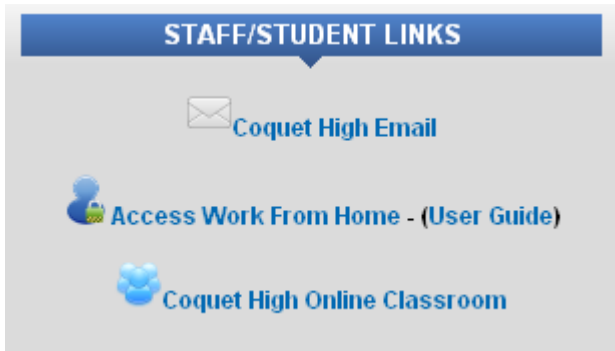


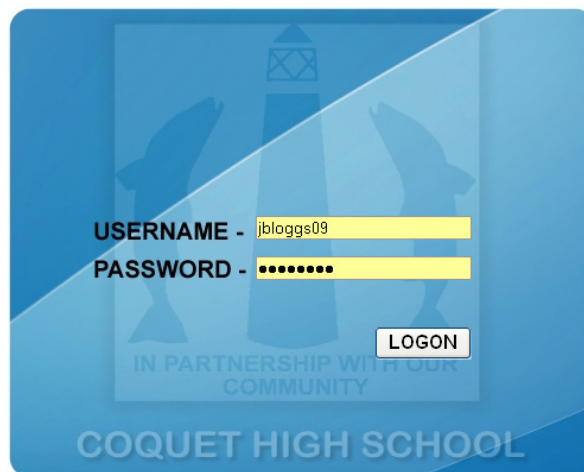
WORK FROM HOME USER GUIDE



To use the Access Work From Home web client you must click on the 'Access Work From Home' link on the Staff/Student Links Dropdown on the top of the page.

To logon to the web client you can use your network username/password (e.g. jbloggs09). When you logon you will be presented with network drives.

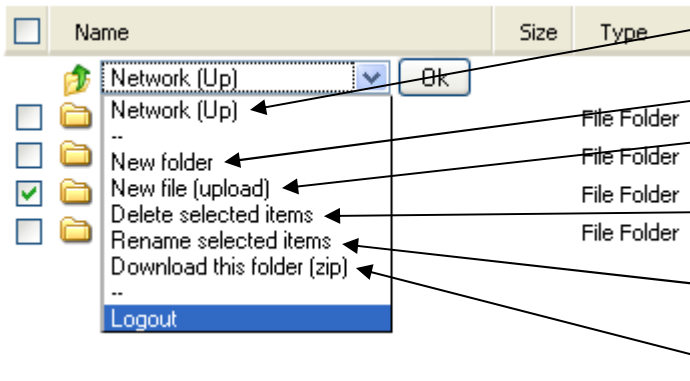
Access Work From Home



| <input type="checkbox"/> | Name | Comments |
|--------------------------|-------------|-------------------------------------------------------------------|
| <input type="checkbox"/> | itadmin | Only IT Staff Have Access |
| <input type="checkbox"/> | netlogon | Only Office Staff Have Access |
| <input type="checkbox"/> | officeshare | (Staff Drive) Only Staff Have Access |
| <input type="checkbox"/> | staffshare | (Subjects) Everyone Has Access |
| <input type="checkbox"/> | subjects | (Username) This is your own personal My Documents on the Network. |
| <input type="checkbox"/> | tuser09 | Home Directories |

To open documents just double click the document you want and you can then download it to your computer. There is also a dropdown menu for creating folders, uploading files and downloading whole folders.

WORK FROM HOME USER GUIDE



The screenshot shows a file management interface with a table of actions. The table has columns for Name, Size, and Type. The actions listed are: Network (Up), Network (Up), --, New folder, New file (upload), Delete selected items, Rename selected items, Download this folder (zip), --, and Logout. Callouts point to these actions with the following descriptions:

| Name | Size | Type | Description |
|----------------------------|------|-------------|----------------------------------------------------------------------------------|
| Network (Up) | | | Network (Up) - This will take you back to the previous folder. |
| Network (Up) | | File Folder | New folder - This will create a new folder |
| -- | | File Folder | New file (upload) - This will allow you to upload a document from your computer. |
| New folder | | File Folder | Delete - This deletes the selected folder/document. |
| New file (upload) | | File Folder | Rename - This allows you to rename the selected folder/document. |
| Delete selected items | | File Folder | Download this folder (zip) - This allows you |
| Rename selected items | | | |
| Download this folder (zip) | | | |
| -- | | | |
| Logout | | | |

download the whole folder.

If you have any problems please see Kris in the ICT Technicians Office.