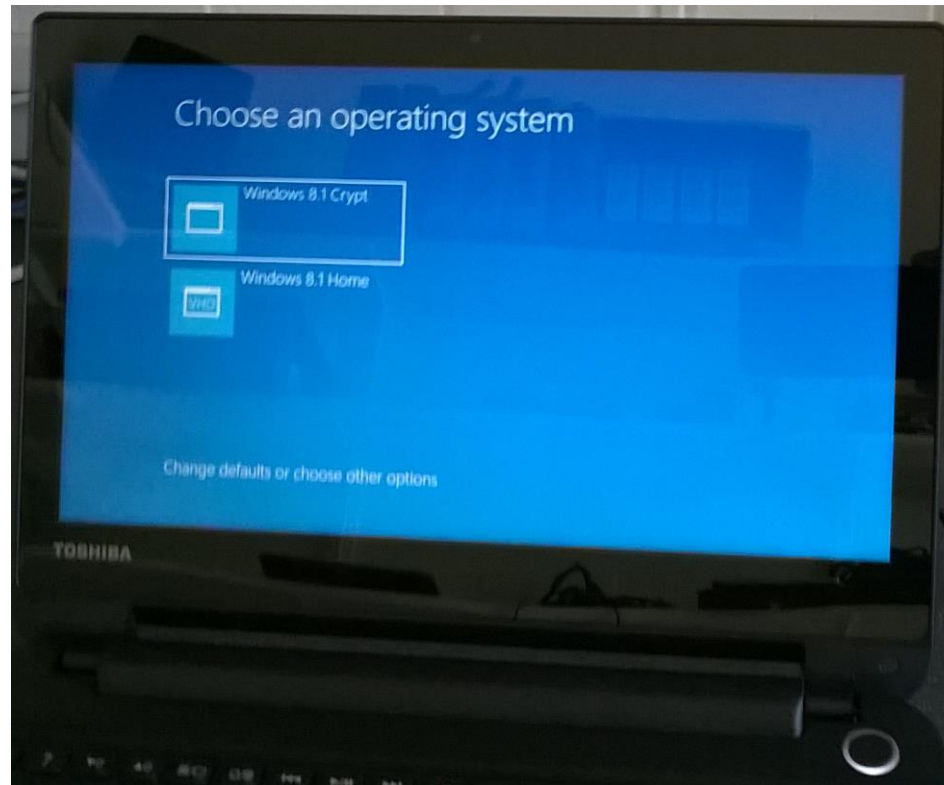# Students' Laptop Presentation

**Things to cover.**

**1) How to use the laptop at home.**
**2) How to use the laptop at school**
**3) How to stay safe with your laptop**
**4) Common problems with using the laptop at school**
**5) Troubleshooting at home**

1) **How to use the laptop at home.**

**2 Modes – Home and Crypt**

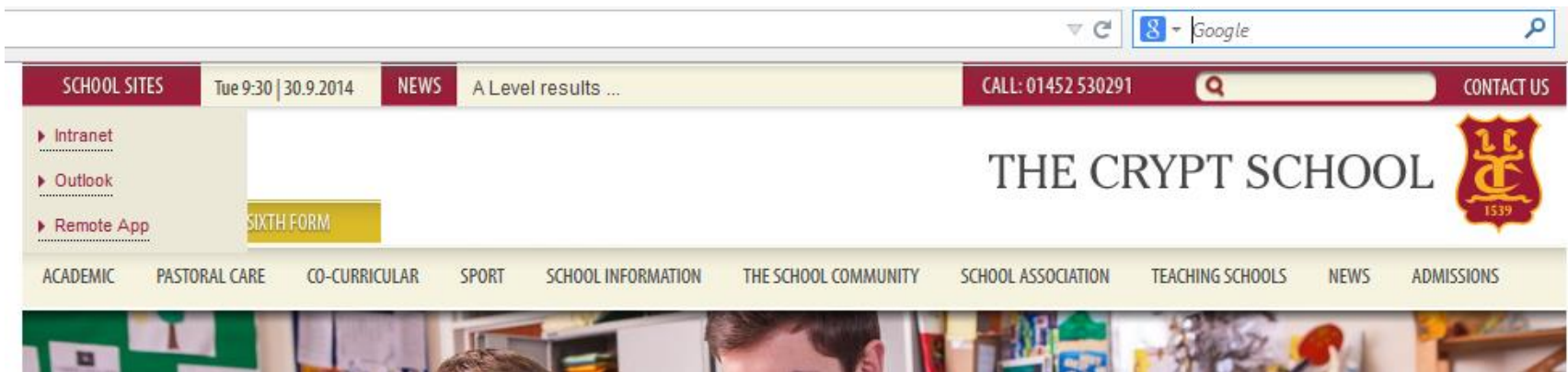1) **How to use the laptop at home.**

- **If you are at home – use the home side.**
- **You only have access to C & D drives at home.**
- **If you use the Crypt side at home you will not have access to your Student H Drive or the Student Shared.**
- **This is only accessible through remote access.**

1) **How to use the laptop at home.**

- **If you are working on school work and using the D: Drive then make sure you back-it up and transfer it to the school's H: Drive as soon as possible.**
- **Remember which Drive your work is being saved to – to avoid problems later.**

**1) How to use the laptop at home.**

- **If you want to access the H: Drive from home**



- **Go to www.cryptschool.org and from the top left hand corner – select Remote App**

# 1) How to use the laptop at home.

- **Log in with username and password**

1) **How to use the laptop at home.**

- **Choose from a number of options**
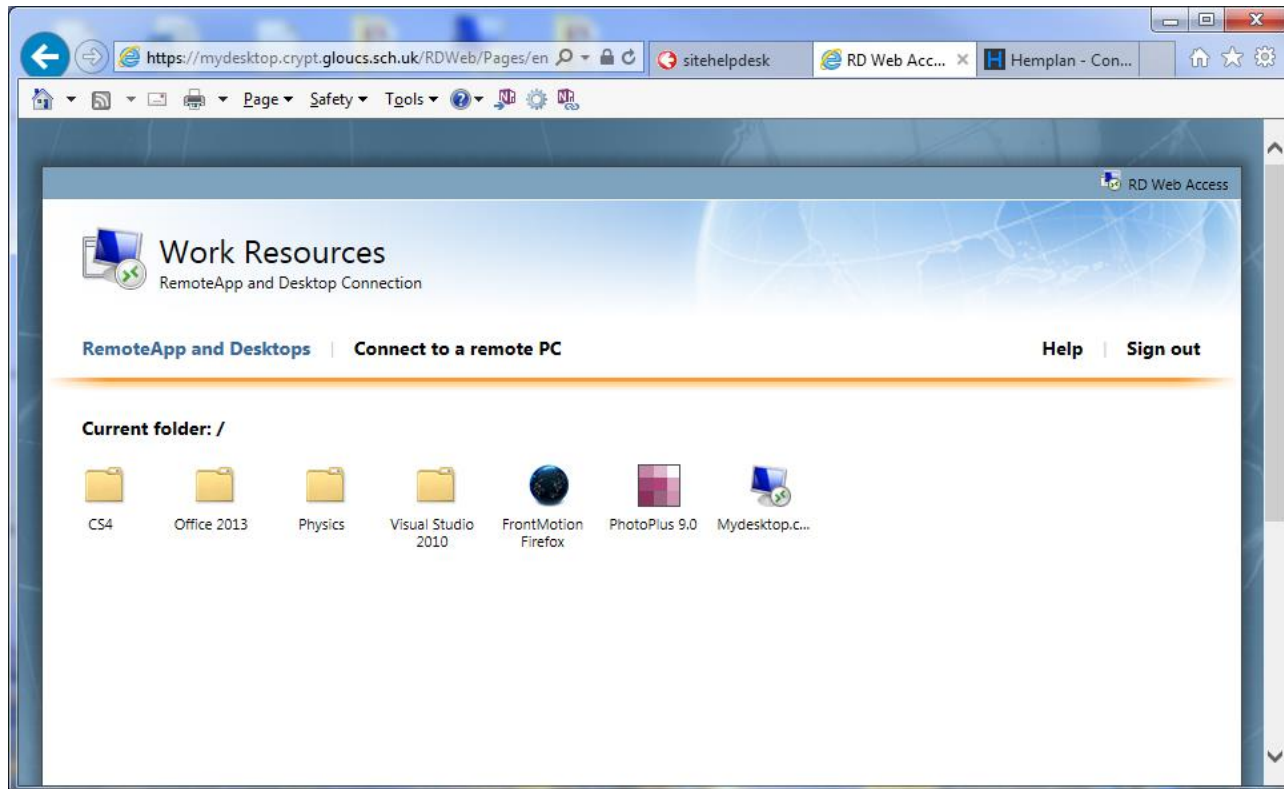
1) **How to use the laptop at home.**

- **This option connects you remotely to the Crypt Desktop.**



Mydesktop.c...

- **It will download an app on your machine which when you run will ask for your Username and password and remotely connect you to a Crypt Desktop.**

# Things to cover.

1) How to use the laptop at home.

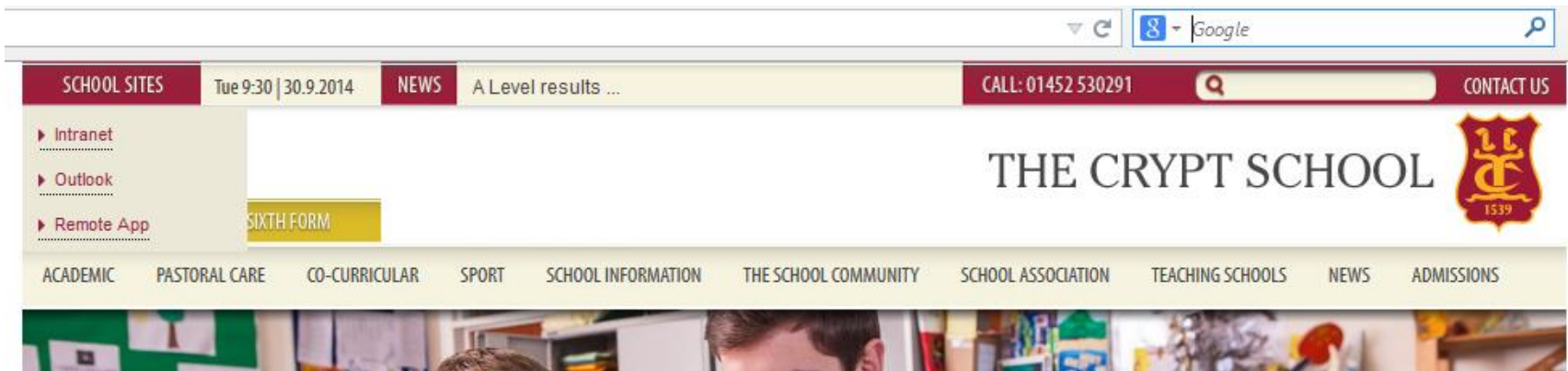- You will now have access to the H: Drive as well as your local D: Drive

- Remember which Drive you save your files on.

- You will also have access to Outlook as if you were at school.

**1) How to use the laptop at home.**
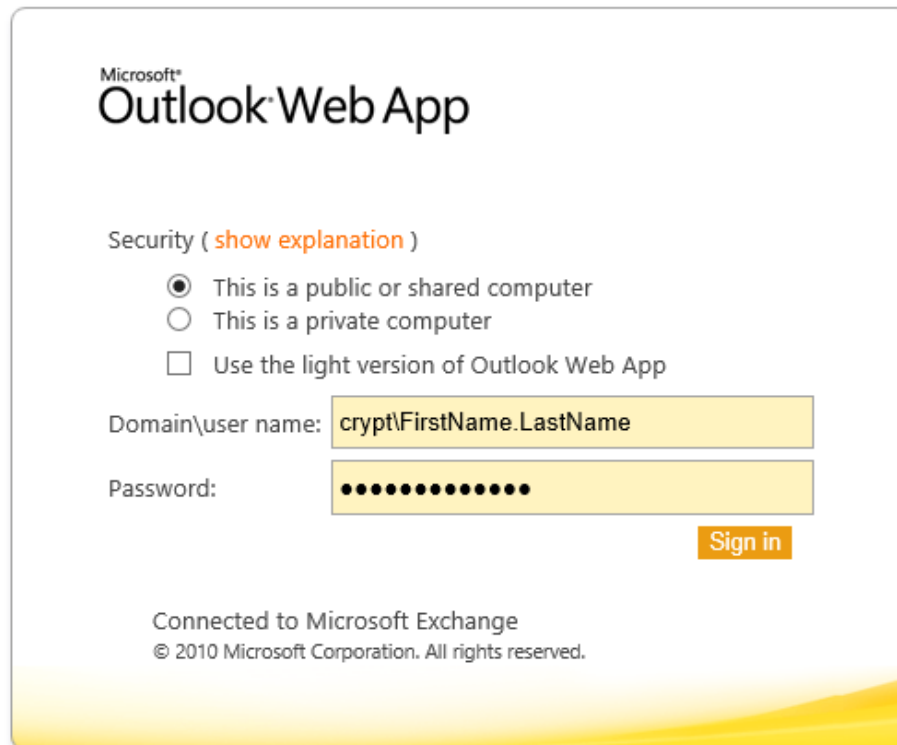
- **To access outlook without using the Remote Desktop**



**Remote App**

# 1) How to use the laptop at home.

- Enter in your username and password

**2) How to use the laptop at school.**

- **Log in using the Crypt Account**
- **You should have access to the H: Drive and your Local D: Drive.**
- **Can copy files from one Drive to another. Use the H: Drive as your main drive for work as it is backed up regularly.**

**2) How to use the laptop at school.**

- **Printer.  Use the guide to connect to a printer at the school if you have not already done so.**
- **Try and fully charge your laptop before bringing it into school.**

**3) How to stay safe using your laptop.**

- **When you have the cases – keep them in them all times to protect them**
- **Always try and close down your machine correctly through the shut down option on Windows**
- **Keep your laptops in your lockers at break and lunch unless you are using them.**
- **Do not use them as goal posts.**

**3) How to stay safe using your laptop.**

- **Do not sign up to anything on the internet unless you have shown an adult first.**
- **Parents – Use the Network Level filters. See hand-out for info on how to set that up.**
- **When using the browser – disable popups – unless the site requires it for purposes you are aware of.**
- **Do not click on any pop-up ads or competitions**
- **Ensure your firewall is on at all times and that your virus-checker is uptodate**

**3) How to stay safe using your laptop.**

- **When using emails – do not open any attachments from mails you do not know the sender.**
- **Report anything suspicious, email or internet to an adult.**
- **Do not leave your laptop unattended.**

**4) Common Problems when using the laptop at school.**

- **Students not understanding where they are saving their files when working at home. Need to understand the difference between the drives and how they are accessed.**
- **Students not understanding where files are going to when downloaded**
- **Students forgetting their passwords.**
- **Cannot connect to the Crypt Site**
  - **Wireless connection down**
  - **Click on wireless symbol to reconnect**
  - **Make sure wireless is actually on.**

**4) Common Problems when using the laptop at school.**

- **Students unable to connect to printers**
  - **Drivers need updating**
- **Can't access internet.**
  - **Not connected to the wireless**
- **Restart the machine**
- **Other problems – contact the Technicians..**

**4) Trouble Shooting at home**

- **Can't remotely connect to Crypt**
  - **Check your own internet connection**
  - **Check that you have a good wireless signal on the icon in bottom right corner.**
  - **Reset your Router.**
  - **Problem might be Crypt side.**
- **Other problems – contact the Technicians. If you can take a screenshot of any error message that occurs it relevant. (Use PrtSc) button on the keyboard and paste it into an email or a word document to show the techs.**

**5) Any other issues**

- **ParentPay?**
    - **Need to activate your accounts**
    - **System will be used for correspondence as well as parents being able to pay for trips etc.**
    - **If you need a copy of their activation letter resent then email the school and one will be sent**

# Where to Go?

# Any Questions?