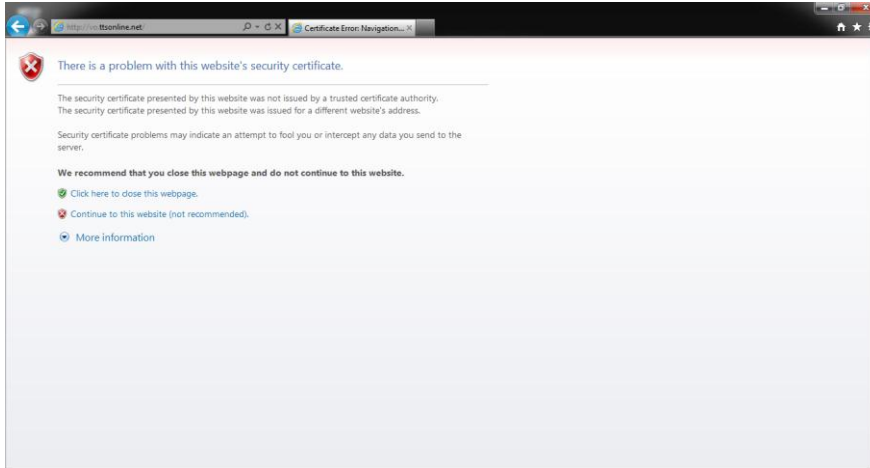


# Accessing User and Shared areas from home for Staff and Students

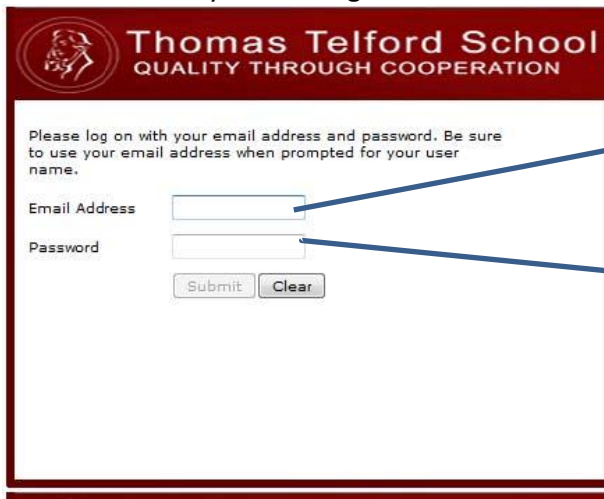
Access to data resources held within the school is now available from home via a secure Application portal. To access this facility enter the following address into your web browser:

**vo.ttsonline.net**



On initial connection to the Application portal you may be faced with a page prompting that there is a problem with the websites security certificate, select the link next to the red shield "Continue to this website" to continue.

1. When logging into the portal please enter your TTS email address into the username box along with your TTS network password. It is important to use your email address for your username for any further login boxes.

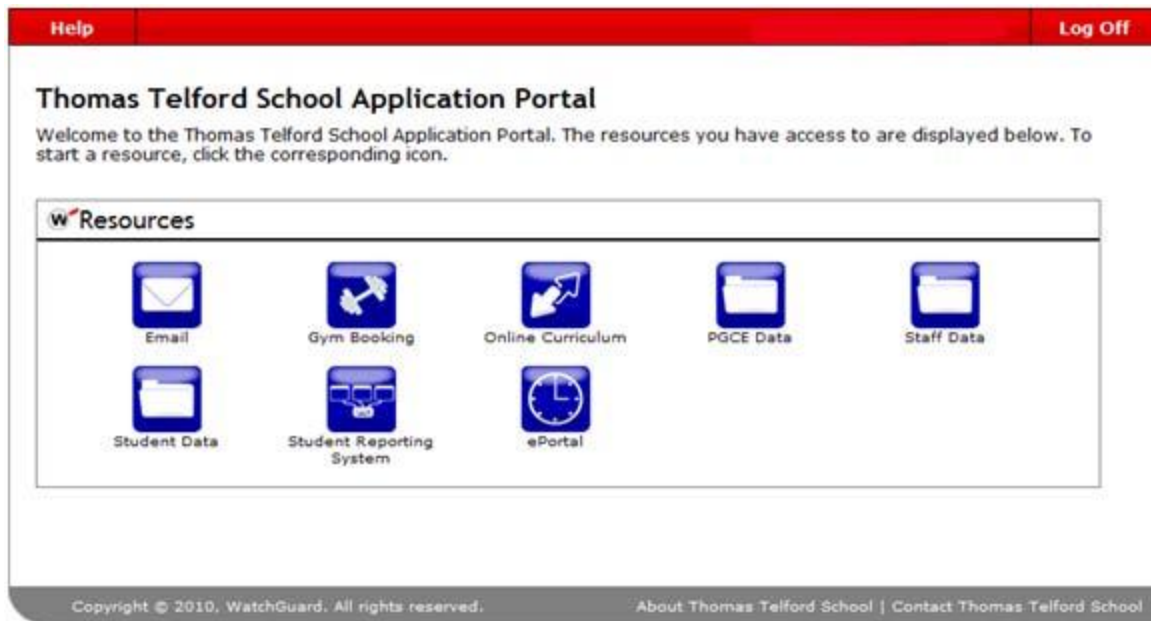


Enter your TTS email address.

Example: username@ttsonline.net

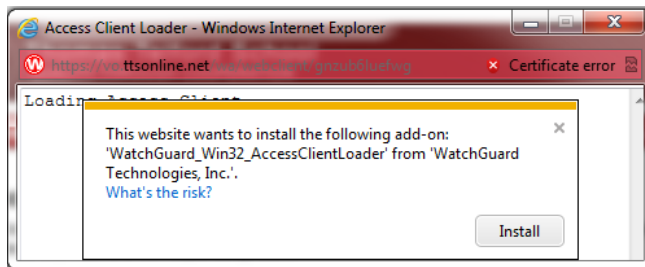
Enter your TTS network password.

2. Once you have successfully logged in you will then be presented with the Application Portal resource selection screen

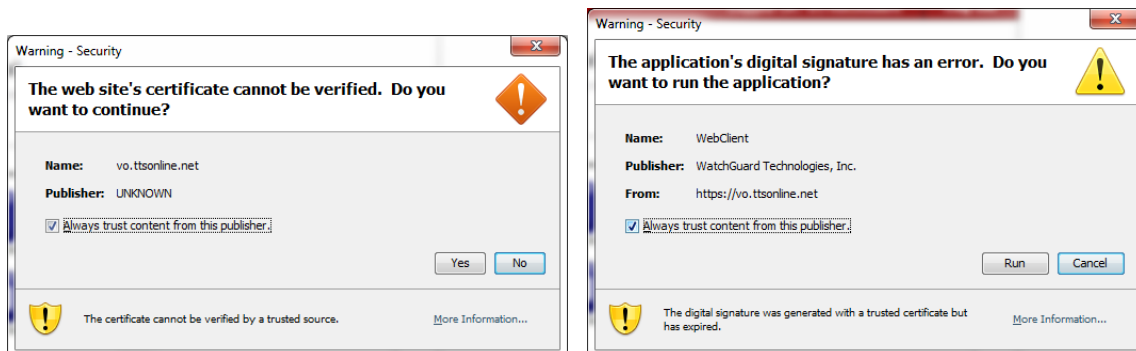


3. Select the resource you wish to access by clicking on the icon. To connect to your school user area and data click either Staff Data, or Student Data, depending on whichever is relevant

4. The first time this resource is used, a required access client needs to be installed on your computer. Accept the request by clicking Install, to install the client on to your computer.



5. Once the client is installed, accept any certificate warnings by pressing yes and run to proceed. Tick the box "Always trust content from this publisher" to prevent future messages.

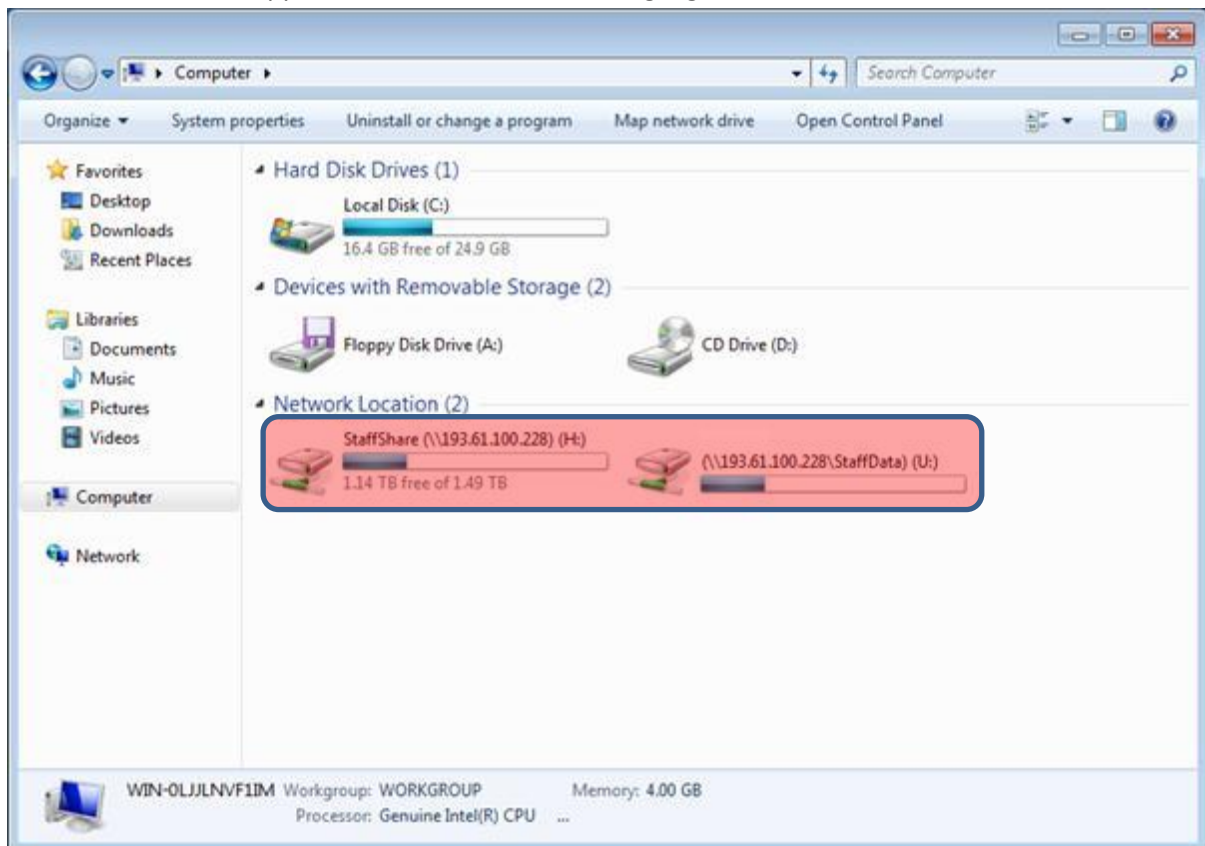


6. Authentication to the data source is then required before the drive mapping process can be completed. Again enter your TTS email address and password into the required boxes.



Selecting “Remember my credentials” will prevent this box appearing again. It is recommended you only do this at home or on your own computer.

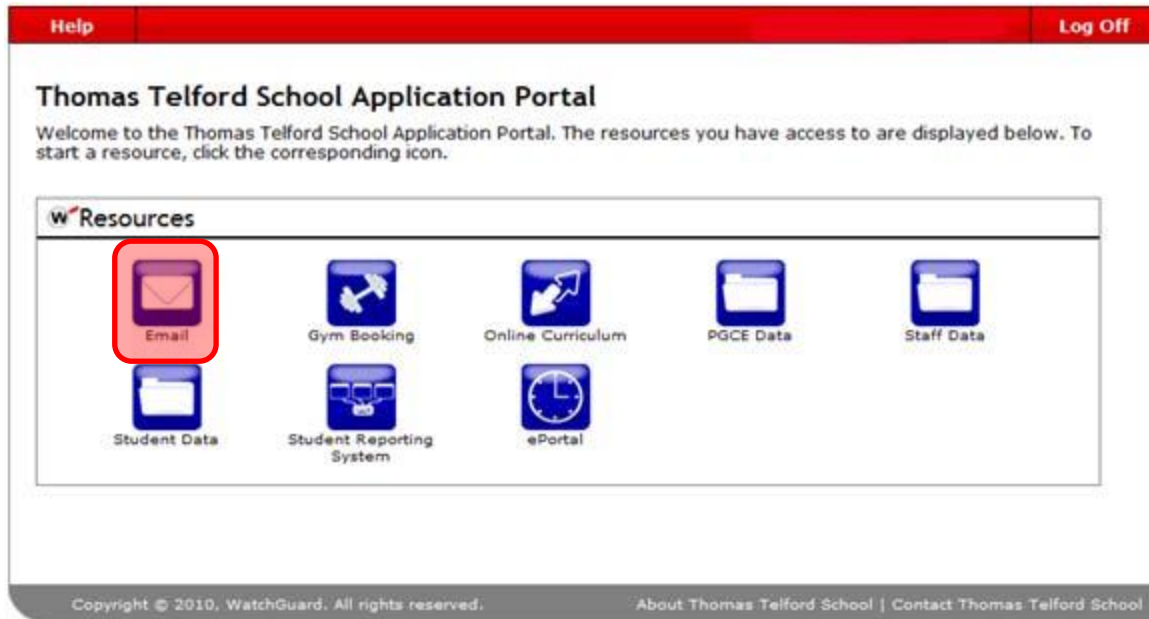
7. Once this process is complete, navigate to the My Computer view where you will see the required drives have been mapped to your computer, allowing you to open and save files directly. School user area drives will be mapped with the U: drive letter, highlighted in red below



# Accessing Email from home.

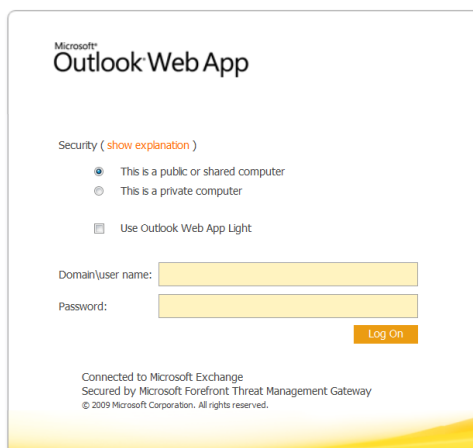
Access to the school email system is available via the webmail version of Outlook. To access this there are two methods:

1. **TTS Application Portal** - If you have already logged into the TTS Application Portal you can get to the Email system logon page by clicking the email link (highlighted in red below). A new tab will open requiring you to enter your username and password to login to the Outlook WebApp. Simply enter your school username and password to view your email account.



2. **Direct to the email system** – If you only need to access the email system you can go directly to the logon page by typing the following address directly into your browser:

**[webmail.ttsonline.net](http://webmail.ttsonline.net)**

The image shows a screenshot of the Microsoft Outlook Web App logon screen. The title is 'Microsoft Outlook Web App'. Below the title, there is a 'Security' section with a link '(show explanation)'. There are three radio buttons: 'This is a public or shared computer' (selected), 'This is a private computer', and 'Use Outlook Web App Light' (unchecked). Below the security options, there are two input fields: 'Domain\user name:' and 'Password:'. A 'Log On' button is located to the right of the password field. At the bottom, there is a small text block: 'Connected to Microsoft Exchange Secured by Microsoft Forefront Threat Management Gateway © 2009 Microsoft Corporation. All rights reserved.'

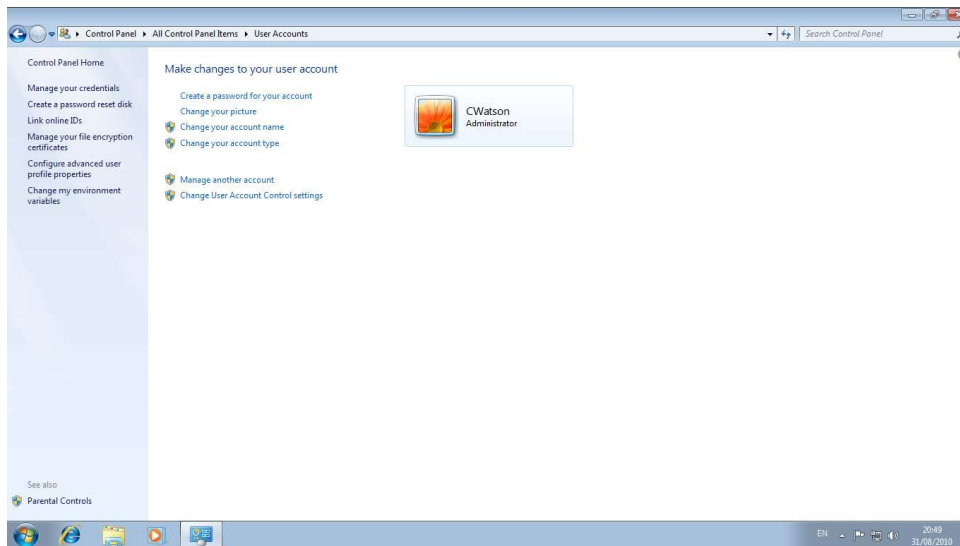
Once you are at the Outlook WebApp logon screen, simply enter your school username and password to view your school email account.

When logged in you are able to read, send, reply and forward email just the same as you are when logged in at school.

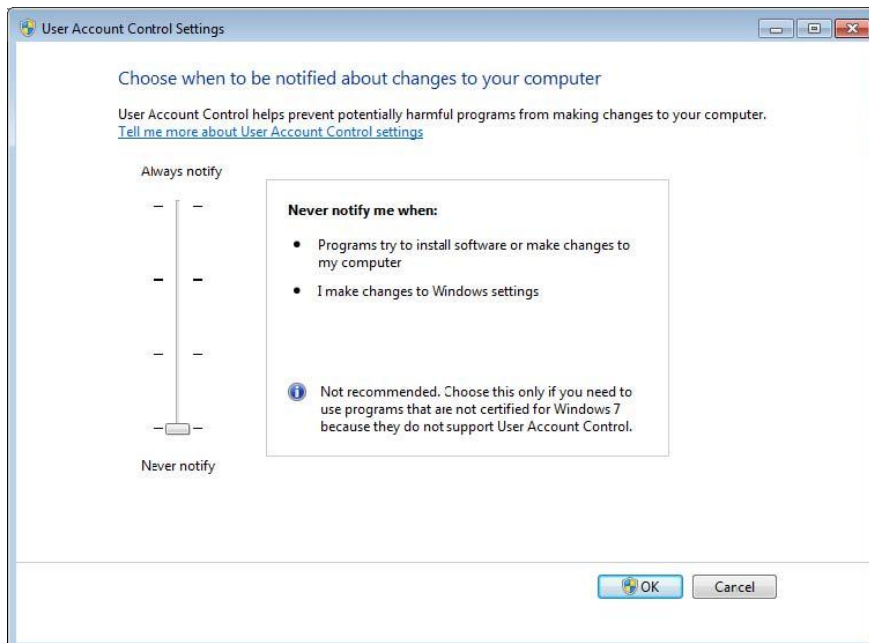
# Guidance to Windows Vista and Windows 7 users.

For the drive mapping procedure to run correctly it is necessary to turn off User Account Control (UAC) from within the windows control panel. This can be done by doing the following.

1. Navigate to Control Panel from the Start Menu and select User Accounts. Click Change User Account Control Settings as highlighted below. In Windows Vista select the option to “Turn User Account Control on or off” and untick the box if selected. Restart the machine to complete the change.



2. Move the slide bar down to Never notify, press OK and restart your computer to complete the changes



## **Windows Service Packs**

To use the Access Client to access the schools data resources such as your user area it is advisable that you are running the latest windows Service Pack for the client to run correctly. The latest windows Service Packs are available at the following page:

<http://windows.microsoft.com/en-us/windows/downloads/service-packs>

## **Anti-Virus Software Blocking the access client from loading**

In some circumstances your antivirus software may prevent the access client from loading and working correctly. In this instance check your anti-virus software to make sure the AccessClientLoader executable (from WatchGuard Technologies) is not being blocked. If necessary, authorize the executable or add it to an exceptions list, depending on your type of anti-virus software.