BGS Network guide

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Changing your network password

About once a month, you should change your password. To do this, log onto a computer in school, then hold down Ctrl+Alt, and press “Delete”. This will bring up a screen of options, one of which is to change your password.

In the event you forget your password, you can see the network team, who will be able to reset it for you.

Network Drives

When logging onto a computer, there are several drives you have access to on the network (you see these when you double-click the “Computer” Icon on the desktop).

D: - The hard disk on the computer you are sat at. Anything saved here is not backed up, and can be seen by anyone else who uses that particular computer. As a general rule, you will never need to use this unless instructed to do so by a member of staff.

H: - Your Home drive. This is where you will save the work you produce. Only you and your teachers can access this area.

G: - The Open drive. This is where teachers will place documents such as worksheets that you can access. Students can’t change documents or save work in this area.

Accessing your work outside school

You can access the open drive outside of school by using the school Frog VLE by following the steps below.

1. Log onto the Frog VLE, over at <https://frog.bourne-grammar.lincs.sch.uk/>

(Your normal network username and password are used for this)

2. Once logged in, click in the search bar in the top-right corner, and type the word “Remote”. As you do this, you’ll see a search result as you type for “Remote File Access”.

3. You can access your home drive and the open drive from here.

Email

Your school email address is in the format: [FirstName.LastName@bourne-grammar.lincs.sch.uk](mailto:FirstName.LastName@bourne-grammar.lincs.sch.uk), e.g. “Billy.Smith@bourne-grammar-lincs.sch.uk

Remember – all email addresses on the Internet are case insensitive, e.g. [BILLySmITh@HoTmAiL.COM](mailto:BILLySmITh@HoTmAiL.COM) is the same as [billysmith@hotmail.com](mailto:billysmith@hotmail.com)

Students have 25mb of email storage. If you find that you are unable to send emails, this is most commonly because you have exceeded your storage. You can resolve this by deleting mail from your inbox (and also Sent Items), then going into your “Deleted Items” folder and deleting mail from there too.

Accessing email outside school

Visit <https://webmail.bourne-grammar.lincs.sch.uk/owa> in a web browser, and use your network credentials to log into your school email account.

Email on a mobile device

Different devices have different settings, but the settings are always the same: -

Server type: Microsoft Exchange

Email address: your full school email address

Server: webmail.bourne-grammar.lincs.sch.uk

Use SSL: On

Domain: BRGRA

Username: Your username (*e.g. 99bs11*)

Password: Your network password

This will give you realtime access to your email, calendar, tasks and notes. Very useful to store your school timetable on!

WebDAV

Another way to conveniently access the open drive from home is to set your home computer up with WebDAV. This will give you another drive on your home computer which you can use to pick up files from the open drive as if you were in school. To set this up, follow these steps: -

1. Double click “Computer” on your home PC’s desktop.

2. Right click in the empty white space in the Window that opens

3. Choose “Add a network location”

4. Click “Next” twice

5. Type: <https://remote.bourne-grammar.lincs.sch.uk/root/open> in the network address box

6. When prompted, enter your username in the format: BRGRA/Username (*e.g. BRGRA/00bs11*) and your password, then click “Ok”.

7. Choose a drive letter for your new drive (it doesn’t have to be G: like it is in school)

8. Click Finish to complete the process.