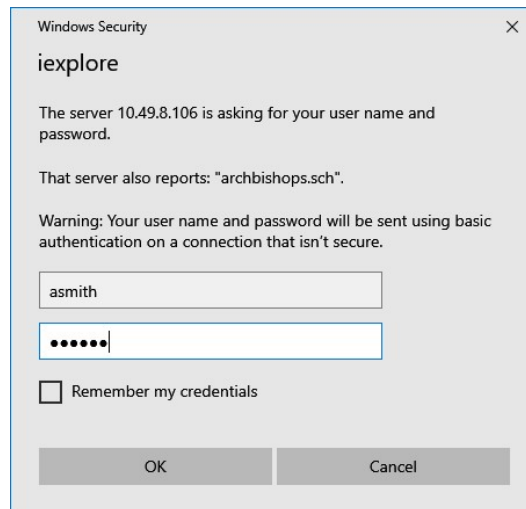
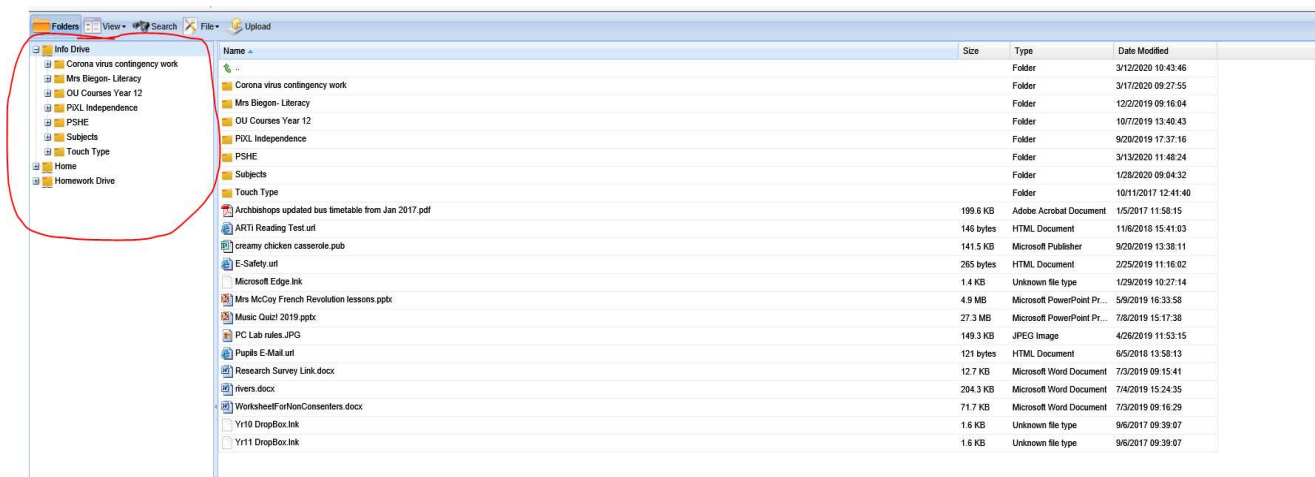


Remote Access Instructions

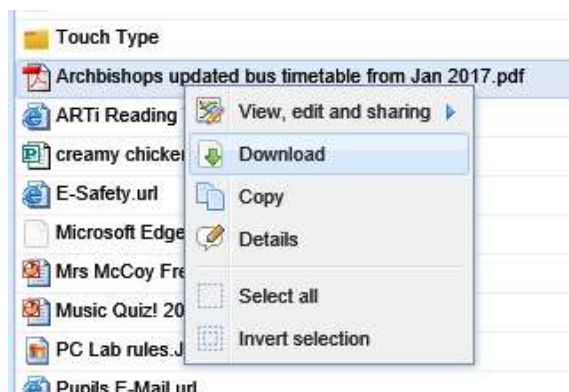
1. Please visit <http://remote.archbishops.kent.sch.uk/htcomnet>
2. Enter the username (e.g. asmith) and password that you use to login at school



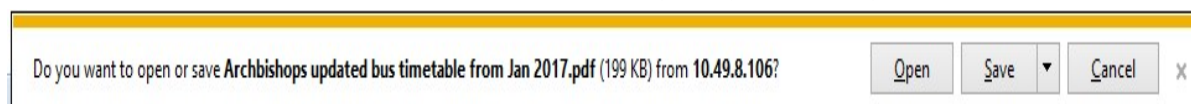
3. Once logged in use the navigation bar on the left hand side to access the desired area



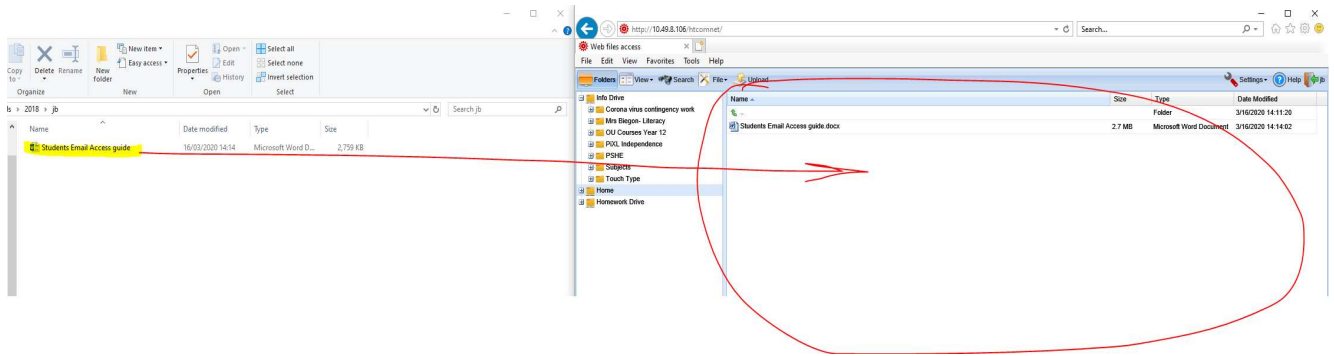
4. **RIGHT** click the document you wish to view and select **DOWNLOAD**



5. Once the document is downloaded, firstly select **OPEN** and then once the file is opened choose to **SAVE AS** the file onto the desktop of your computer



6. Once you have finished working on your document **UPLOAD** the document by dragging and dropping it into your user area



7. Once you have finished working click the **LOG OUT** button and close your Internet Browser



Troubleshooting

Server Error

401 - Unauthorized: Access is denied due to invalid credentials.

You do not have permission to view this directory or page using the credentials that you supplied.

This error message means that you either entered the wrong username or password, please restart your computer and try to follow steps 1 & 2 again