

# Operating Procedures

# Remote Web Workplace

---

Registered Reseller



**Castle Hill Office:** □

Unit 32, 7 Anella Ave  
Castle Hill NSW 2154

PO Box 7567  
Baulkham Hills DC,  
NSW 2153  
Australia

**Narellan Office:** □

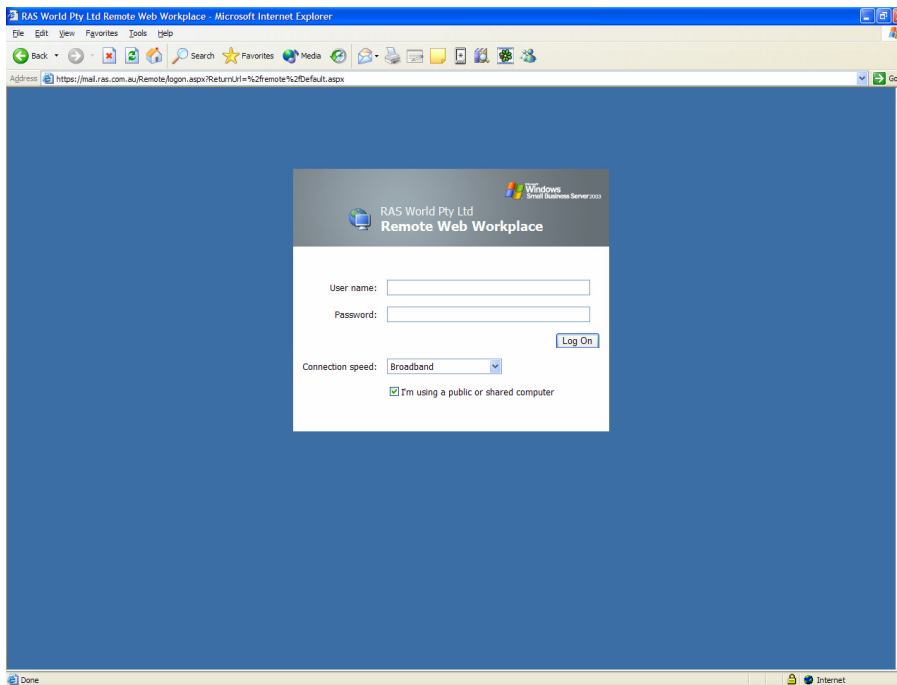
Suite 1, 320 Camden Valley Way  
Narellan NSW 2567

PO Box 3159  
Narellan DC,  
NSW 2567  
Australia



**Step 1:** Open Internet Explorer and go to:  
[https:// \[CONTACT CORRECT SOLUTIONS FOR THE ADDRESS\]](https://[CONTACT CORRECT SOLUTIONS FOR THE ADDRESS])

**Step 2:** If you are presented with the following message, click YES



**Step 3:** Enter your username and password as you normally would on your work computer. Your username is the beginning of your e-mail address.

Click LOG ON.



**Castle Hill Office:** □

Unit 32, 7 Anella Ave  
 Castle Hill NSW 2154

PO Box 7567  
 Baulkham Hills DC,  
 NSW 2153  
 Australia

**Narellan Office:** □

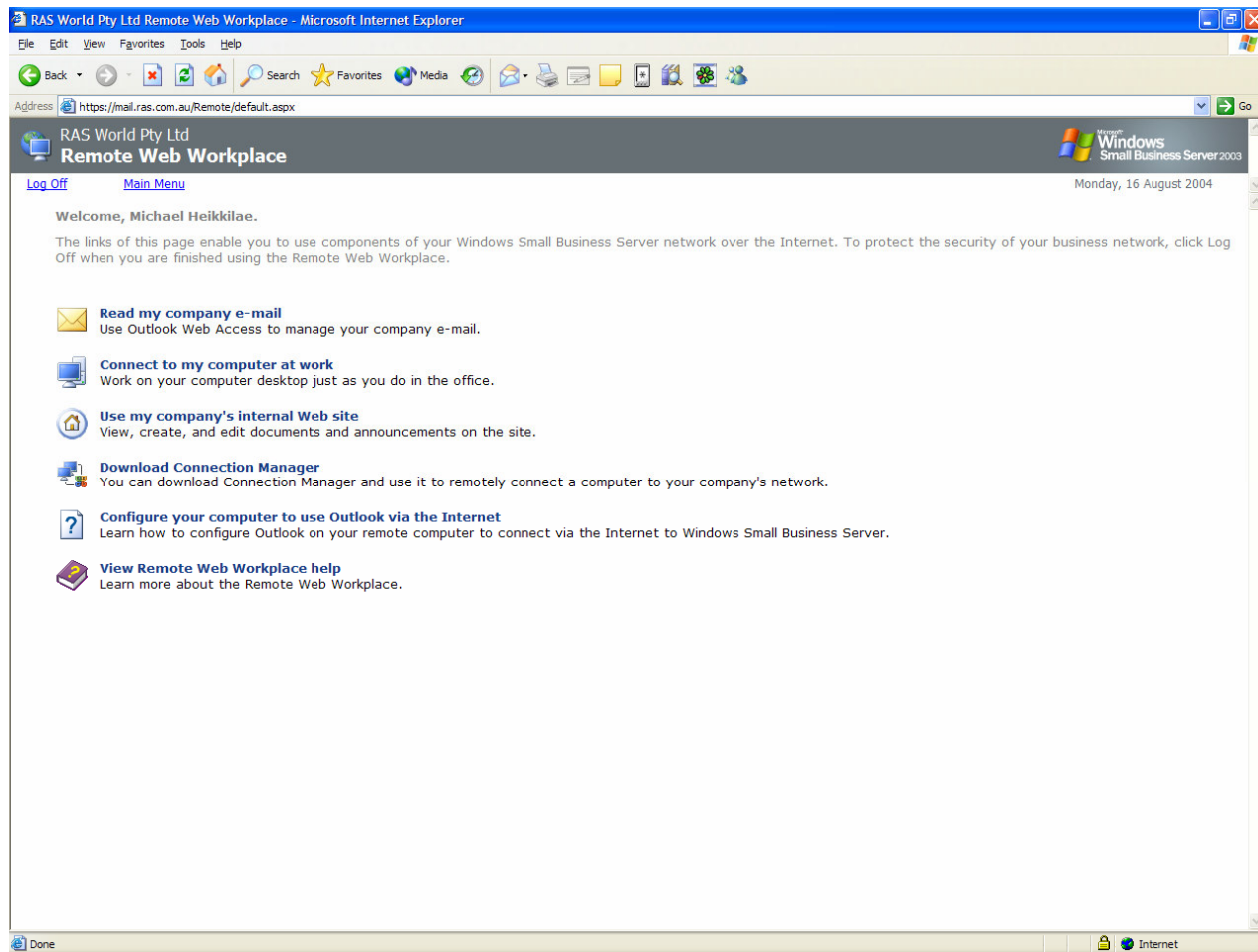
Suite 1, 320 Camden Valley Way  
 Narellan NSW 2567

PO Box 3159  
 Narellan DC,  
 NSW 2567  
 Australia

Registered Reseller



**Step 4:** You will see 6 options allowing you to perform several tasks.



To read your e-mail, select the 'Read my company e-mail' option.

To access your computer as if you were sitting in front of it, select the 'Connect to my computer at work' option, and follow the instructions on the following page.

Registered Reseller



**Castle Hill Office:** ☐

Unit 32, 7 Anella Ave  
Castle Hill NSW 2154

PO Box 7567  
Baulkham Hills DC,  
NSW 2153  
Australia

**Narellan Office:** ☐

Suite 1, 320 Camden Valley Way  
Narellan NSW 2567

PO Box 3159  
Narellan DC,  
NSW 2567  
Australia



## Connecting to your work computer:

**Step 1:** Click on:

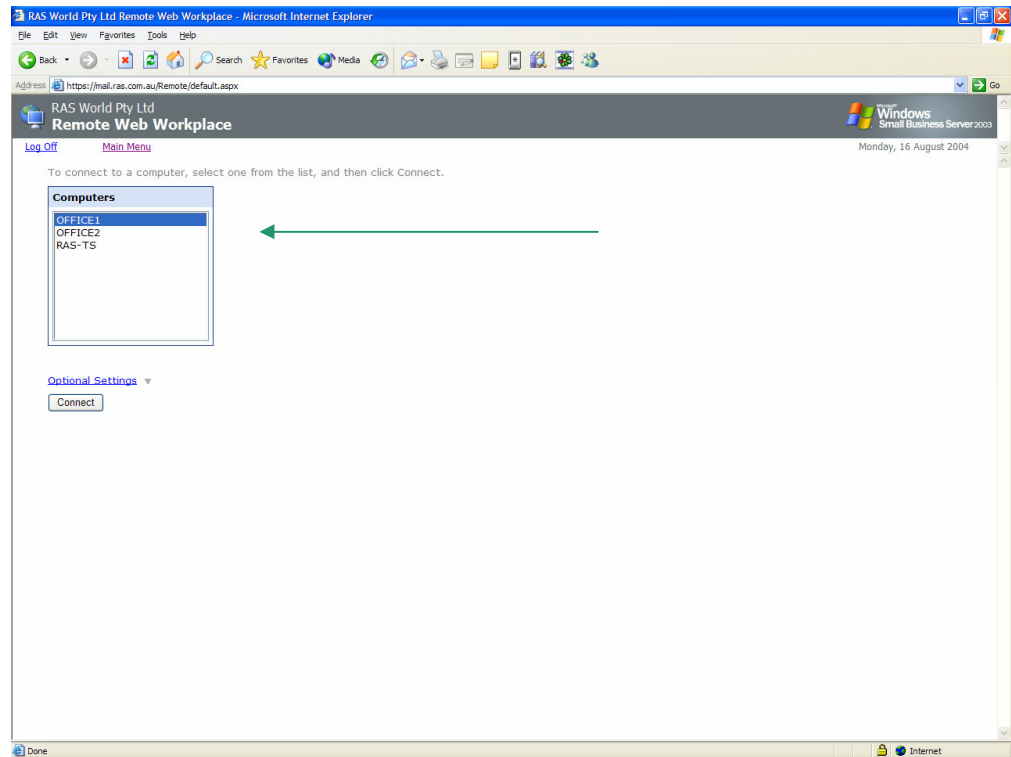


**Connect to my computer at work**

Work on your computer desktop just as you do in the office.

**Step 2:** At this screen, select your computer name from the list.

(If you are unsure which computer is yours, or it is not in the list, call Correct Solutions for support.)



**Step 3:** Click the CONNECT button and you should see a login screen appear. Enter your password. This may take a minute to appear, especially if you are accessing your computer remotely for the first time.

Registered Reseller



### Castle Hill Office: ☐

Unit 32, 7 Anella Ave  
Castle Hill NSW 2154

PO Box 7567  
Baulkham Hills DC,  
NSW 2153  
Australia

### Narellan Office: ☐

Suite 1, 320 Camden Valley Way  
Narellan NSW 2567

PO Box 3159  
Narellan DC,  
NSW 2567  
Australia

