Accessing the VPN Remotely

A Virtual Office facility is provided for MA staff and students. Once logged in you will be presented with a page of resources that will allow you to access resources and data held on the school's computer system.

To access the VPN visit https://vpn.madeleyacademy.com

Once you have accessed the VPN link, log in using your usual Madeley Academy credentials.

Once you have logged in, you may be asked to installed a small plug-in that is required to allow a secure connection with your computer. Click Install to install or update the software on your computer.
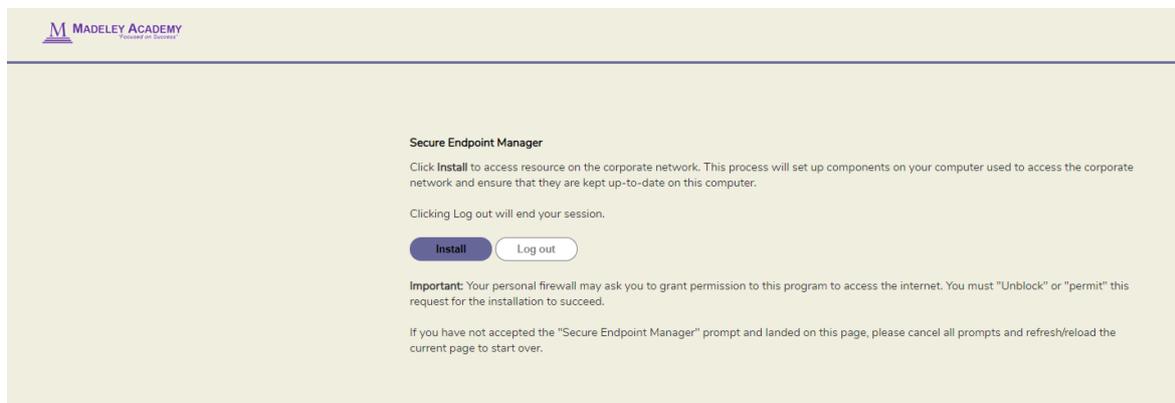
After installing any required plug-ins, you may see a box asking you to **"Open Secure Endpoint Manager"**. Click the Allow button and the site will continue to load before presenting you with the

next page. The example shown below is from the Google Chrome browser, this may look different for other browsers.

Launch Secure Endpoint Manager

Do you want to launch Secure Endpoint Manager to handle this link from "vpn.madeleyacademy.com"?

☐ Always open sonicwallsem: links   Allow   **Deny**
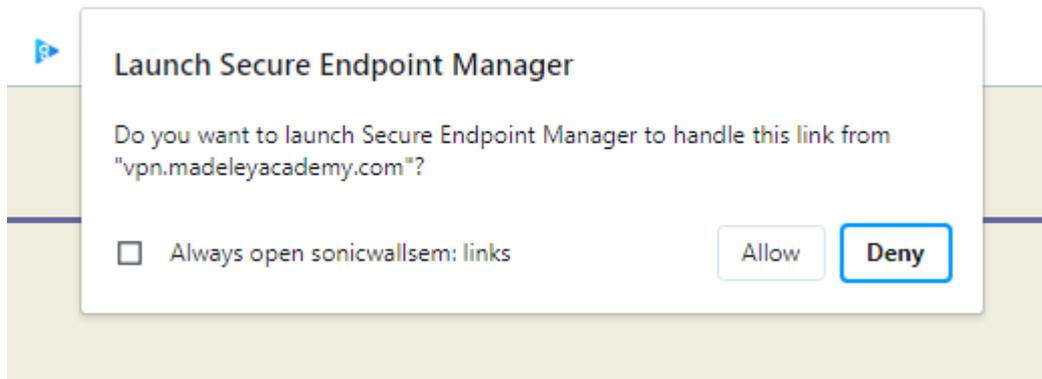
After logging in and connecting successfully, you will be presented with a page of resources. Some of these will link you through to other online systems and others will allow you to connect directly to your data stored on the school system.

To access a resource, click its name from the list below.

VMWare Virtual Desktop
Virtual Desktop

Email
MA Webmail

USER AREA ------->>> Enter MADELEYACADEMY for Domain when logging in
School User Area - When asked to log in, enter your Username and Password. Fill the Domain box in with: madeleyacademy

STAFF SHARE ------->>> Enter MADELEYACADEMY for Domain when logging in
Staff Shared Area - When asked to log in, enter your Username and Password. Fill the Domain box in with: madeleyacademy

O Drive SHARE ------->>> Enter MADELEYACADEMY for Domain when logging in
O Drive Shared Area

Accessing Your User Area (U Drive) or Shared Area (O Drive)

To access data stored on your school User Area or Staff Shared Area, click on the relevant link shown on the previous page.
Clicking on one of these links will open a new window where you will once again need to provide user credentials to access the data stored on the school system. Fill in the boxes with your usual MA Username and Password, where you are asked for the domain, enter**: madeleyacademy** and click OK.
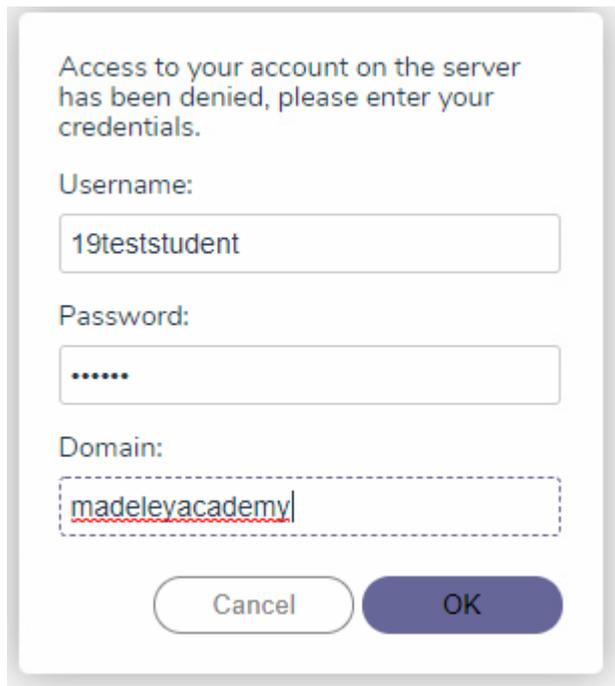
Once connected you will be presented with a new window showing a File Explorer of your requested network area. On here you are able to browse the file structure to navigate to your files location, once there you can use the buttons on the top ribbon to Download / Upload files, delete files, make new folders etc.
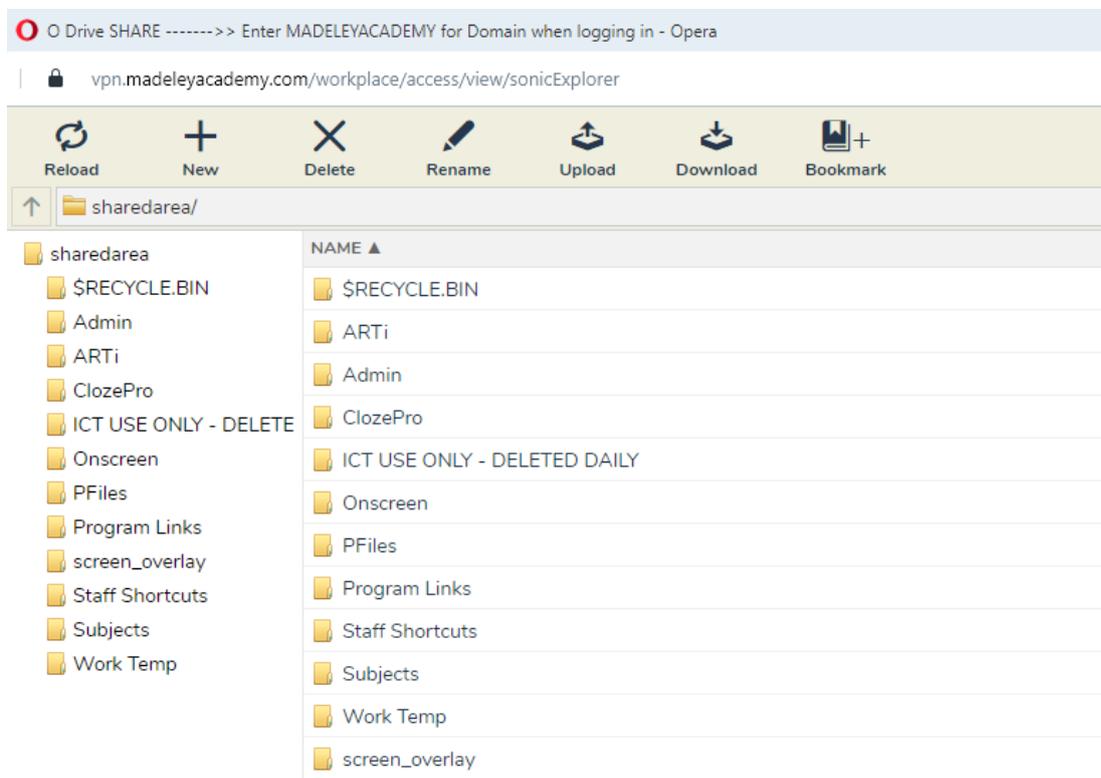
Select the file you wish to download and click 'DOWNLOAD' in the top menu. This will then download the file to your Laptop / PC and allow you to work on the file.

Once finished, save your work and upload the document to your user area so that you can access this when back on the Madeley Academy network.

Accessing Email Remotely

Visit https://mobile.madeleyacademy.com

To login to your Madeley Academy email account, please log in using your usual Madeley Academy Credentials.