

WORKING REMOTELY HELP SHEET FOR STAFF

Accessing email (Outlook Web Access)

1. Navigate to <https://outlook.live.com>
2. Click on the 'Sign in' button at the top
3. Enter your college email address and click 'Next'
4. Enter your password then click 'Sign in'

Accessing Microsoft Teams

1. Open a web browser and go to <https://teams.microsoft.com>
2. Sign in with email address and password

Accessing Office 365 Apps and OneDrive

1. Office 365 apps can be accessed by going to <https://www.office.com>
2. Click on 'Sign in'
3. Enter your college email address and click 'Next'
4. If prompted, select 'Work or School account'
5. Type in your college password and click 'Sign in'
6. When asked to 'Stay signed in?', tick the 'Don't show this again' tick box, and click 'Yes'
7. You can now access all your Office 365 applications including OneDrive

Installing VMWare on your own device

1. Open a web browser and go to <https://teams.microsoft.com>
2. Sign in with email address and password

WORKING EXTERNALLY HELP SHEET FOR STAFF

Installing VMWare on your own device

(This is specifically for internal resources such as OpenAccounts, Drive G: and ProSolution).

Windows

1. Open a web browser and navigate to <https://vdi.hughbaird.ac.uk>
2. Click on 'Install VMware Horizon Client'
3. Under 'VMware Horizon Client for Windows', click 'Go to Downloads'
4. On the 'Download VMware Horizon Client for Windows' page click 'Download' and run it
5. In the 'VMware Horizon' setup, Click 'Agree & Install'
6. When prompted for the server address. Type in vdi.hughbaird.ac.uk
7. Sign in with your college username and password
8. Double-click the 'Staff Pool' option

Android and iOS devices

1. From the app store, search for 'VMware horizon client'
2. Tap install
3. Once installed, run the 'VMware Horizon Client' app
4. Type in vdi.hughbaird.ac.uk when it asks for a server
5. Login with your Hugh Baird login details
6. Select the 'Staff Pool'

Contacting ICT Support

If you have any ICT problems, ICT support can be reached on Microsoft Teams, emailing helpdesk@hughbaird.ac.uk or by calling 0151 353 4445.