

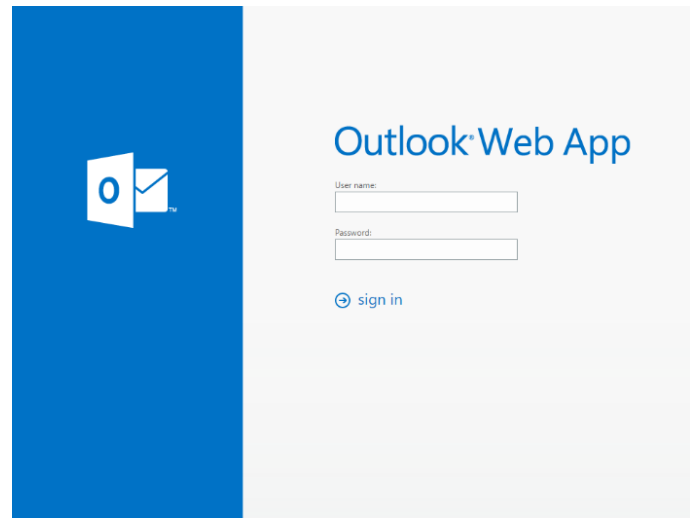


Remote Access to School IT Services

The Leys' IT Department provides global access to the School's webmail system and a virtual desktop service. This document describes how to connect to these services. You will need a working Internet connection before attempting to access these services.

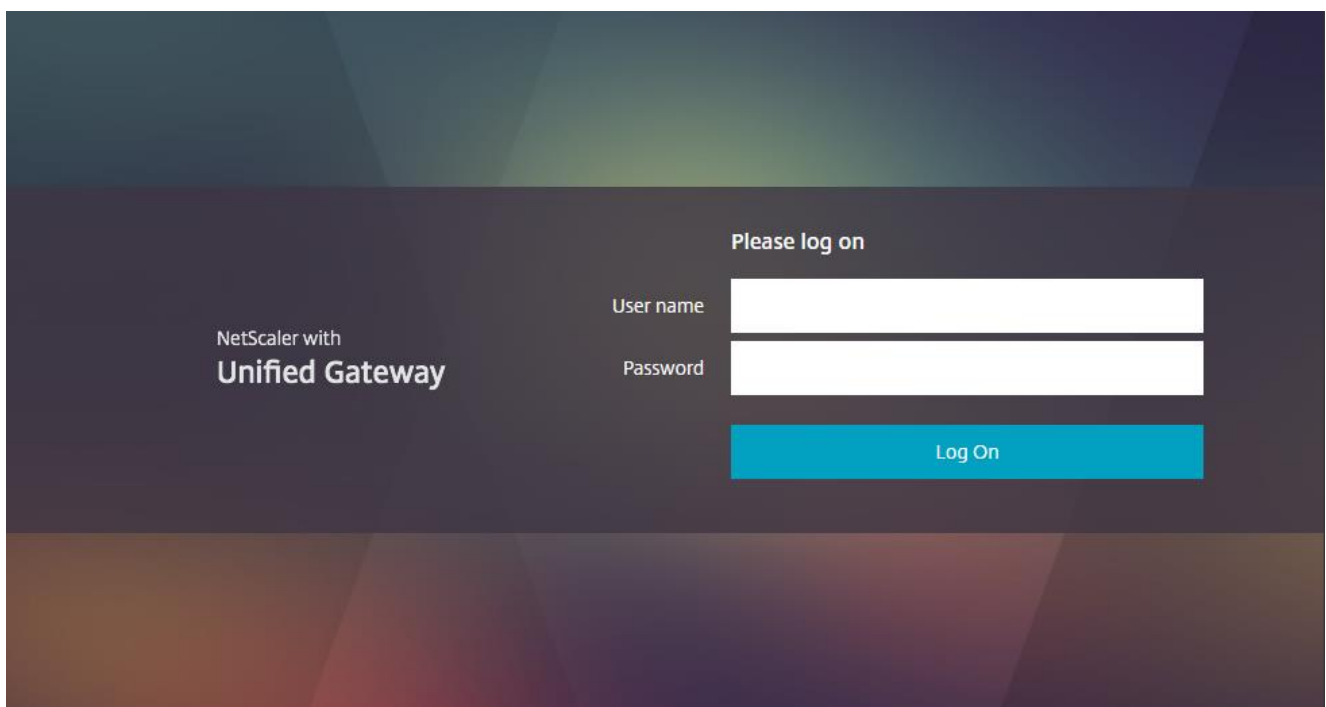
Email

- 1) Open your web browser
- 2) Navigate to: <https://webmail.theleys.net>
- 3) At the login screen:
 - a. Enter your school username into the 'User name' field
 - b. Enter your school password into the 'password' field.
- 4) Click Sign in
- 5) You will now be presented with your email in a similar format to the image to the right.



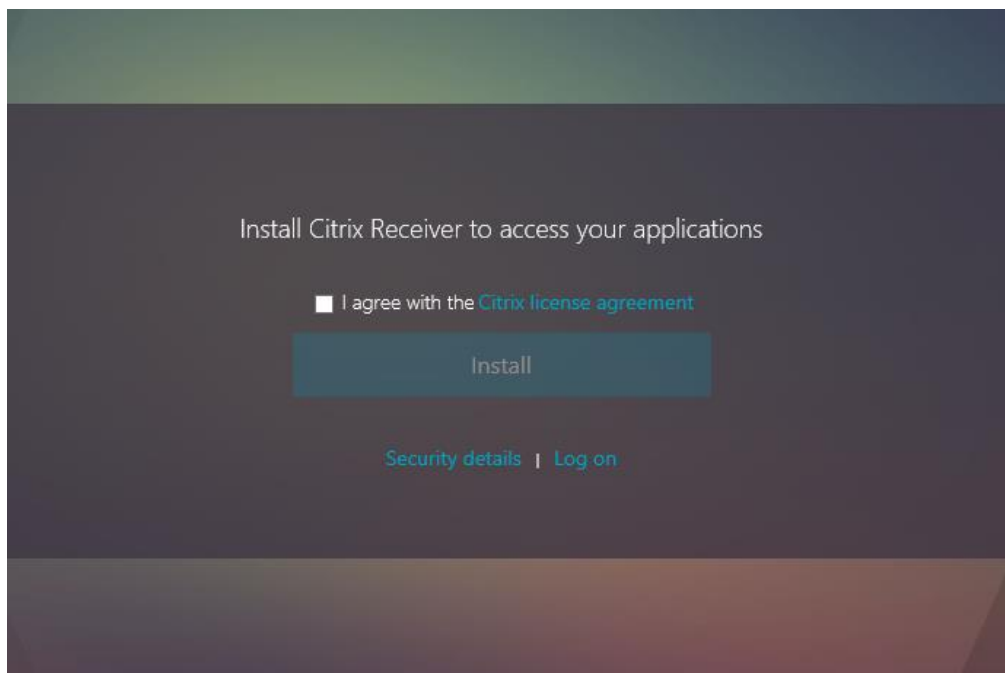
Virtual Desktop (VDI)

- 1) Open your web browser
 - 2) Go to <https://remote.theleys.net>
- You will see this screen:





- 2) Log in with your school username and password.
- 3) You will receive a different experience depending on whether you have the Citrix Receiver client installed on your computer. The Citrix Receiver client provides a number of benefits including granting you access to your local computer's hard drive from the virtual desktop, and enhanced performance.
 - a. If you are using Windows or a Mac, **and you have the Citrix Receiver installed**, then your virtual desktop will start automatically.
 - b. If you are using Windows or a Mac, **and you don't have the Citrix Receiver installed**, then you will receive the prompt shown below. You can choose whether to install the Citrix Receiver or Log on without it. If you Log on without the Citrix Receiver your virtual desktop will immediately open within your browser. If you choose to install Citrix Receiver, you will need to agree the license agreement, install the program and then restart from step 1.



Note for users of smartphones and tablets:

If you wish to use this service from a mobile device (e.g. an iPad, iPhone or Android device) then you must install the Citrix Receiver before moving onto step 1. The Citrix Receiver app can be downloaded for free from the relevant App store.