Accessing the Heathfield Intranet from Home

Windows SharePoint Foundation 2010 (Rev. 4)

1. Gaining Access

- 1. Make a connection to the Internet if not already connected.
- 2. Start Internet Explorer (the icon looks like this: 2) or another browser. Internet Explorer 7 onwards is strongly recommended for use with the Heathfield Intranet.
- 3. Type the following address in the address line: <u>http://intranet.heathfieldschool.net</u>
- 4. Save this address as a favourite or bookmark

2. Authentication

You will be presented with the Intranet login dialogue, which looks like this:

	ranet.neathnet0stmarys.net
2) Connecting to int	ranet.heathfieldstmarys.net.
Password:	
	Remember my password
	OK Cancel

Login using school\<username> for your user name and type in your password. If you tick the box marked remember my password it will remember your user name in future sessions (but it will not remember your password for security reasons).

3. ActiveX Controls

If a yellow bar appears at the top of the screen saying The Website wants to run the following add-on... then click on it and select Run ActiveX Control.

You will then see a dialogue like the following where you need to click Run. This process may repeat two or more times, depending on whether your system has all the necessary ActiveX controls required to display the Heathfield Intranet correctly. Make sure the publisher is listed as Microsoft Corporation. Once installed, you should not be asked to run them again.



4. The Heathfield Intranet

You should now see the Heathfield Intranet displayed as follows:

http://int	<u></u>							
Site Actions 🔹 😰 📴 Browse Page Martin Taylor 🗸								
Heathfield School > Home Heathfield School Intranet								
Home Art Bursary Bus/Acc Catering Cla/Lat Cookery Drama EFL English Geog His/Pol HoA ICT Search this site								
Libraries Shared Documents	Heathfield School Intranet							
Lists Announcements	Announcements							
Sites Art Bursary	🔲 🌒 Title Welco	Description Welcome to the r Microsoft SharePo server with SQL S	new Heathfield School I u bint 2010 running on a ne Server 2008 R2. We hope	ntranet based on w 64-bit Windows 2008 R2 you like it!				
Bus/Acc Catering Classics	Warning There is an intermittent bug when opening Office documents (Word, Excel, PowerPoint). Instead of clicking directly, please right-click and select Save Target As and save it in your folder area. There is no problem with PDF files.				Links	URL		
Cookery Drama						Webmail		
EFL						Oliver Library System		
English						School Website		
Geography His/Pol	Shared Docum	ients				Heathfield Centre		
History of Art	🔲 Туре	Name	Modified	Modified By		Google UK		
ICT		Examinations	12/11/2010 15:19	Administrator		BBC News		
Mathematics		Logos	12/11/2010 15:19	Administrator		Wikipedia		
MFL		Students	12/11/2010 15:19	Administrator		link		
PE Photo PSHE RS Science Spectrum Staff Surgery Systems	Add docume	ent	12/11/2010 15:19	Administrator				
All Site Content								

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