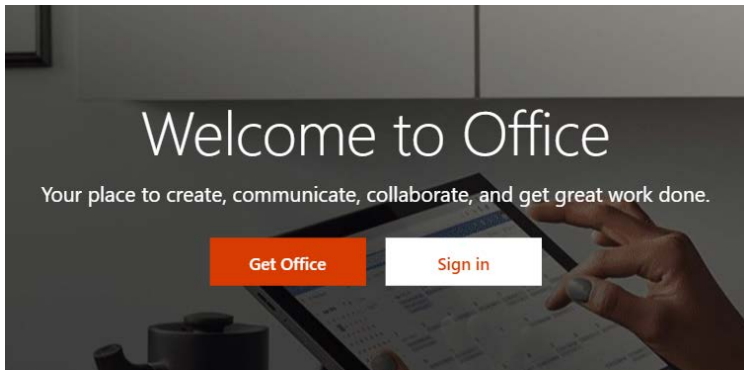


Guide to Office 365 for Students.

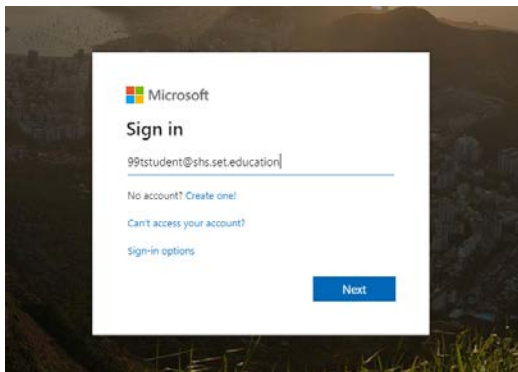
To access your schoolwork from home please follow the instructions below:

To access your own work on OneDrive.

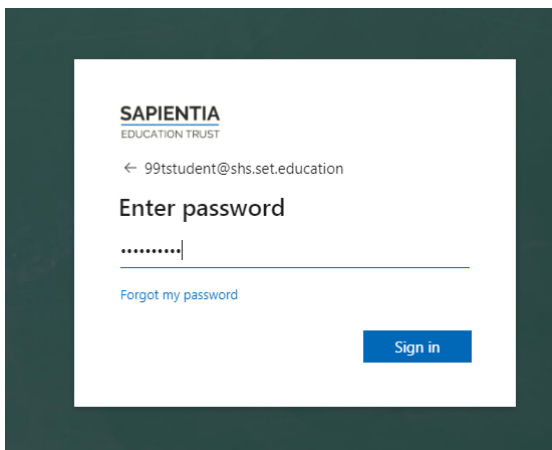
1. Open your internet browser and go to <https://office.com> , click on sign in,



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).



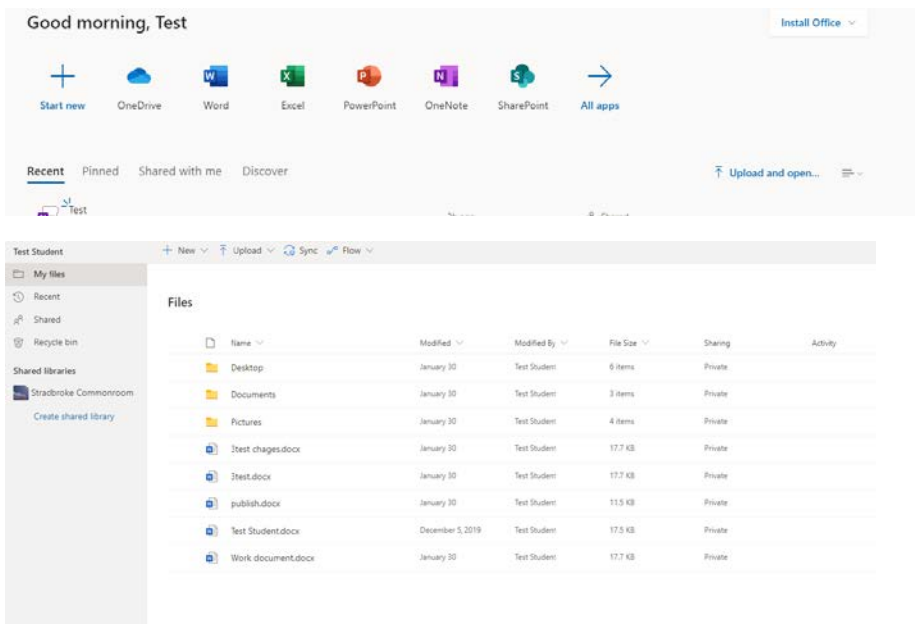
3. Enter your normal school password, if this does not work, contact ICThelp@shs.set.education from a working email address and your password will be reset.



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

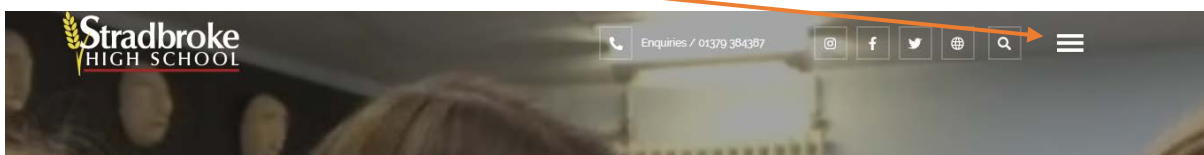


5. Once you are into the Office Website click onto the OneDrive icon and you will then see all your files. You can open or create files directly from your OneDrive.

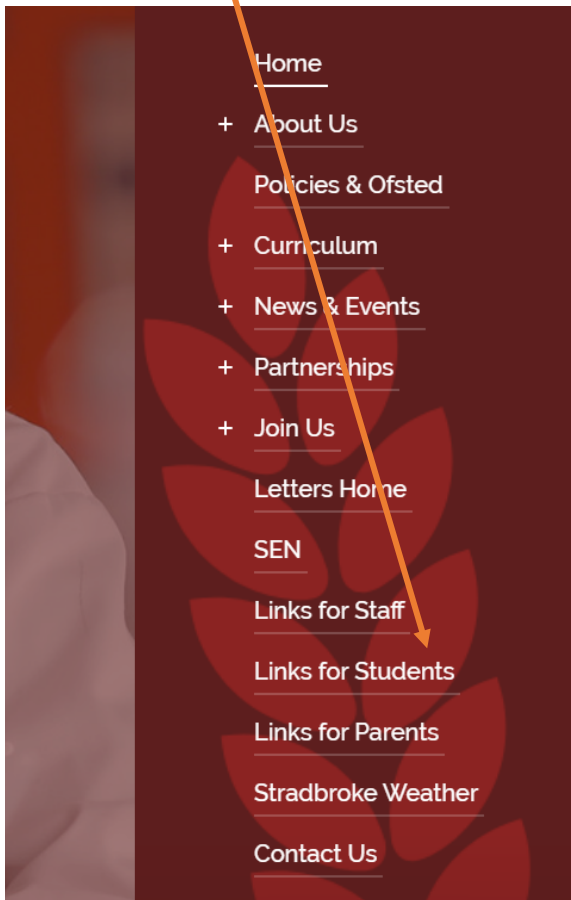


To Access the Student Common Room

1. Go to Stradbrokehigh.co.uk
2. Click on the menu button.



3. Go into “Links for Students”



4. Click on Stradbroke Common Room

Access school resources from home

(use your school email address and normal password to access)



Revision Sites

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

6. You will then see the Shared resources and Shared Area. Go to where your teacher has told you to find the files for your lesson. If you need to save a copy, please either save it to your OneDrive or to Wherever your teacher has told you to save the file on the shared area.

