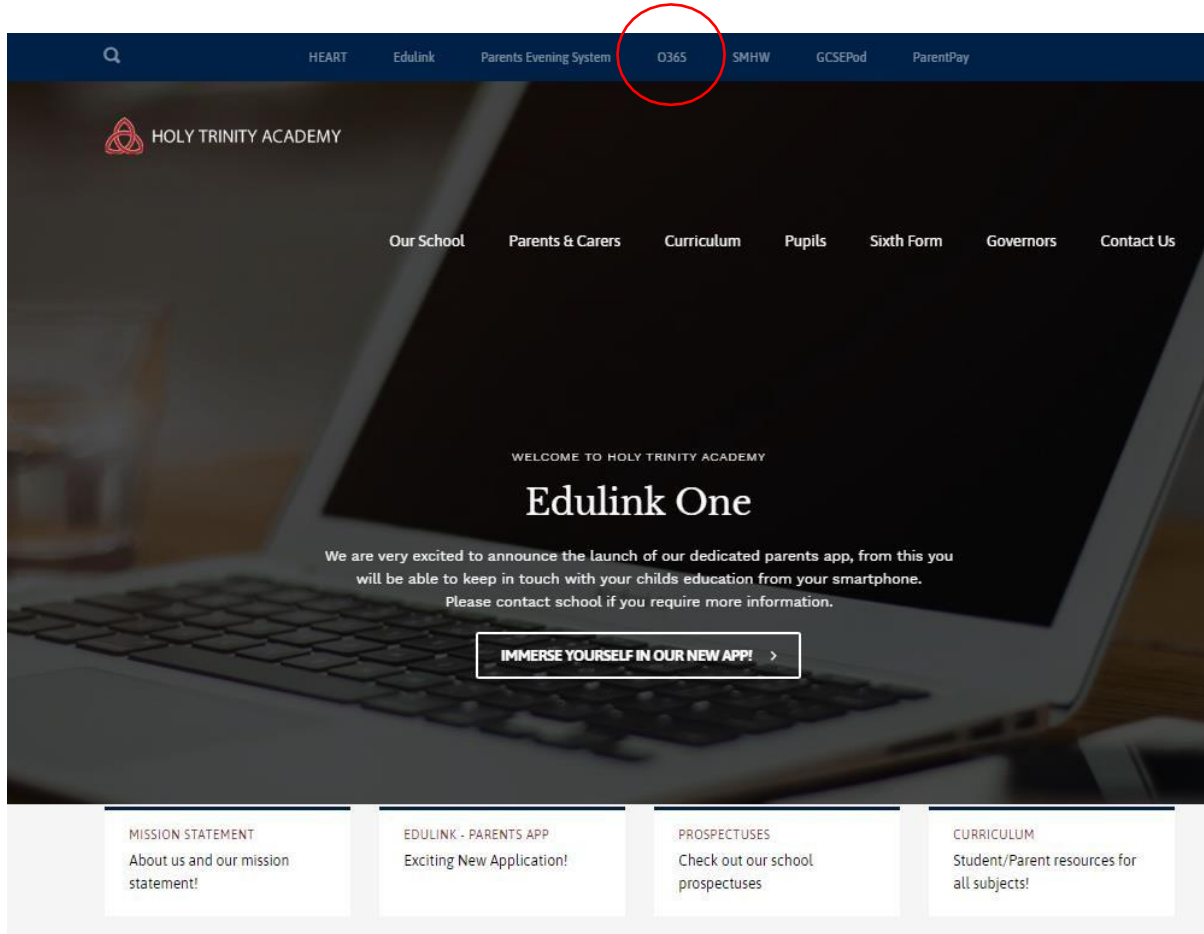
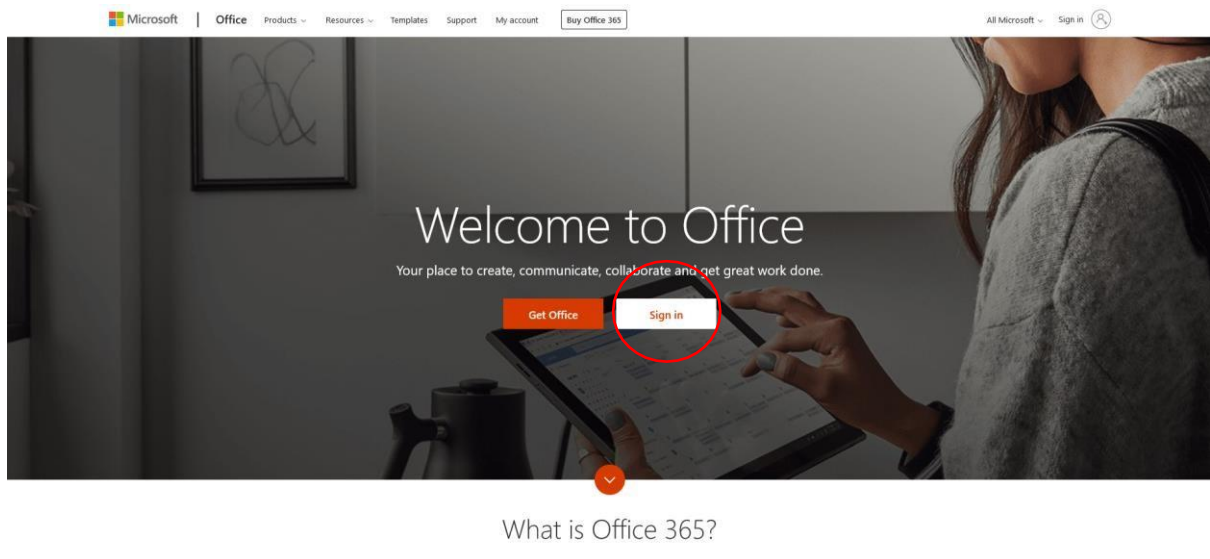


Accessing Office 365/SharePoint From Home:

1. Either navigate to the school website and click the link (Desktop devices only) or go directly to the following link: <https://office.com>



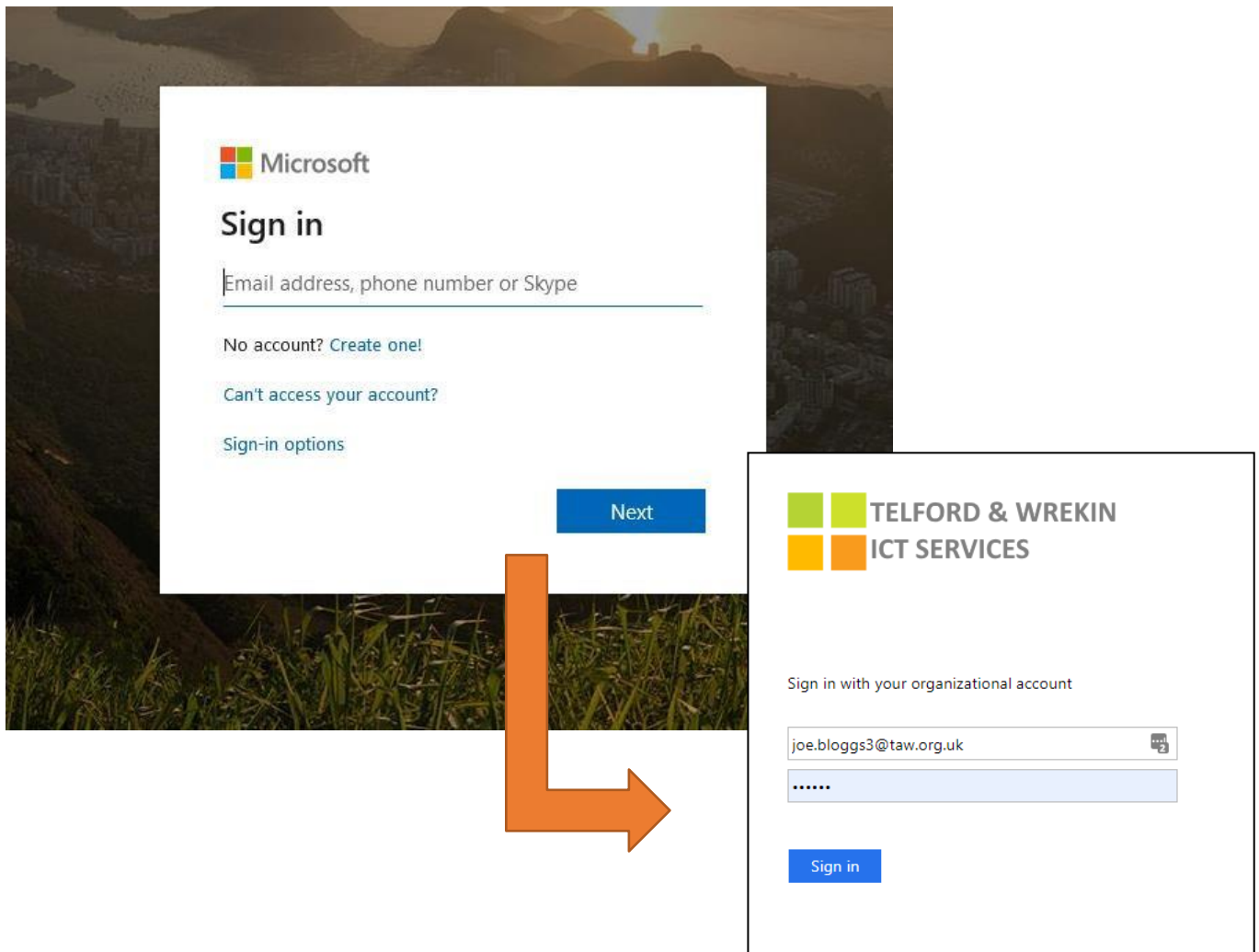
2. Click the white “Sign in” button pictured below:



3. Sign in using your school email in the following format:

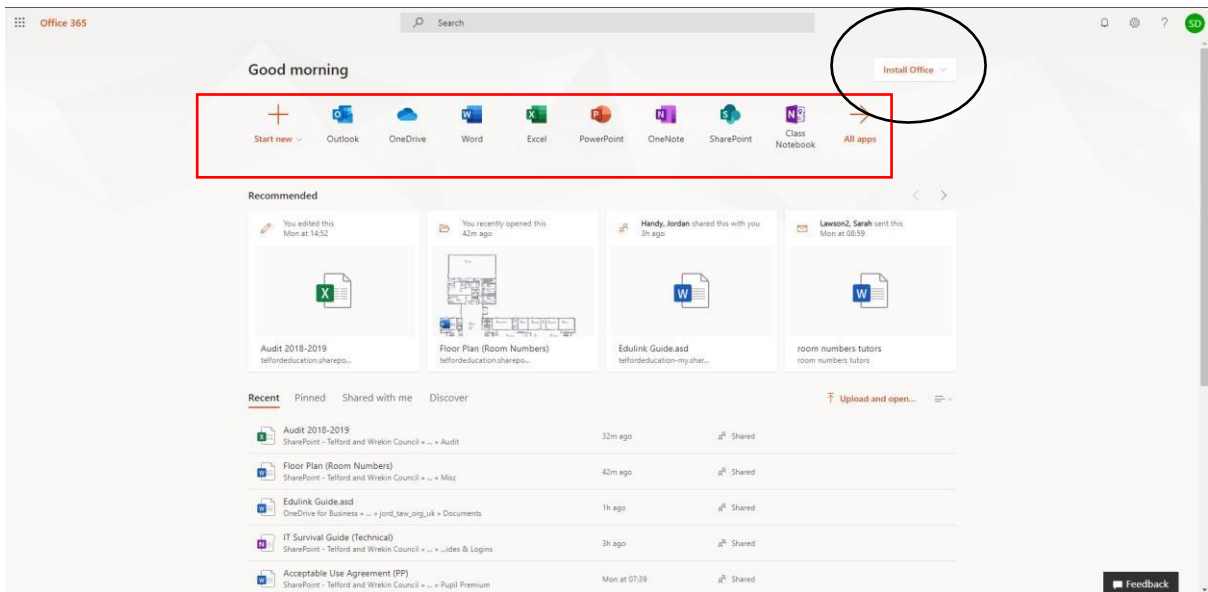
(Your school login name e.g. Joe.Bloggs3)**@taw.org.uk** **(IT HAS TO BE .TAW.ORG.UK)**

*** It might ask you to log in again under “Telford and Wrekin ICT Services” after this first prompt and will ask for your email & school login password!**

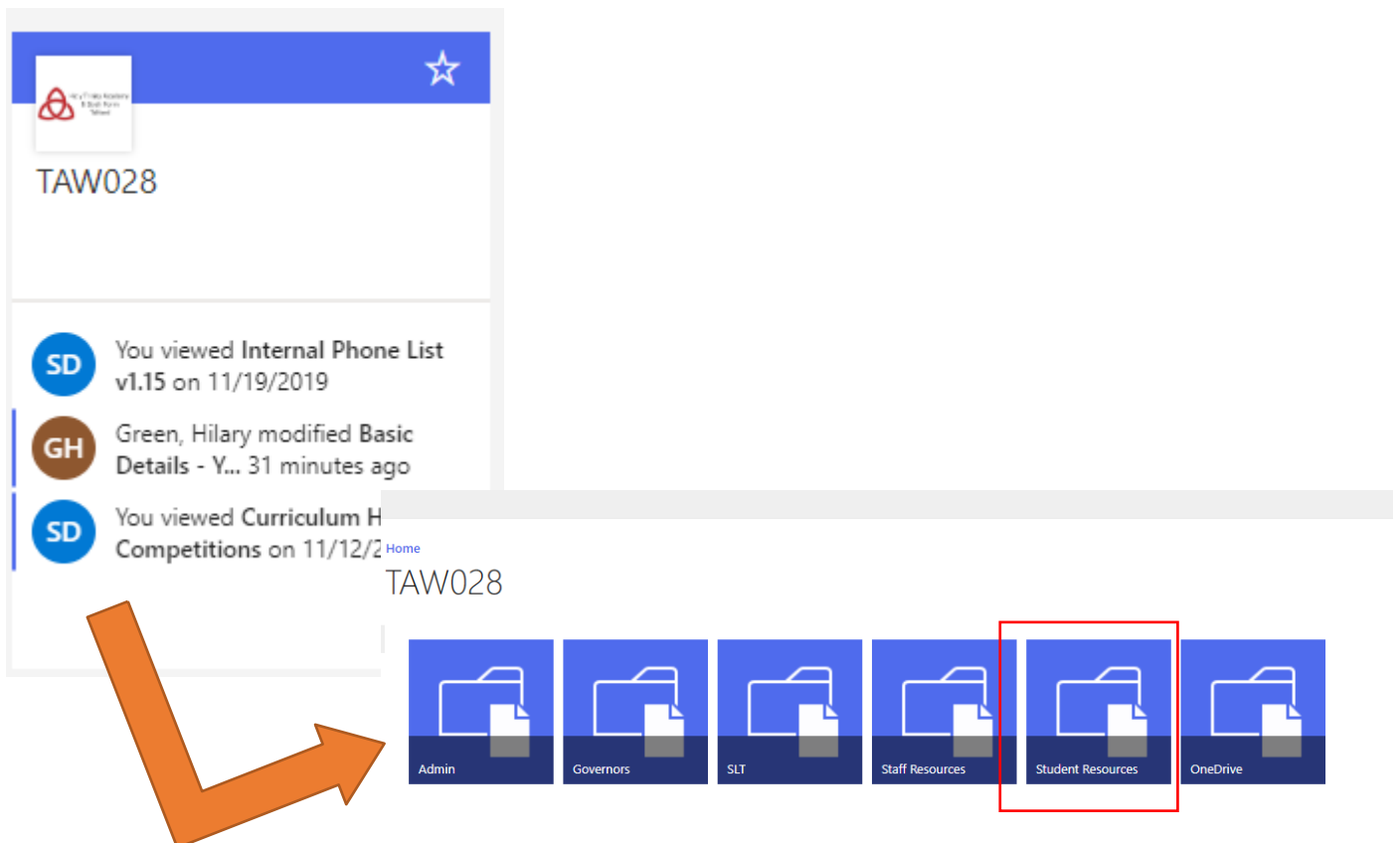


4. You will then be greeted with a page that looks similar to this and from here you'll be able to:

- Access your school emails
- Access your School OneDrive to upload files to
- Use Cloud based Office Applications e.g. Word, PowerPoint etc.
- Install a local copy of Office on your device (Install Office button) in the top right
- **Access the school SharePoint.**
****NOTE** They will also be able to install a copy of Office onto their personal device while they're a student at the school! They are able to install the Office Package on up to 5 devices.**



5. Once you've clicked "SharePoint" you should see the school site pictured below, if you do click "TAW028" to go to the school SharePoint then from there click the "Student Resources" button.



6. From there you'll be able to navigate to any files you need to access or upload any work you need to hand in to your teacher in the "Student IN" folder or be able to access resources from "Student OUT"

The screenshot shows a SharePoint interface for the site 'TAW028' at Holy Trinity Academy & Sixth Form Telford. The page title is 'TAW028 Documents > Student Resources'. A table lists various folders and files with columns for Name, Modified, and Modified By. The 'Student IN' and 'Student OUT' folders are circled in blue. A large empty rectangular box is present on the right side of the table.

Name	Modified	Modified By
6th Form	January 15	
A level Business	April 11, 2019	
Computer Science EDE	January 9	
Computer Science Summer Revision 19 EDE	July 17, 2019	
geography hwk	February 28, 2019	
home things	October 2, 2019	
homework from home	November 22, 2018	
Student IN	July 5, 2018	
Student OUT	July 5, 2018	
Anabelle, Bella, Emily science.docx	July 9, 2019	
best fuel investigation planning sheet JAM...	December 13, 2018	
best fuel investigation planning sheet.doc	December 12, 2018	
best fuel investigation planning sheet.docx	December 6, 2018	