

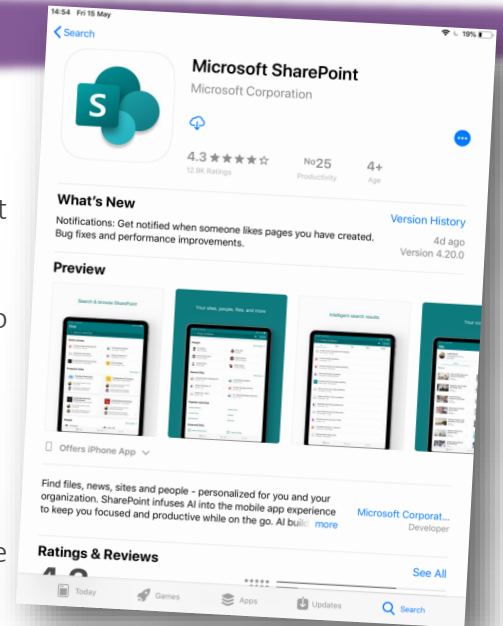
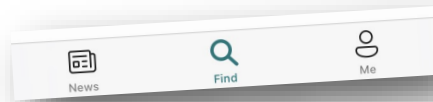
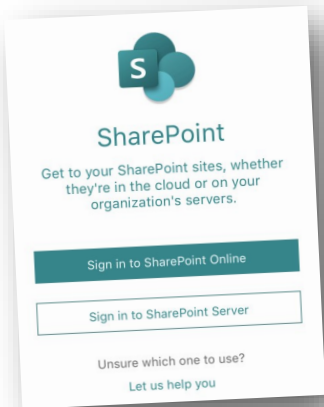
Accessing SharePoint



SharePoint is a document management system developed by Microsoft which you access with your school e-mail address. We will be using this as a platform to share documents and visual learning tools with students. This guide is intended to help you to access SharePoint on a desktop, tablet or phone. These instructions may vary depending on the device you are using.

Mobile or Tablet Guide

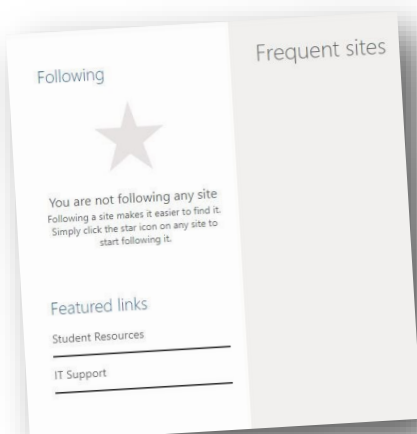
1. Search for SharePoint and download the free app.
2. Once downloaded select the SharePoint Online Option.
3. Sign in using the same details you use to access your e-mails.
4. Once logged in toggle the screen at the bottom to Find.
5. You should then see an option to access Featured links.
6. Within Featured links you will be able to see any Student Resources added by your teachers. They will be saved by subject and then year group.



Computer Guide

1. Go to the Student Zone area of The Oaks Academy website www.theoaksacademy.co.uk/student-zone/
2. Click on the new SharePoint link.
3. Sign in using the same details you use to access your e-mails.

Look out for the SharePoint Logo in the student zone



4. Once logged in look on the left hand side for Featured links.
5. Within Featured links you will be able to see any Student Resources added by your teachers. They will be saved by subject and then year group.

Once you have logged (using your school e-mail), for the first time you will be able to access it much faster in the future. Teachers will put links within SMfW, which will take you straight to the information they want you to look at.