share service.
Bookmarks	Displays a list of files and folders that you have bookmarked.

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To update the contents of the navigation pane, click **Reload** on the top menu. This ensures that you are viewing the latest version of a network resource. For example, if you create a new file or folder and it does not show up in the navigation pane, click **Reload** to update the display.

Depending on your network environment, you may be able to access folders on your networked desktop computer, mobile device, etc. To do this, you must make those folders available using the Windows Sharing feature on that computer. See your Windows documentation for more information about sharing folders.

## Working with Folders

When working with folders, you must have the correct permissions to perform certain actions; these are the same permissions you would need if you were working directly on the network. The folder page may include an option for uploading files from your computer to the current folder. For more information, see [Uploading Files](#).

Topics:

- [Viewing the Contents of a Folder](#)
- [Creating Folders](#)
- [Renaming Folders](#)
- [Deleting Folders](#)



## Viewing the Contents of a Folder

When you click a folder name, a page appears displaying that folder's contents. You can perform a number of different actions within the current folder, such as sorting items and creating, renaming, and deleting folders.

### To view the contents of a folder:

1 Click the name of the folder you want to view in the left navigation pane of the Network Explorer page.

Any subfolders contained in the current folder are displayed in the left navigation pane. Any files contained in the current folder are displayed on the right.

## Creating Folders

You can create a folder within the current folder.

1 In the left navigation pane of the Network Explorer page, click the name of the folder in which you want to create a new folder.

2 Click New from the top menu.

3 In the New folder name box, type the name of the folder you want to create.

4 Click CREATE.

## Renaming Folders

You can rename the current folder.

1 In the right pane of the Network Explorer page, select the folder you want to rename.

2 Click Rename from the top menu. The name of the folder becomes editable.

3 Type a new name for the folder.

4 Click the green checkmark icon.

## Deleting Folders

You can delete the current folder. You are prompted to confirm before deleting the folder.

1 In the right pane of the Network Explorer page, click the name of the folder to delete.

2 Click Delete in the top menu.

3 Click the DELETE button to confirm that you want the folder deleted.