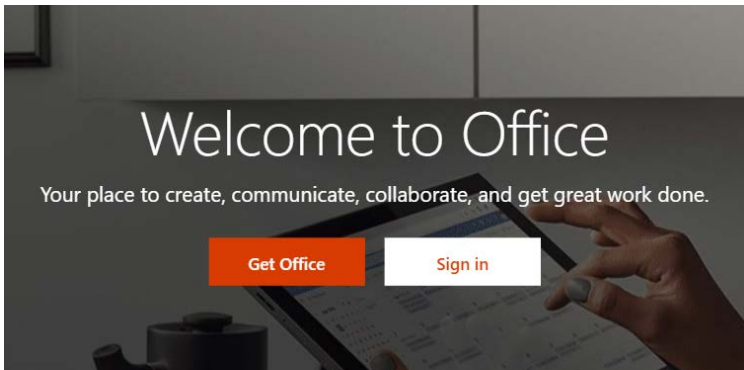


# Guide to Office 365 for Staff.

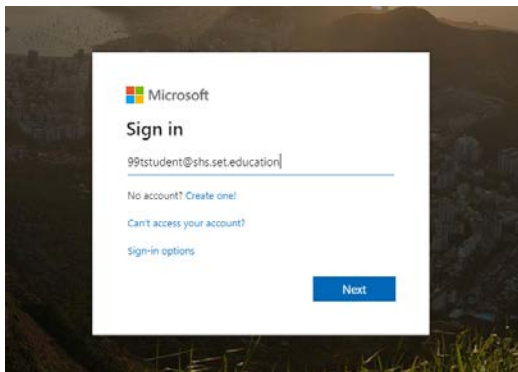
To access your schoolwork from home please follow the instructions below:

To access your own work and Email.

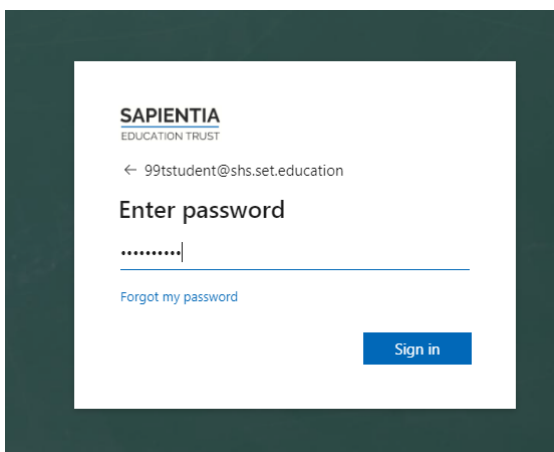
1. Open your internet browser and go to <https://office.com> , click on sign in,



2. At the logon page enter your school email address (this is your normal logon name that you use in school with @shs.set.education added to the end).



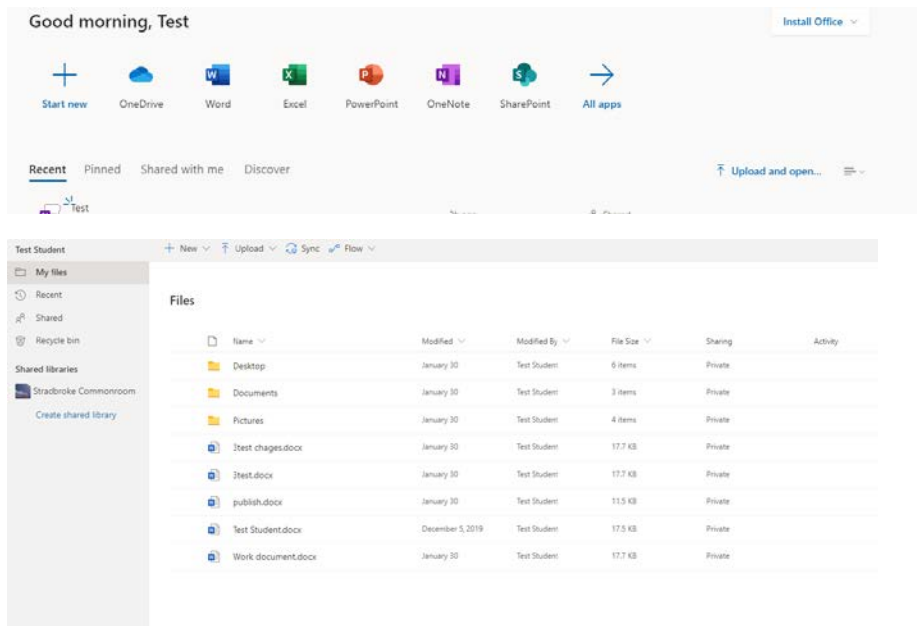
3. Enter your normal school password, if this does not work, contact [ICThelp@shs.set.education](mailto:ICThelp@shs.set.education) from a working email address and your password will be reset.



4. You can choose to stay signed in or not...



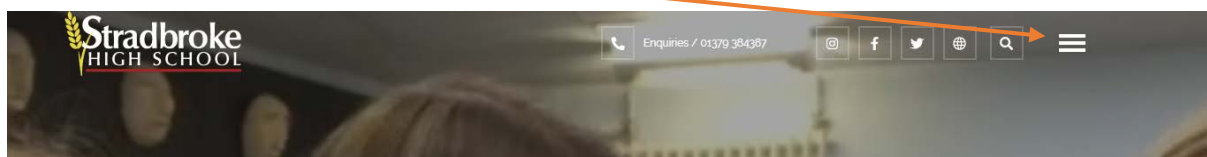
5. Once you are into the Office Website click onto the OneDrive icon and you will then see all your files. You can open or create files directly from your OneDrive. To Access email, click on the outlook icon.



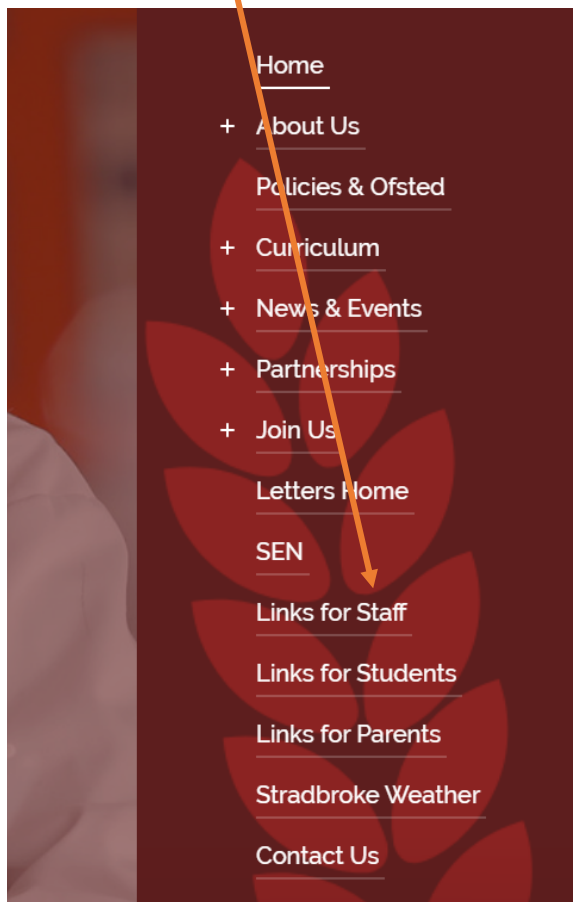
## To Access the Staff Shared Area

Go to [Stradbrokehigh.co.uk](http://Stradbrokehigh.co.uk)

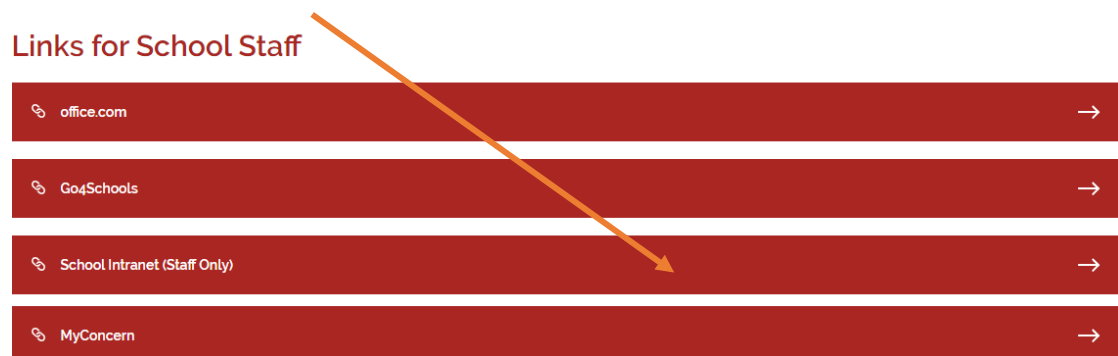
1. Click on the menu button.



2. Go into "Links for Staff"



3. Click on Staff Intranet

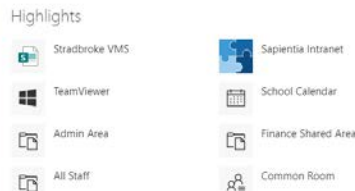
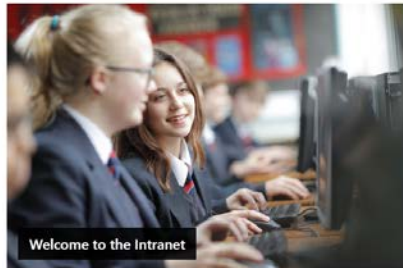


4. Log in with your school email address and password (as shown above)

- You will then see the staff intranet, To access the student areas, follow the links under “Common Room”. To access the Staff Shared area, click on “All Staff”, Members of the Admin and Finance Teams have Links to their own areas and are only accessible to them.

## Stradbroke High School

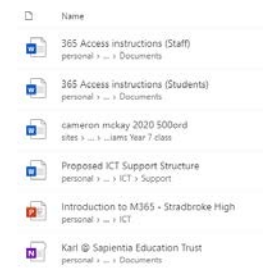
Intranet



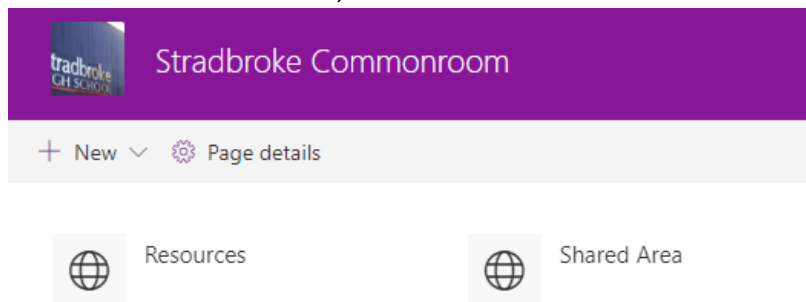
today's weather



My recently opened documents [See all](#)



- To Share files with students, follow the link to the common room.



- If you want to share a document and you do not want the original to be changed, save it to a folder in the Resources Folder. If you wish to share a file that you don't mind being changed or to collect work from students go into the Shared Area.