



Accessing Office 365 SharePoint Group Messages

Messages sent to **Groups** can be accessed from **SharePoint** once logged in. Students will need to log on using their school email address (<username>@arthurmellows.net) and the same password used to log into the computers here at AMVC. (Password reset requests can be sent to office@arthurmellows.org.)

Accessing SharePoint From Home



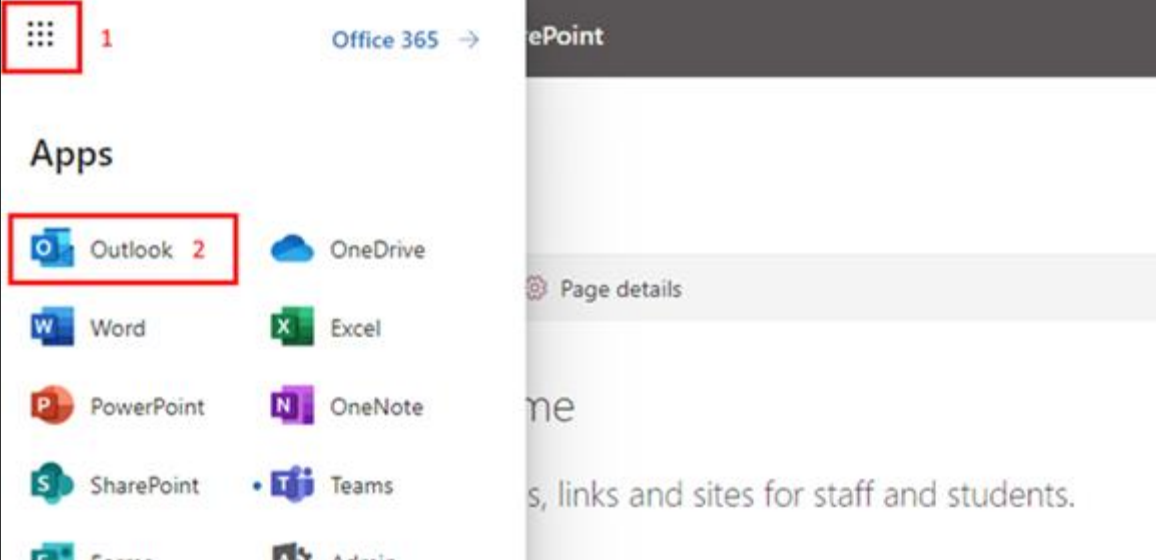
From the Arthur Mellows Village College website, click the **SharePoint** icon located on the right-hand menu bar.



Enter your school email address & password.
Emails follow a structure of 'username@arthurmellows.net'.

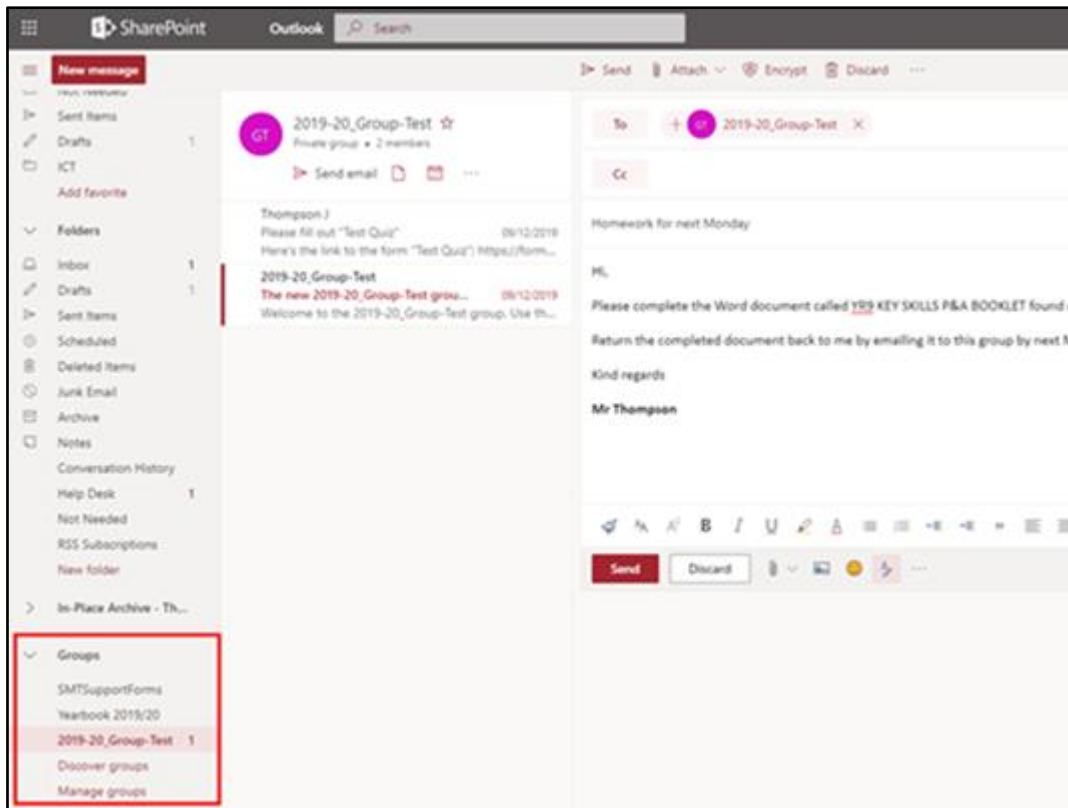
Once logged in, you will find that teachers are setting work for students using the **SharePoint Groups** feature in **Outlook**. These groups have been setup for all subject classes and can be accessed under the **Groups** tab in **Outlook**. The steps below explain how to access these **Groups**:

To access **Outlook**, click the **App Drawer** at the top-left of the **SharePoint** page and select **Outlook**:



The screenshot shows the Office 365 App Drawer interface. At the top left, there is a red box labeled '1' around the App Drawer icon (a 3x3 grid of dots). Below this, the 'Apps' list is displayed. The 'Outlook' app icon, which is a blue envelope with a white 'O', is highlighted with a red box labeled '2'. Other apps visible in the list include OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and Forms. The background shows a SharePoint page with a header 'Office 365 -> SharePoint' and a 'Page details' section.

The class **Groups** can be accessed in **Outlook** by scrolling down to the **Groups** section as highlighted below:



All **Groups** are prefixed with '2019-20_Group' and then followed by the class name. You should find that teachers are emailing work into the groups for the students to complete.

Unfortunately, there is no notification facility on this feature, so regular checking of **Groups** will be required.

Sending Completed Work Back to the Group

Within the **Group**, click *Send email* and then attach your file/work via an icon on the lower menu bar, before submitting it back to the teacher via the **Group**.

