

STM EasyLink

St Thomas More RC College offers remote access to students and staff to gain access to their own work area via the Internet. You will need a computer running Windows 98, 2000, XP or Vista, with Internet Explorer (version 5 or greater) to access the "EasyLink" system, and a broadband connection is advised for faster access. For your security all access to EasyLink is logged and recorded.

To access EasyLink go to : <https://folders.stmcollege.org.uk>

Instructions for setting up EasyLink access (only needs to be done once)

If you use Mozilla Firefox please follow the instructions here for setting up EasyLink access.

If you are using Internet Explorer 7 you will receive an warning when accessing EasyLink. Please follow these instructions to resolve this - it is not a security issue and is explained further here

We are aware of problems accessing EasyLink from computers running Windows XP and Vista with Internet Explorer 7 without Microsoft Office (Office XP or higher) installed. This problem is currently being resolved by RM and Microsoft. A temporary solution is available [here](#)

Alternatives:

Netdrive is a free for home use application for Windows 2000, XP and Vista. It will allow you to connect to your school drive from home. You don't need a web browser so this can be used to get round any problems you may be having with Office compatibility as stated above.

Net Drive required System Specifications:

Operating System : Windows 2000, Windows XP, Windows Vista (32bit, Vista 64bit will be added soon)

Processor: Pentium III/Athlon at 500 MHz or better

Memory : Minimum 256 MB for Windows XP/2000/Vista

HDD Space: 1-2 GB of free disk space (for caching files being uploaded)

You can download netdrive, free for home personal use at <http://www.netdrive.net/download.html>

How to setup Netdrive:

1) Start NetDrive.

- 2) Click the New Site button and enter your desired site name (eg. School Work)
- 3) In the Site IP or URL box, enter <https://folders.stmcollege.org.uk/easylink/wf.stm-sr-002.s/Leaving-XXXX/s0XXXX/>
Example: If you are in Year 11 and your 'S' Number is s01234 the full URL will be:
<https://folders.stmcollege.org.uk/easylink/wf.stm-sr-002.s/Leaving-2010/s01234/>
If you are in Year 7 and your 'S' Number is s04321 the full URL will be:
<https://folders.stmcollege.org.uk/easylink/wf.stm-sr-002.s/Leaving-2014/s04321/>
- 4) Change the Server Type dropdown menu to "Webdav"
- 5) Change the Drive dropdown menu to a spare drive letter.
- 6) Click the Advanced button and tick the Use HTTPS box, then click OK
- 7) Enter your school username (your 'S' Number) in the 'Account' box and your password in 'password' box - these details will be the same details you use to log onto the school network with.
- 8) Untick the Save Password box so no one can access your account without your knowledge
- 9) Tick the Automatic login when NetDrive starts box
- 10) Finally click on save.

All done, when you access net drive now your school work should be available in an explorer window. You should drag files from your school drive on to your pc and work on and save them locally. You should then drag your finished work back into your school drive.

If you are unsure or need more instructions see the technicians in Roper Building.

Staff wanting to use Netdrive should also see the technicians for instructions.