**Working from Home**

There are several ways of accessing academy resources when you are working from home using an academy laptop or your own device. They each have their own advantages and disadvantages, so depending on what you want to do and which resources you wish to access you will need to make your choice.

This is presuming that whatever device you are using, is connected to your home Wi-Fi or hotspot.

To access Office 365, which includes email, OneDrive, SharePoint and Teams or any internet based system eg SMHW, MathsWatch; your best option is to go to the quick link section of the academy website or follow one of these links –

Office 365 – <https://portal.office.com>

SharePoint -  <https://westbourneacademy.sharepoint.com/SitePages/Home.aspx>

SMHW - <https://westbourne.showmyhomework.co.uk/school/homeworks/calendar?all=true>

School Money - <https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314>

If you need to use SIMS to look up information then go to the Remote Access Portal – <https://remote-westbourne.attrust.org.uk/>, sign in and select the SIMS.Net link.

To access files from your N drive, T drive or K Drive then go to the Remote Access Portal – <https://remote-westbourne.attrust.org.uk/>, sign in and select the Network Drives link. Once it has opened if you click on the > beside This PC then you will be able to access the C Drive on your laptop/device. In that C Drive your laptop’s desktop will be under your name in the Users folder. So you can copy files there to use in a Teams session or work on them.

The [Westbourne Remote](https://remote-westbourne.attrust.org.uk/) link gives you a full desktop experience but on one of the servers in the academy. You won’t have your desktop and there is no sound/microphone or camera so don’t use this for Teams.