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'.



Shar Resources

+ New \vee 🔞 Page details

Your most recent documents

From the SharePoint home page, click Resources.

Choose your Subject / Department. Or use the <u>Write Area</u> to share your temporary resources with staff and students All tems placed here will be automatically delated after 15 days

Computing + New \vee 🔞 Page details Welcome to Computing Computer Science -

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

Click For Students.

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	6th form Study skills	3 January	Richards M		
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	KS3	25 April, 2017	Thompson J		
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Navigate through the Document Library to find the files you need.

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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.