

Accessing Your Documents At Home

To access your documents at home you need to install Ranger Outpost on to your home PC. This is a small piece of software that allows you to securely login to the school network and download files and folders from your user area and the student shared area.

Installing the software on a PC with Microsoft XP or Vista

- Download the software from the Arnold School website.
- Double click the downloaded file to install the client software.
- Click OK at the first window. This will extract the installation files to a temporary location.
- You will then see the client setup window. Select express installation and tick the accept licence box. Then press install.
- When the install is complete click finish.

Using Ranger Outpost

- To run Ranger Outpost make sure you are connected to the internet then use the new shortcut on the desktop or on the start menu.
- At the login screen you will see 3 boxes. The first says connect to. That drop down box needs to display Arnold School. The next 2 are username and password. The username and password is the same one that you use in school to logon to the computers.
- If you get an error message when logging on please ensure you are using the correct user name and password. If you are using the correct details and it still doesn't work please contact Arnold ICT support.
- When logged in you will see a window split in to 2. On the left you will see the folders available to you.
- **Please note** the staff folder is not the staff drive. This is another feature that is disabled. The staff drive will not be made available due to the amount of sensitive data on there.
- Edit a document by right clicking it and selecting copy then pasting it to a location on your pc. Edit the document, save and close it. Then paste it back on to the network. If you do not paste it back to the server the old version will still exist. When you paste the file back you will be prompted that the document already exists. You will then be asked if you wish to replace the document.