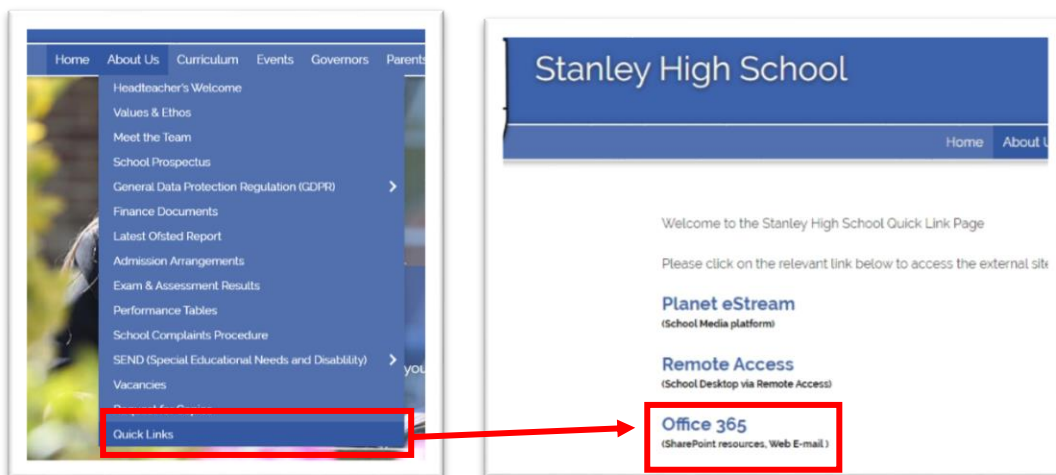




Accessing the school resources from home

The school website

- Go to the school's website is at <https://stanleyhigh.co.uk>
- To access *Office365* and *Planet eStream* from the website by going to **About Us > Quick Links**.



Login to Office 365/SharePoint

In your browser, go to the following website: <https://stanleyhighschool.sharepoint.com/sites/shs-Home> or:

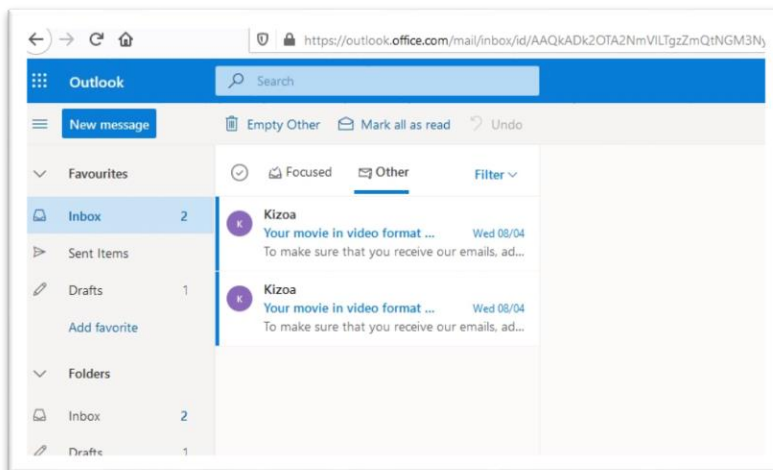
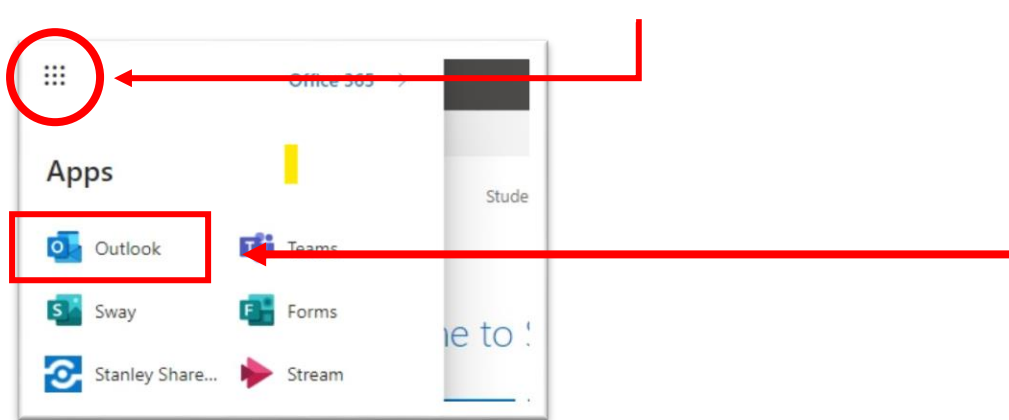
1. follow the link on the **Quick Links** page of the school website (above)
2. If you have not already signed in you will be asked to enter a username and password:
3. For the username, enter your school email address. This is your network login (**Y*******) plus **@stanleyhigh.co.uk**. (ie: y20smia@stanleyhigh.co.uk)
4. Click **Next**
5. On the next screen, enter your **usual network password**.
6. Click **Sign in**
7. If your username and password have been entered correctly you will then be logged into SharePoint.

This is the same view that you will get in school.



Finding your Email

From anywhere within Office 365, click on the **App Launcher** (top-left) and select **Outlook**

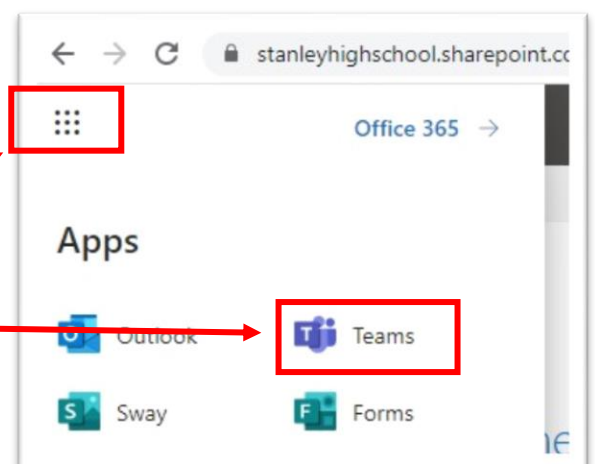


Opening Teams online

You can Sign into Teams without downloading the App. It runs just as well in a browser. To open Teams online:

1. Log into **Office365/SharePoint** as above
2. Go to the **App Launcher** at the top-left
3. Click on **Teams**

This will open Teams in your browser. You can download it if you wish using the **Download** button at the bottom-left of the application window





Opening OneDrive

OneDrive is your online storage and access to Office365 Applications from your browser. You can open OneDrive from within SharePoint or Teams

To open in SharePoint

1. Click on the **OneDrive** button on the SharePoint Home Page.

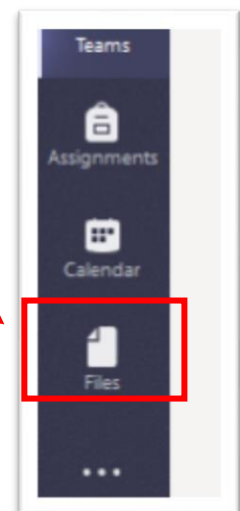
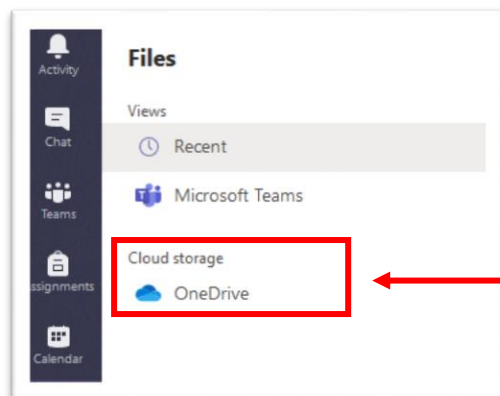
Please note that this is not the same as your network Home drive. OneDrive will only contain files that you have uploaded or created specifically.

You can use this area to upload or create new files.

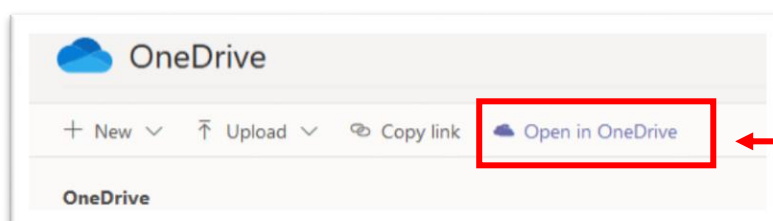


To open OneDrive in Teams

1. Open **Teams**
2. Click on the **Files** button on the left navigation bar
3. Click on the **OneDrive** option under Cloud storage



4. This will open a window within Teams displaying the content of your OneDrive.
5. You can open this in OneDrive itself by clicking on the **Open in OneDrive** button on the menu bar



6. This will open OneDrive in a new browser tab.

TIP: To save time you can always save the URL in your favourites/bookmarks, or go directly to <https://stanleyhighschool-my.sharepoint.com>