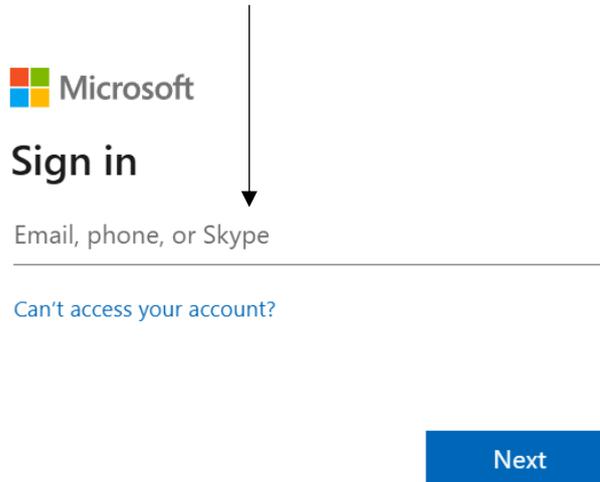


## Remote Access – Instructions

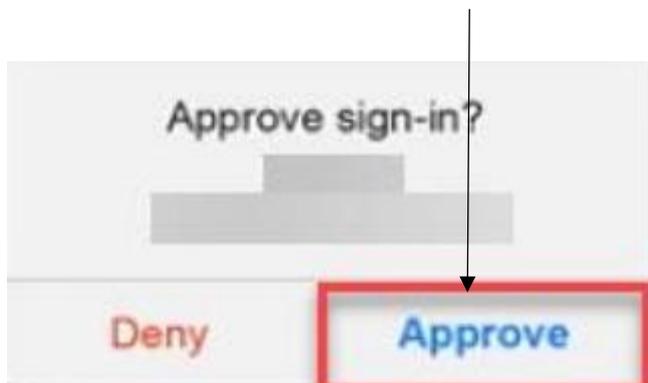
Please navigate to the RemoteApps site as by accessing  
<https://remote.lpgs.bromley.sch.uk/rdweb/webclient/>

You will be prompted to sign in to your Microsoft Office 365 account. Please enter your school Email address and password.



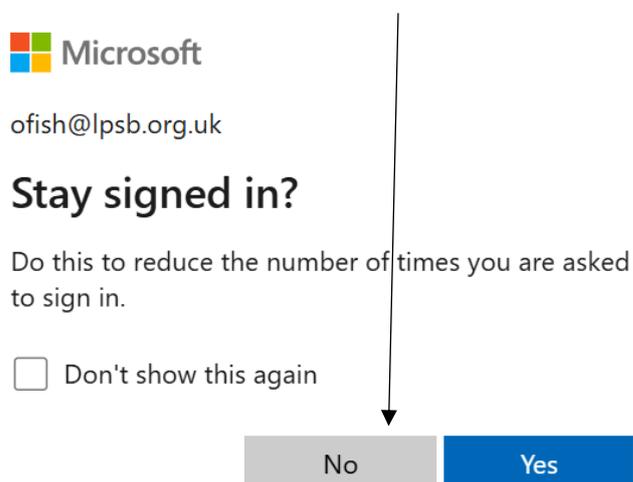
The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath "Sign in" is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a blue link that says "Can't access your account?". At the bottom center of the page is a blue button with the text "Next". A vertical arrow points from the top of the page down to the input field.

At this point you will be prompted for MFA. Please enter the code that has been sent to your phone/Microsoft Authenticator app, or select "Approve" from the Microsoft Authenticator App.



The image shows a dialog box titled "Approve sign-in?". Below the title are two input fields, one above the other, which are currently empty. At the bottom of the dialog are two buttons: "Deny" on the left and "Approve" on the right. The "Approve" button is highlighted with a red rectangular border. A vertical arrow points from the top of the page down to the "Approve" button.

Please select "Yes/No" from the options below. If you are a frequent user from a device you own, you can select "Yes". If you are using a device where multiple users share the same login, please select "No". If you are unsure, please select "No".



The image shows a dialog box titled "Stay signed in?". At the top left is the Microsoft logo. Below it is the email address "ofish@lpsb.org.uk". The main heading is "Stay signed in?". Below this is the text "Do this to reduce the number of times you are asked to sign in.". Underneath is a checkbox with the text "Don't show this again". At the bottom are two buttons: "No" on the left and "Yes" on the right. The "Yes" button is highlighted in blue. A vertical arrow points from the top of the page down to the "Yes" button.

Please enter your full e-mail address and password as shown below (do not include any prefixes).



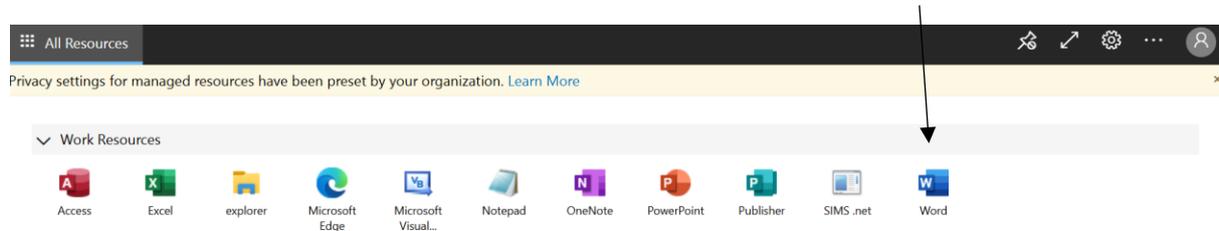
Sign in

Username

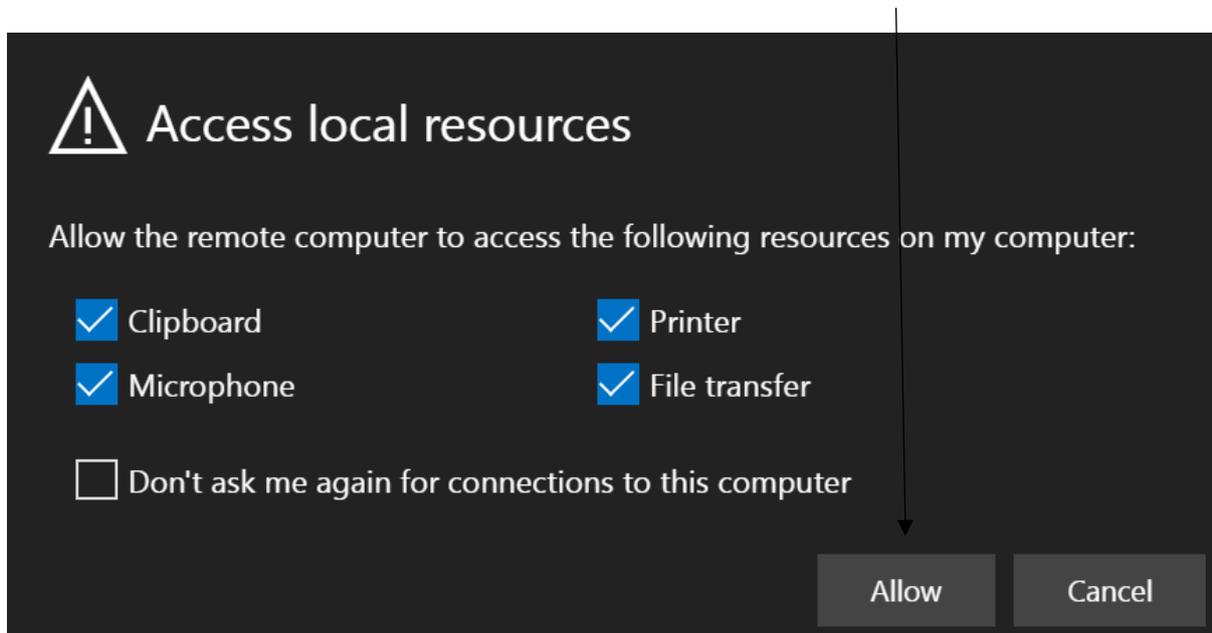
Password

[Privacy\\_policy](#)

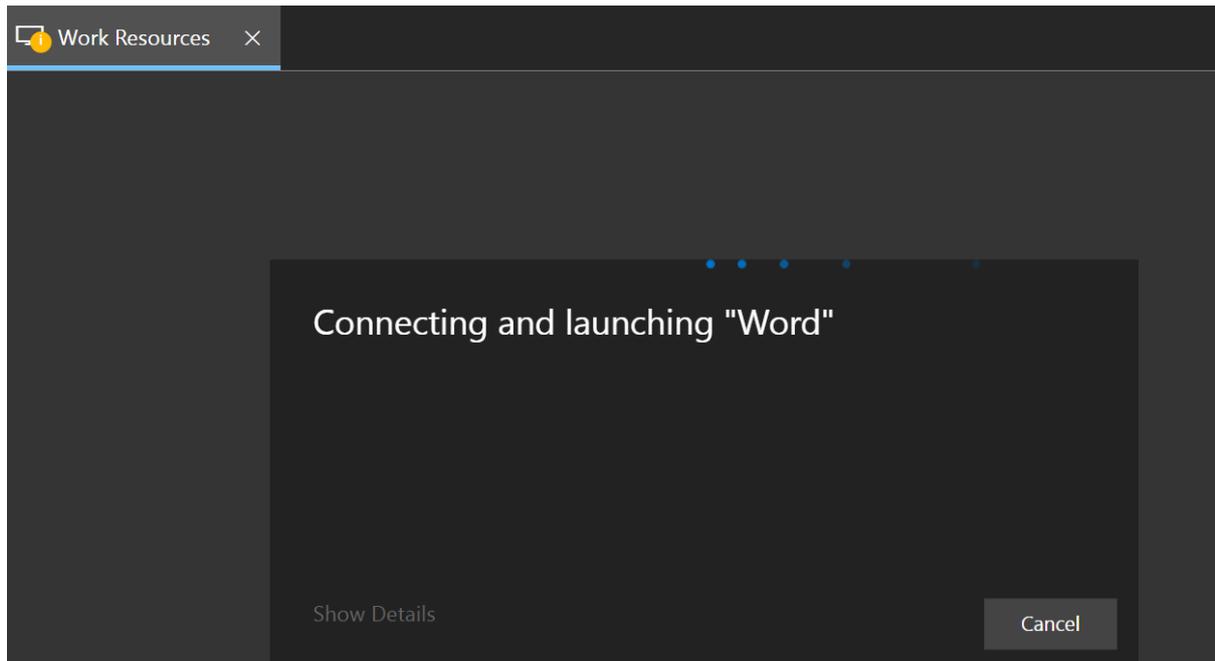
Click on the desired application (Word for example).



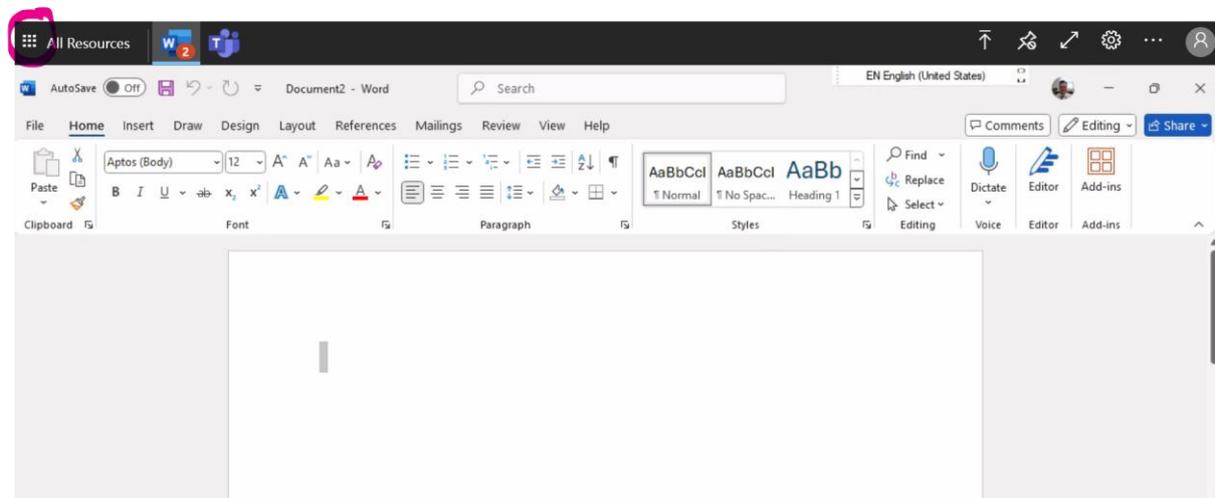
Select 'Allow'.



Please wait for the application to launch.



That's it, your application should now open. If you want to go back to the main screen to open another application, please select the "9 dots" in the corner of the screen as shown below.



If you have any problems, please contact IT by logging a ticket on the helpdesk. This can be done via SharePoint. Alternatively, please call us on 0208 639 5235 (ext 5235) and we will be more than happy to help.