

To access you emails go to:

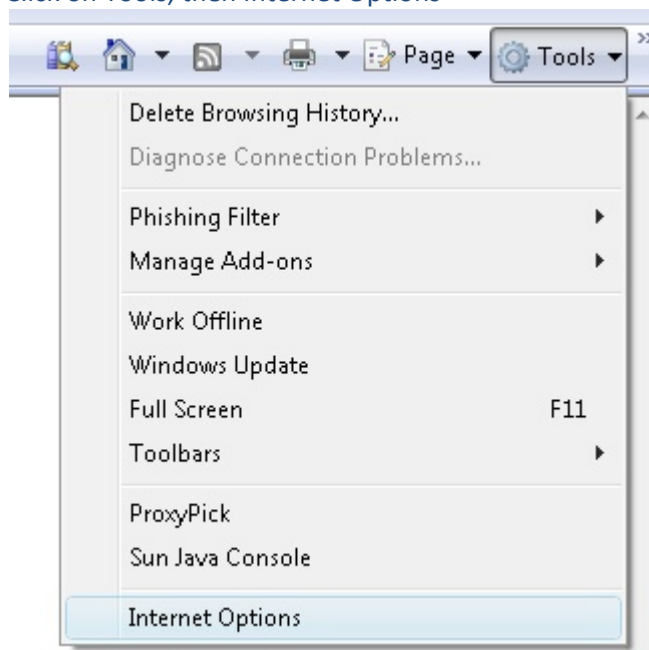
<https://mail.robert-clack.bardaglea.org.uk/>

To access you folders go to:

<http://www.robert-clack.bardaglea.org.uk/rmeasylink>

If you are running Windows Vista and are unable to load your files complete the following instructions:

1. Download and Install [Software Update for Web Folders \(KB907306\)](#)
2. Open Internet Explorer
3. Click on Tools, then Internet Options

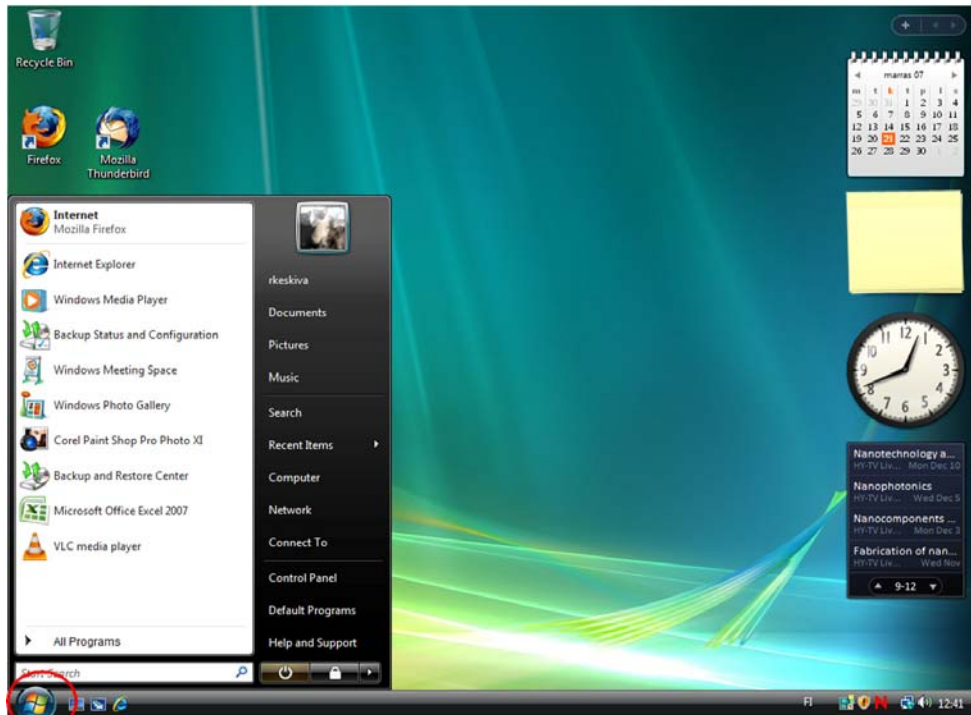


4. Select the Advanced tab, and scroll down to Security near the bottom of the list

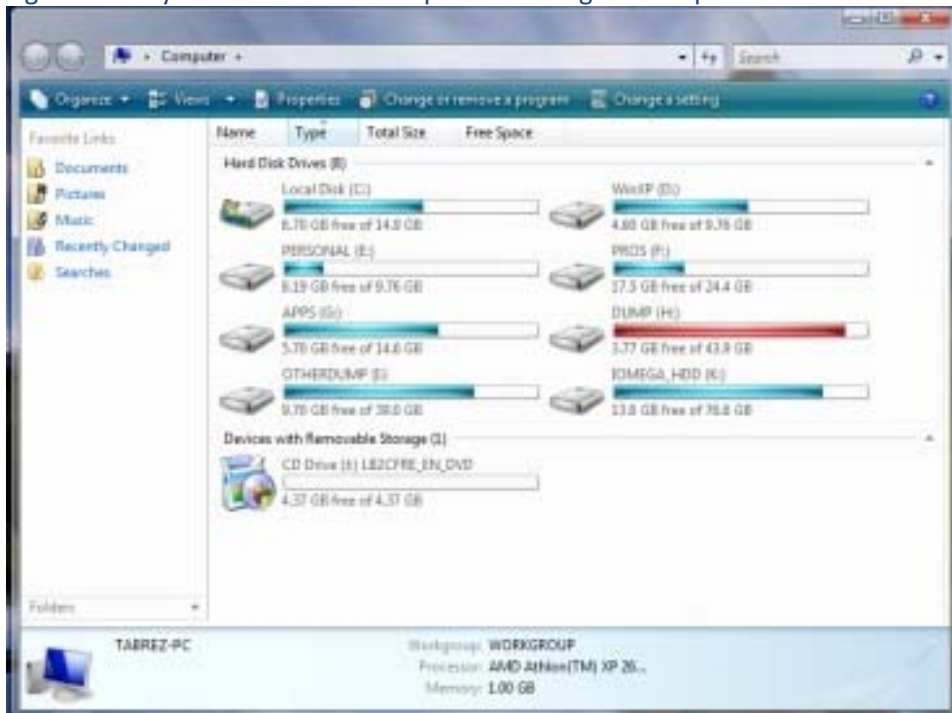
5. Untick both the **Check for server certificate revocation** and **Do not save encrypted pages to disk** boxes then click OK.



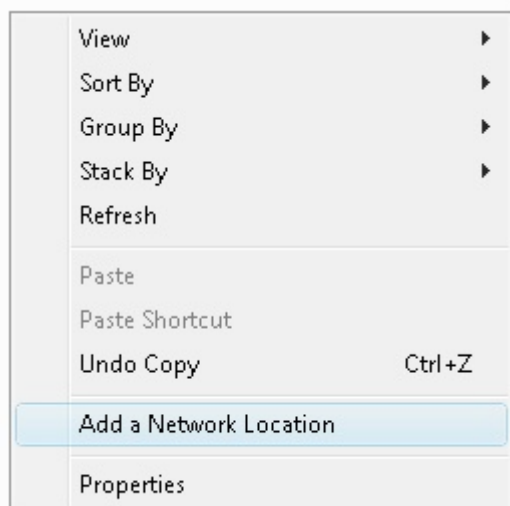
6. Close Internet Explorer
7. Click the Start Button and then click on Computer



8. Right-click any where in the white space in the right-hand pane



9. Choose Add a Network Location



10. Click Next until the Internet or Network Address box (see below) appears.

Internet or network address:

11. In the Internet or network address box enter the web address of the desired folder, as listed below:

Year 7 Students	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-02.s/Intake2008/username
Year 8 Students	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-01.s/Intake2007/username
Year 9 Students	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-01.s/Intake2006/username
Year 10 Students	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-05.s/Intake2005/username
Year 11	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-05.s/Intake2004/username
Year 12	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-05.s/Intake2003/username
Year 13	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-05.s/Intake2002/username
Year 14	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-05.s/Intake2001/username
Consortium Students	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-05.s/Consortium
Teaching Staff	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-03.t/departmentname/username
Beginning Teachers	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-04.t/Beginner Teachers/username
Non-Teaching Staff	https://folders.robert-clack.bardaglea.org.uk/easylink/wf.rcs-sr-03.nt/username
RM Shared	https://folders.robert-clack.bardaglea.org.uk/easylink/rf/sd/

12. Give the link a relevant name

13. A shortcut to your user space should appear in My Computer

