

Remote Access Guide

1. To connect, first navigate to the Warneford website and download the folder called remote access.zip. Please download the file to your desktop for easy access and then unpack it.

Windows – Right Click > Extract All.

MacOS – Double click to Extract.

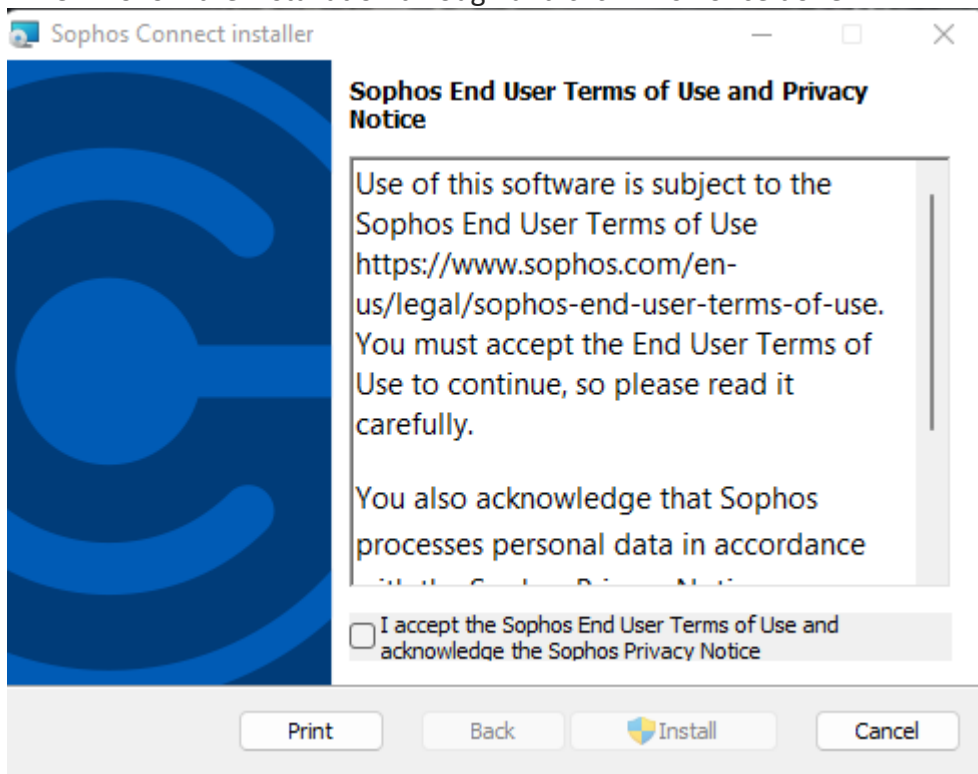
2. Open the extracted folder find the correct package for your device and run it.

Windows – SophosConnectWindows

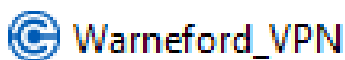
MacOS – Sophos Connect MacOS

For MacOS users please note you will also need to download the Microsoft Remote Desktop app from the App Store. <https://apps.apple.com/us/app/microsoft-remote-desktop/id1295203466?mt=12>

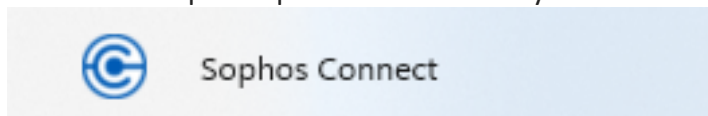
3. Follow the installation through and click finish once done.



4. Double click and run the Warneford_VPN profile from the extracted folder on your desktop.



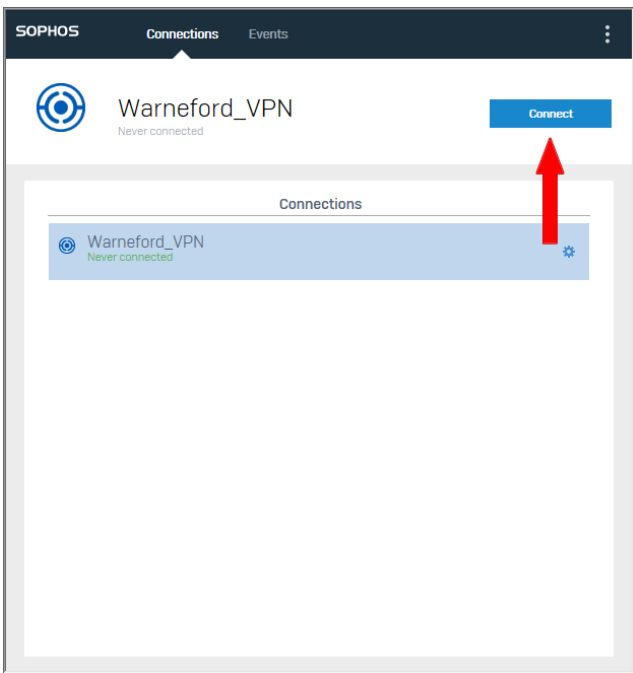
5. Now open Sophos Connect from your start menu.



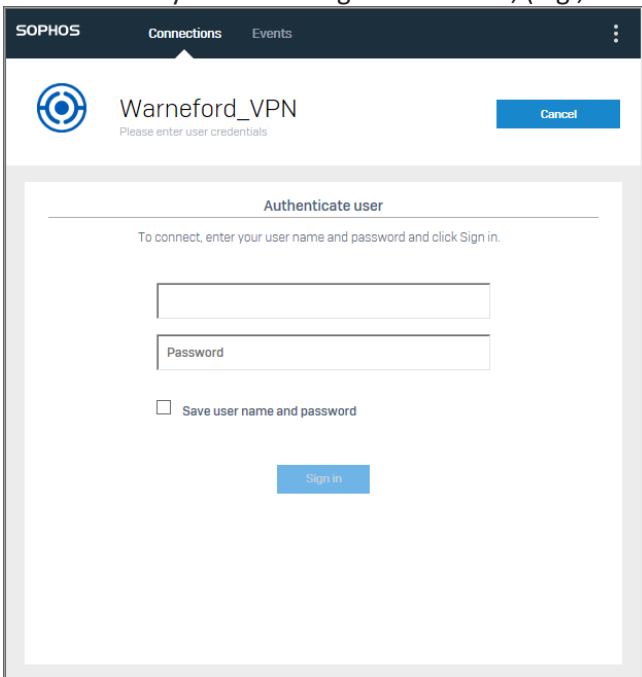
Once you have completed steps 1-5 on your device the first time you shouldn't need to re-run them every time please just follow steps 6 onwards.

6. It should open the following client > check the bottom right of your taskbar if you can't see it. Once open click connect.

If you don't see the Warneford profile repeat step 4.



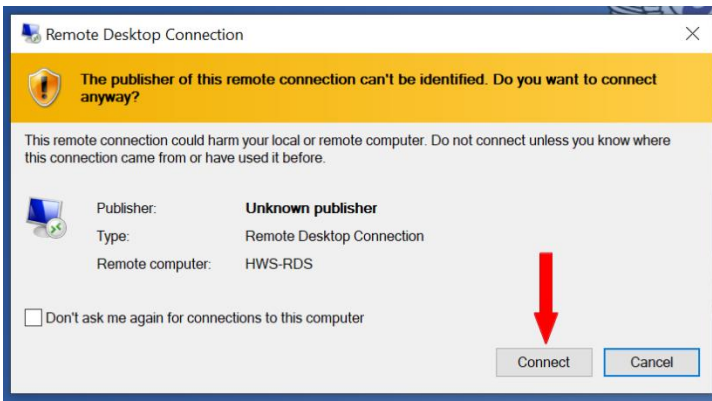
7. Enter your school login credentials, (e.g., username and password), the same as you would in school.



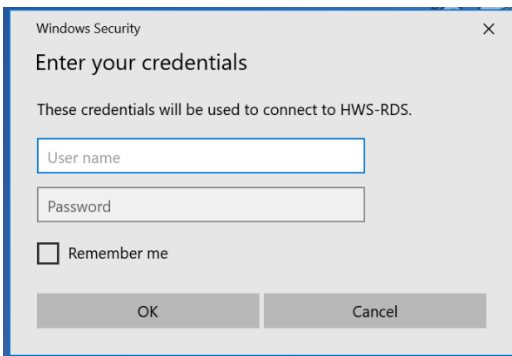
8. Copy the HWS RDS icon from the extracted folder to your desktop and double click to run.



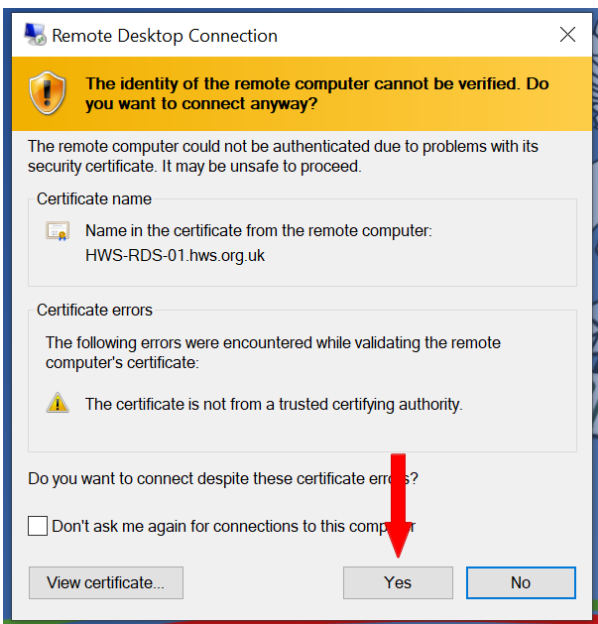
9. If this dialogue box pops up, click on 'Connect'.



10. Next, enter your school login credentials again, (e.g., username and password)



11. If this dialogue box pops up, click on 'Yes' (it may pop up twice in a row)



12. You should now be logged into the Remote Desktop (*please remember to log off when you are finished*).



13. Finally, click on **'Disconnect'** from the VPN client, to make sure you have fully logged out.

