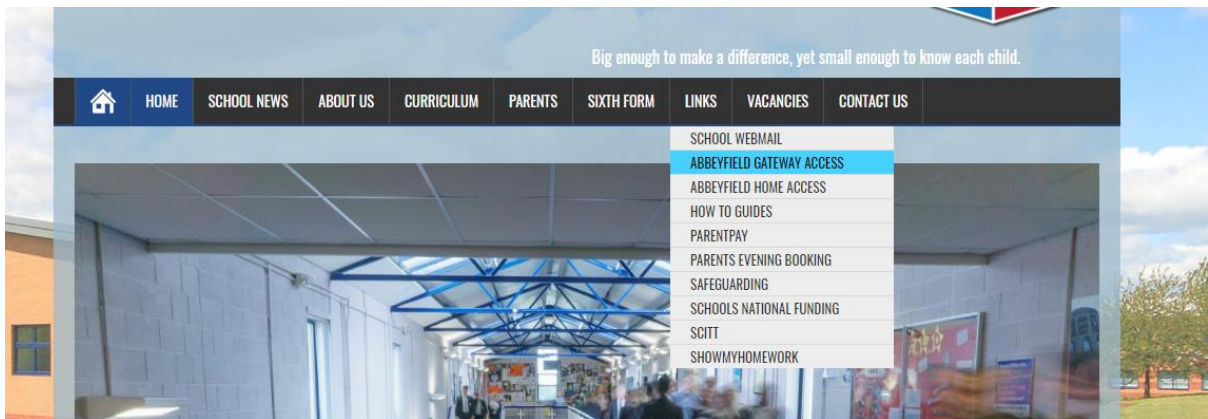


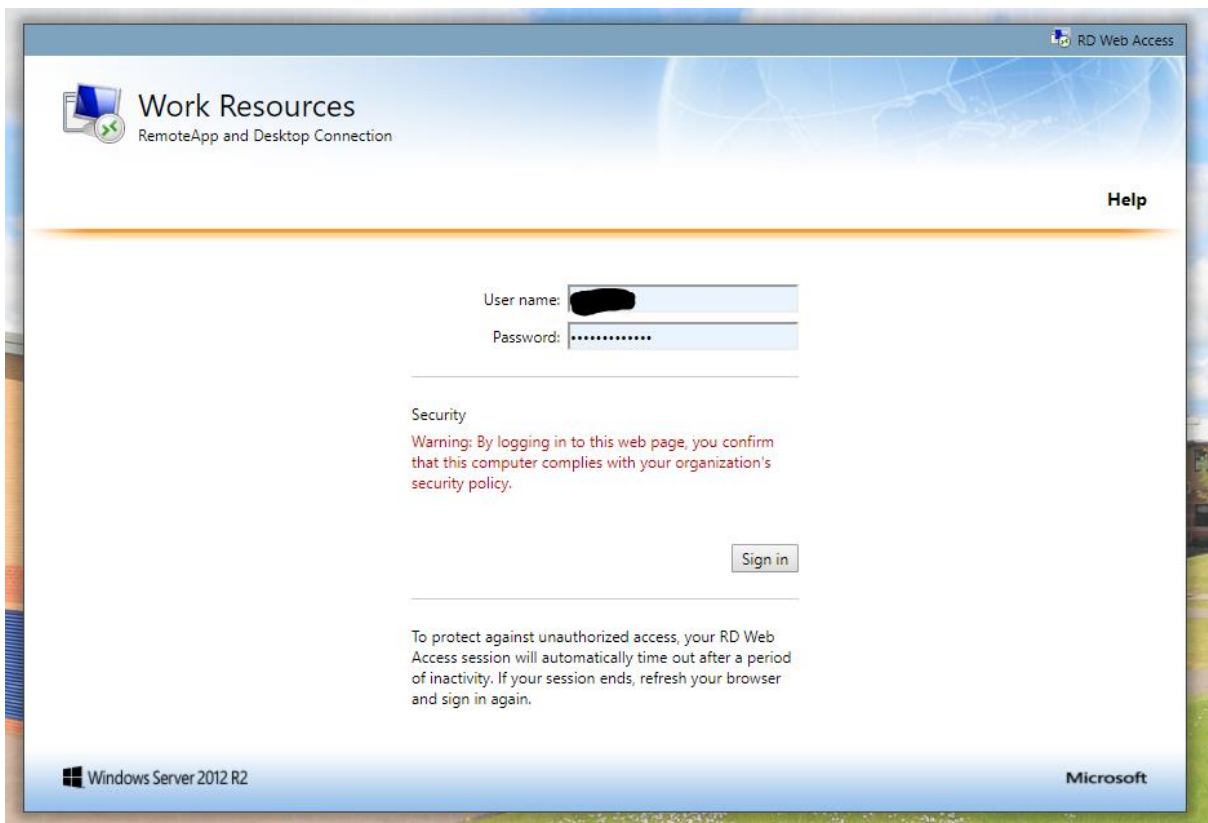


How to Guides – For Students and Staff

Step 1) Visit the school website, and navigate to **Links > Abbeyfield Gateway Access**

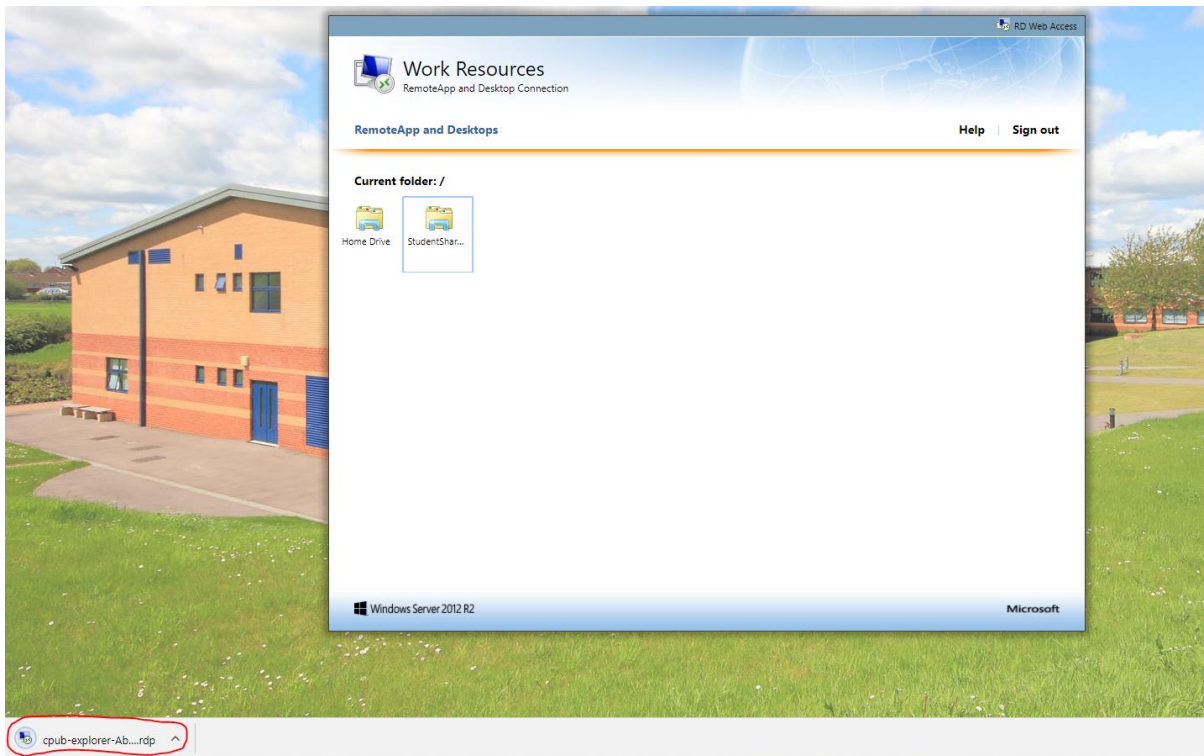


Step 2) Enter your details and click **Sign in**



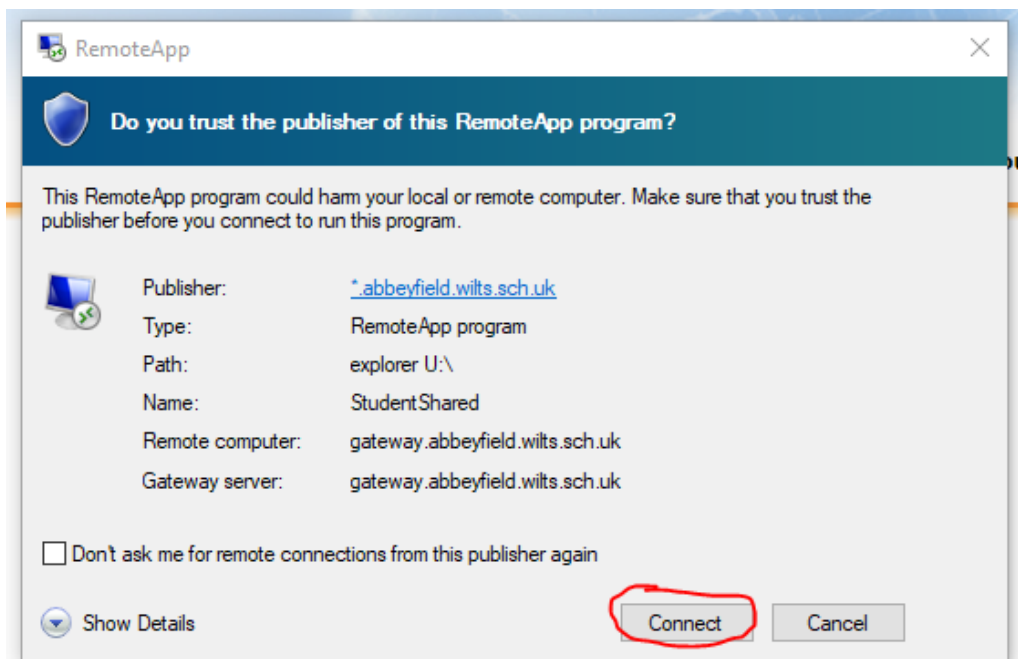
Step 3) You should now see two folders. **HomeDrive** and **StudentShare**

Click on the one you wish to access, and a shortcut should download. Once downloaded, open the shortcut:

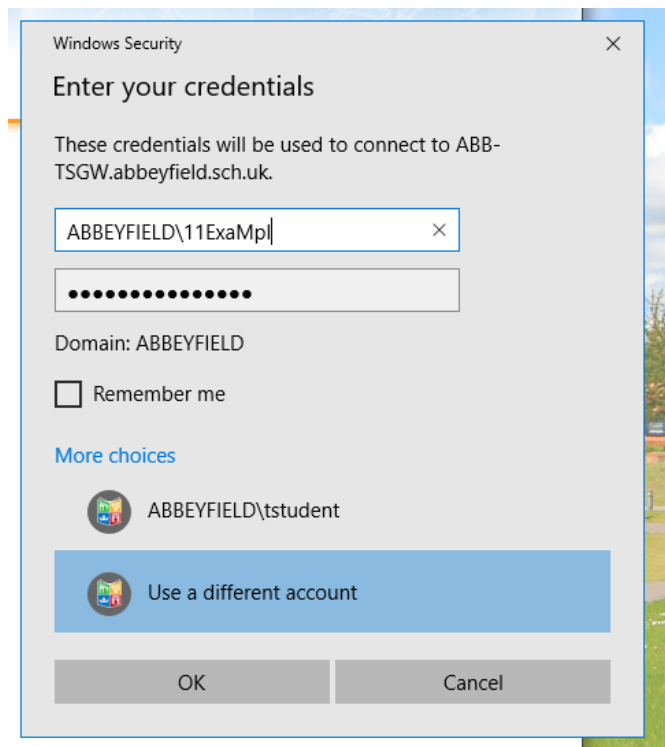


IMPORTANT: If you are using an Apple Device, you will need to download this app – Microsoft Remote Desktop

Once you have clicked on this, the below box should pop up, please click **Connect**:



Finally, you will be asked to enter your username and password. Please enter your username as **ABBEYFIELD\Username:**



Once entered, click **OK**.

After a few moments, you should be able files as if you were in school:

