

St Edmunds Catholic School RM Easylink

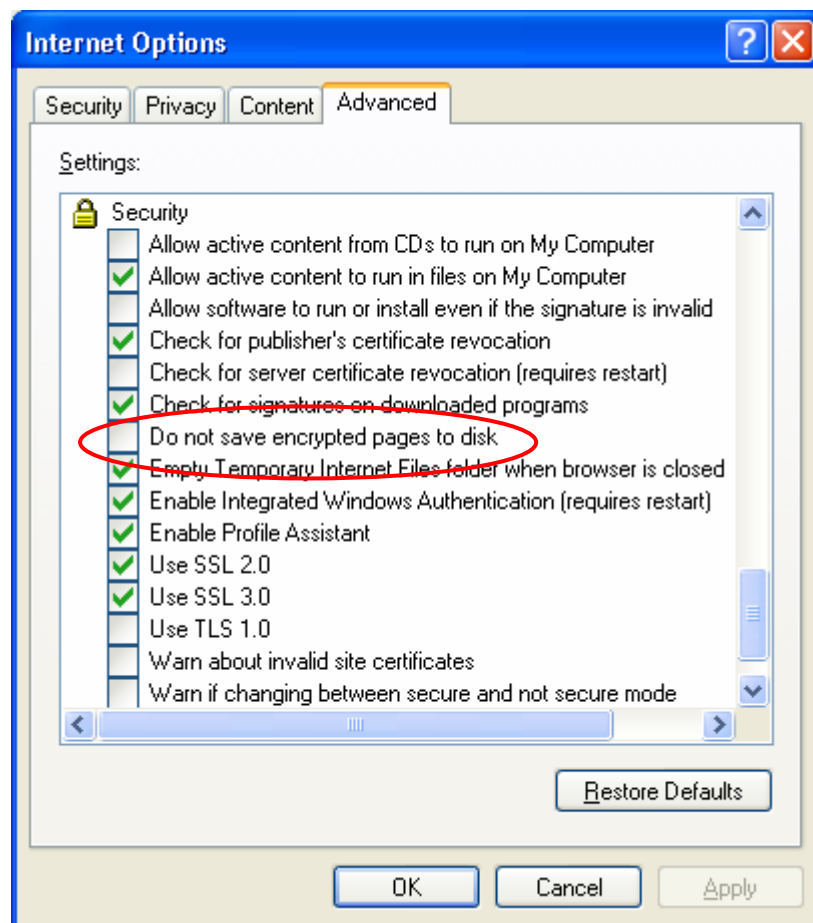
Accessing your work area from home

To access your school work area from home first open up Internet Explorer, then enter the following web address:

www.stedmunds.org

Once the web site has loaded click the tab called “Students” and then click the link near the bottom of the page called “Easylink Access”. A new window will open requesting your username and password enter these details as you would at school, for example: 8888 and password.

Once successfully logged in, at the top of the window click Tools, and then Internet Options. A box will appear as shown in Fig 1.1. Click the Advanced tab and scroll down to Security.



Tick the box that says “Do not save encrypted pages to disk” then click OK.

Click the Download Certificate link at the bottom-left of the Easylink page, and save it to your Desktop when prompted.

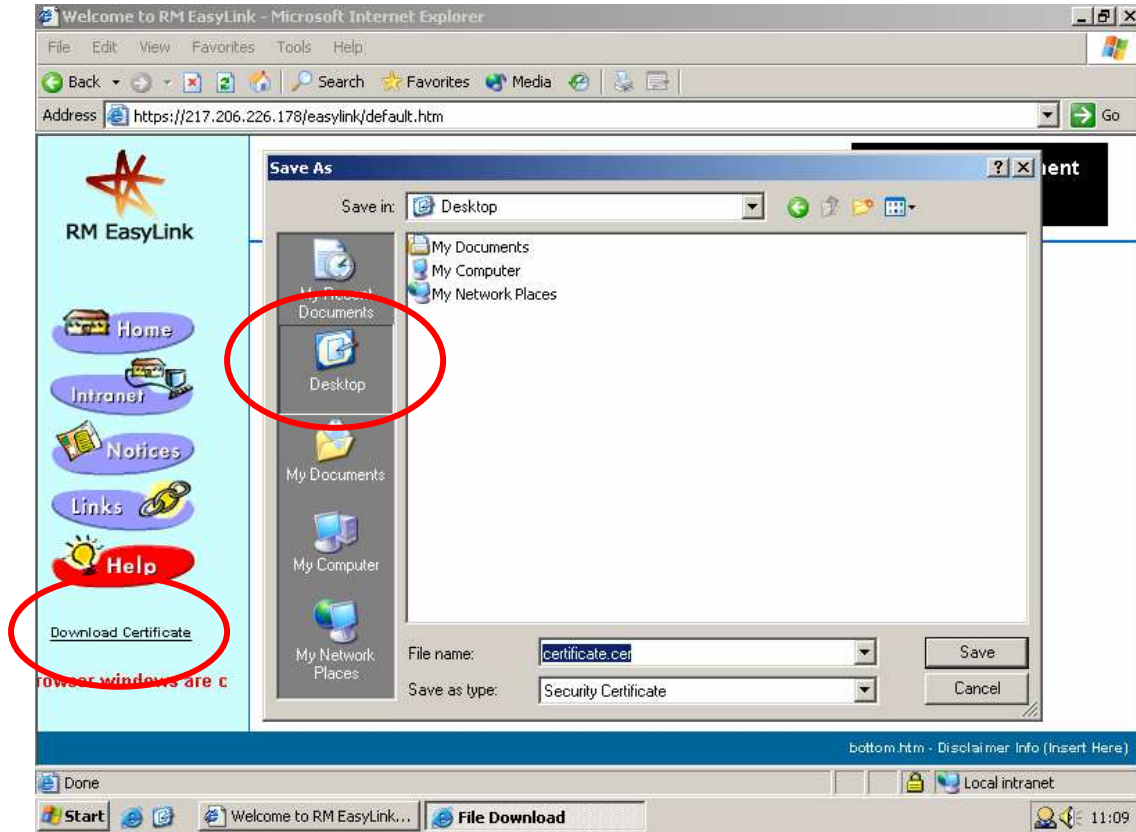


Fig 1.1

If a window entitled “Download Complete” appears click the close button.

Right-click the file “certificate.cer” on your desktop and click Install Certificate.

Click the Next button on the following screens, and then Finish on the last one.

If you receive a message entitled “Root Certificate Store” with Yes and No buttons, click Yes.

You will then be told that the import was successful, click OK.

You can now delete the “certificate.cer” file from your desktop.

To view your files from your work area at school, in the RM Easylink Window click “Select this icon to view your Home Directory” as shown below in Fig 1.2.

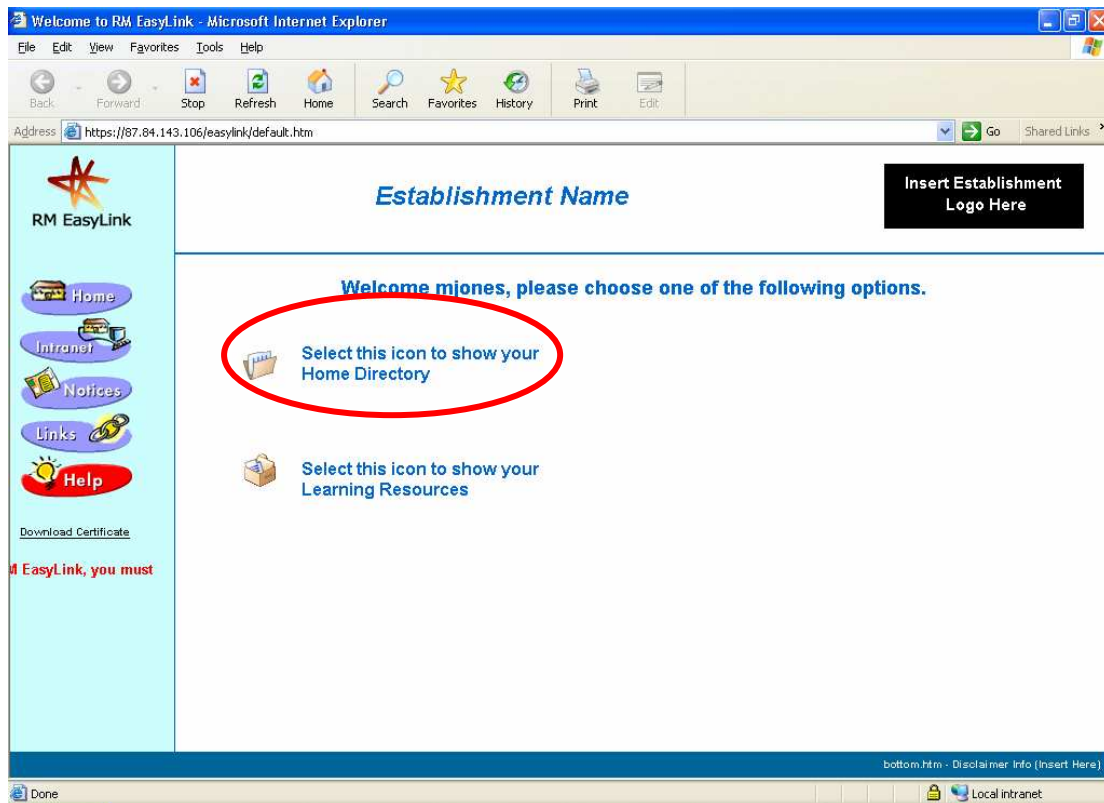


Fig 1.2

A new window will open with your “My Documents” folder as it would appear in school. All Documents contained within your work area at school can be copied from the RM Easylink Home Directory to your Desktop at home.

If you wish for a shortcut icon to be placed on your desktop to allow for easier access at a later date, In the Internet Explorer window, with the RM easylink page loaded, click “file”, then “send” and then select “Shortcut to desktop”. This will place a shortcut on your desktop called “Welcome to RM EasyLink”. Please see Fig 1.3.

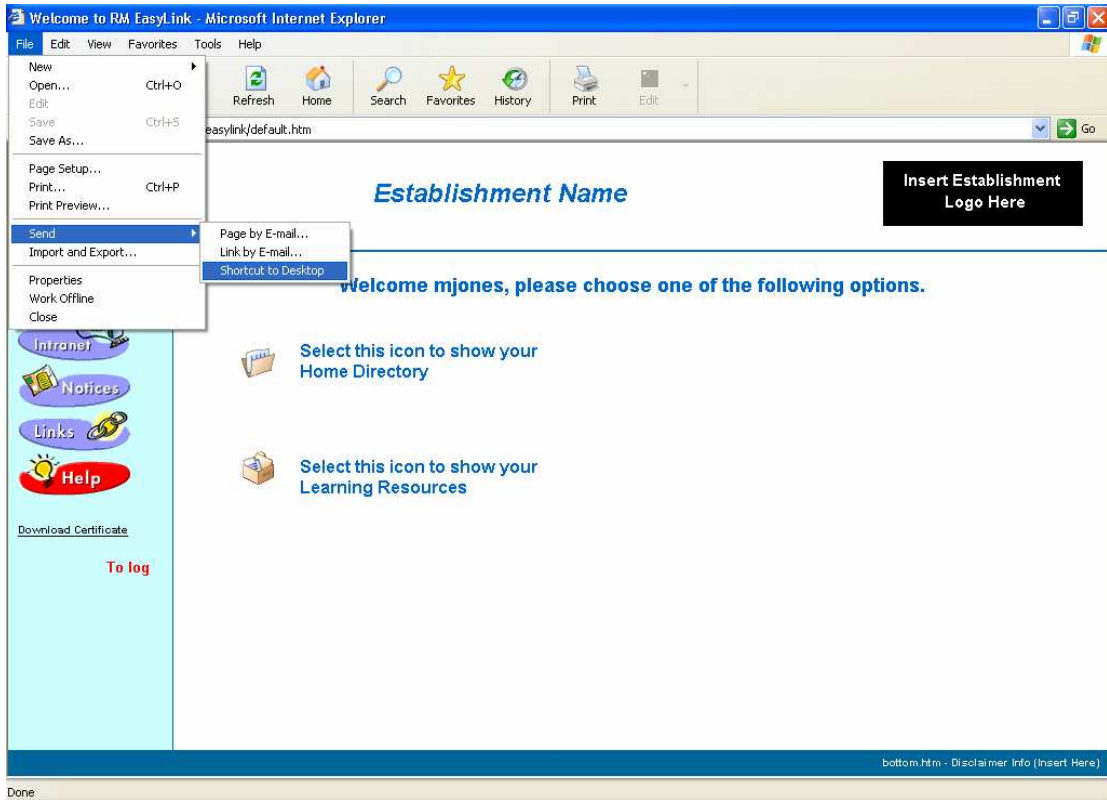


Fig 1.3