

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: ) 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:
<http://intranet.heathfieldschool.net>
4. Save this address as a favourite or bookmark

2. Authentication

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



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

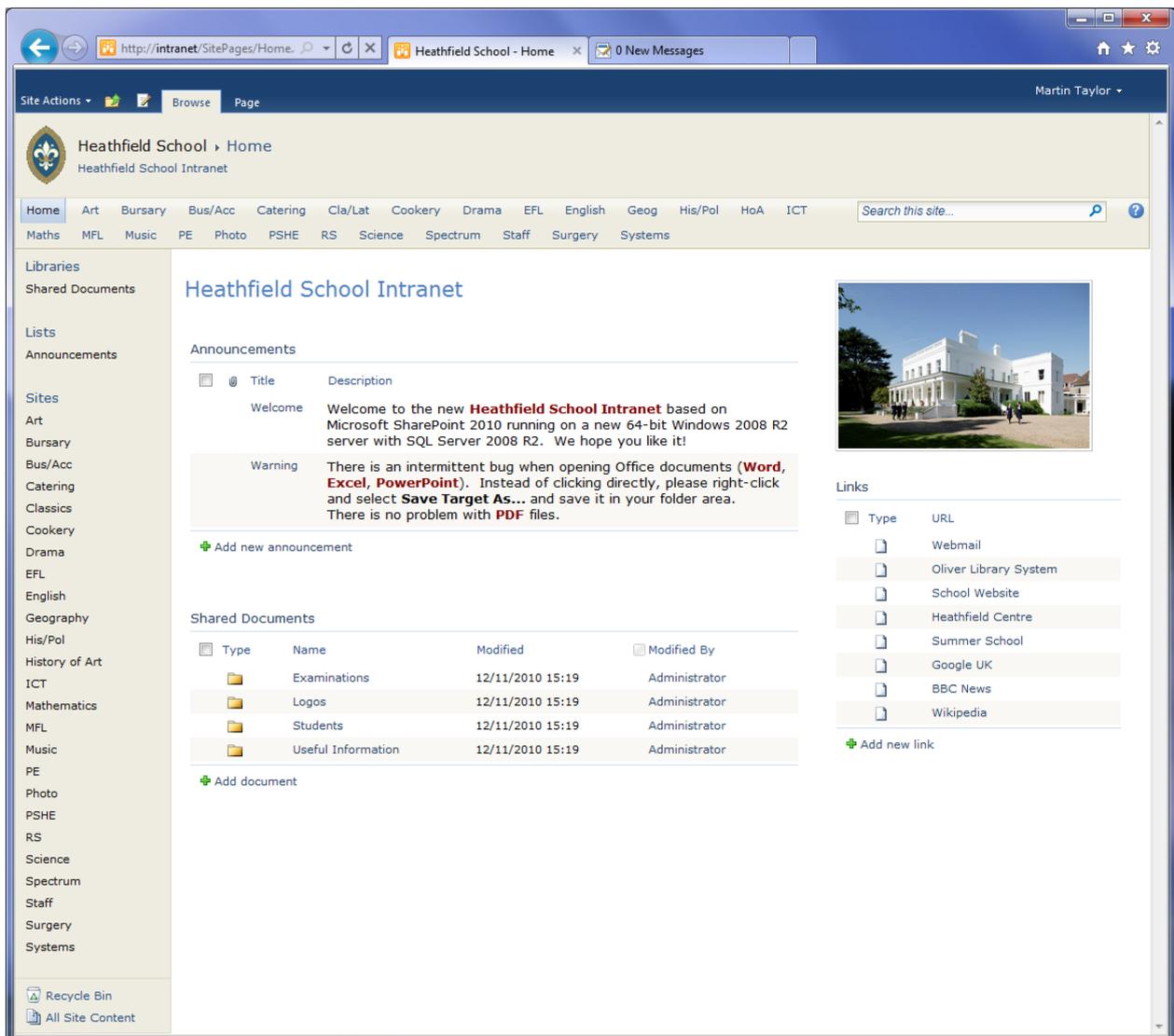
If a yellow bar appears at the top of the screen saying **The Website wants to run the following add-on...** then click on it and select **Run ActiveX Control**.

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:



Navigate in the usual way using the subject tabs along the top and quick launch bar on the left.