



## Information regarding remote file access, Teams & MILK

We use a number of electronic systems to support your learning in school. I hope you find the summary below helpful.

### School email

Students each have a BGS email account. Student email addresses are in the format Firstname.Lastname@bourne-grammar.lincs.sch.uk Email accounts can be checked from home by clicking the 'Student Portal' [link](#) at the top of the school homepage, then choosing 'School Email'. You may wish to add your email account to a smartphone/tablet device; a guide on how to do this can be found [here](#). If you grant permission, doing so will also add your school timetable to your calendar app for your convenience. Log in to your email with your network username (e.g. 09js11) and password.

### Remote file access

When you work at school, you will sometimes access shared files on our 'open' drive and will save work into your 'home' drive. To access these files at home (e.g. to download practice test papers, you can log into our *FileCloud* system by clicking the 'Student Portal' [link](#) at the top of the school homepage, then choosing 'Remote File Access'. As with your email account, you should log in with your network username (e.g. 09js11) and password.

### MILK Homework app

The MILK app performs several important functions.

1. Sending messages regarding operational matters (e.g. Information about upcoming events, reminders about sporting fixtures).
2. Setting homework/BBL for students.
3. Viewing your lesson timetable.

You can access MILK in two different ways: - Visiting <https://my.milkapp.io/> on a computer, or - By installing the [Apple](#) or [Android](#) version of the MILK app on a smartphone or tablet device.

Tip: If you forget your username or password at any time, this can be reset by clicking the 'Forgotten your password?' [link](#) on the MILK homepage and entering your BGS email address.

### Microsoft Teams

Some teachers will use *Teams* to share information from time-to-time. Also, in the event of being required to work from home (e.g. due to a positive Covid-19 test), your teachers will *Microsoft Teams* to facilitate remote learning. Detailed information on how to access and use *Teams* for remote learning, which includes BGS-made video tutorials as well as detailed written guidance can be found [here](#). Please speak to or email a member of the IT Support team ([itsupport@bourne-grammar.lincs.sch.uk](mailto:itsupport@bourne-grammar.lincs.sch.uk)). if you require any assistance with accessing any of the services described above.