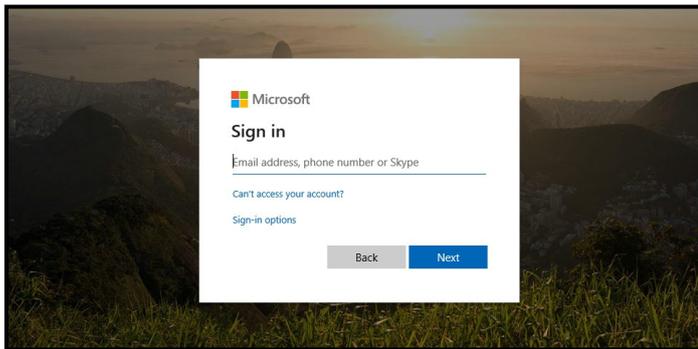


Accessing SharePoint From Home

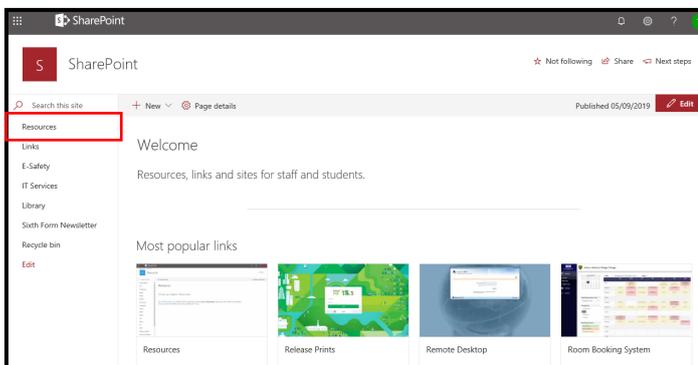


From the Arthur Mellows Village College website, click the *SharePoint* icon located on the right-hand menu bar.

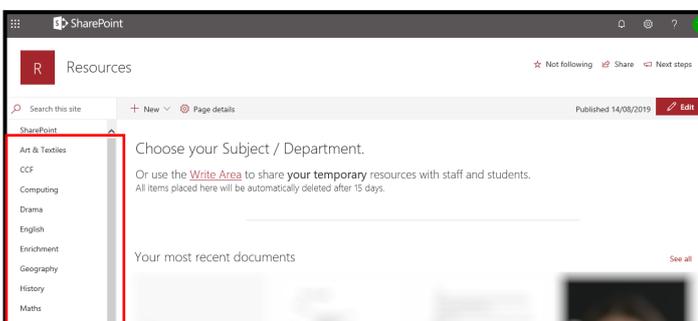


Enter your school email address & password.

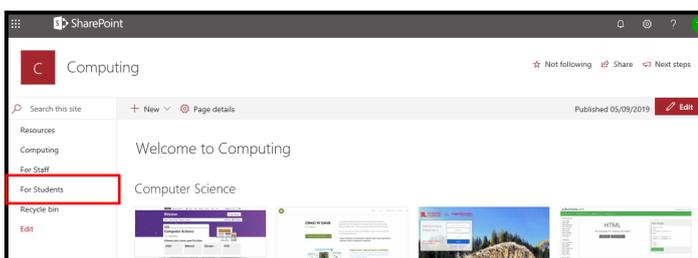
Emails follow a structure of 'username@arthurmellows.net'.



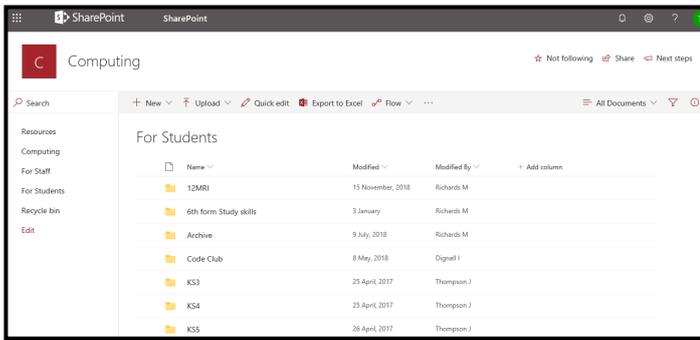
From the SharePoint home page, click *Resources*.



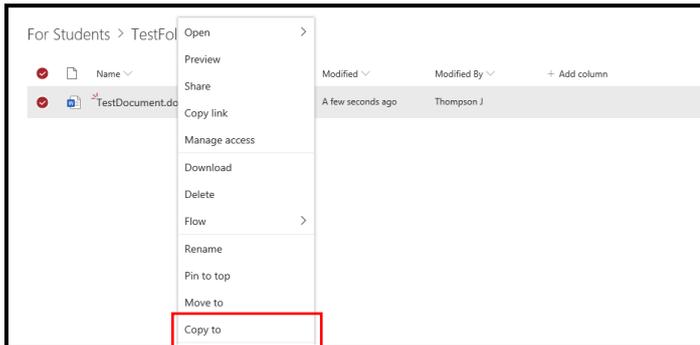
Select a subject from the list on the left of the page.



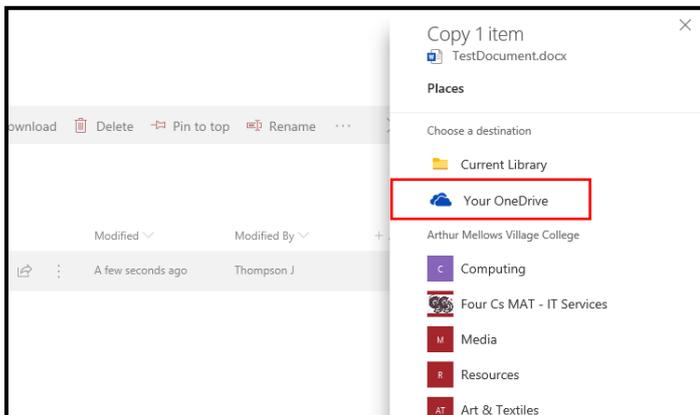
Click *For Students*.



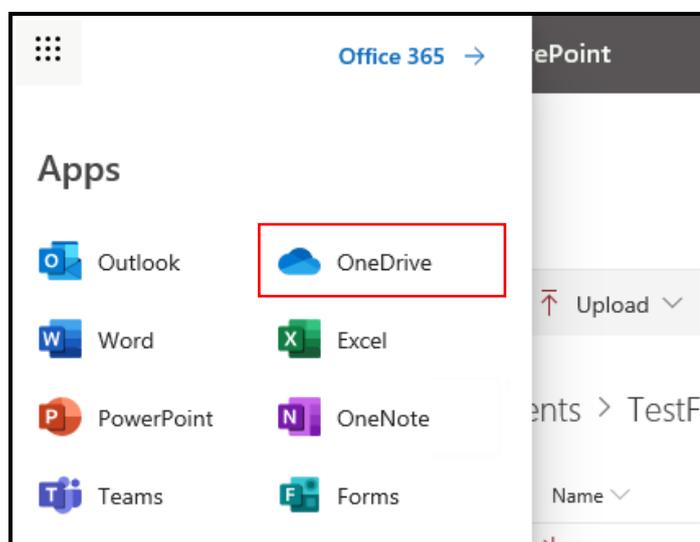
Navigate through the Document Library to find the files you need.



Click a document to view it in Office Online.
To edit a document, you will need to take a copy of it. To do this, right-click the document and select *Copy to*.



Then, select *Your OneDrive*.
You can then copy the document to your 'OneDrive For Business' to access it from anywhere (with an internet connection).



To access your 'OneDrive For Business', click the *Apps* icon at the top-left of the Office 365 page. Then, click the *OneDrive* icon.