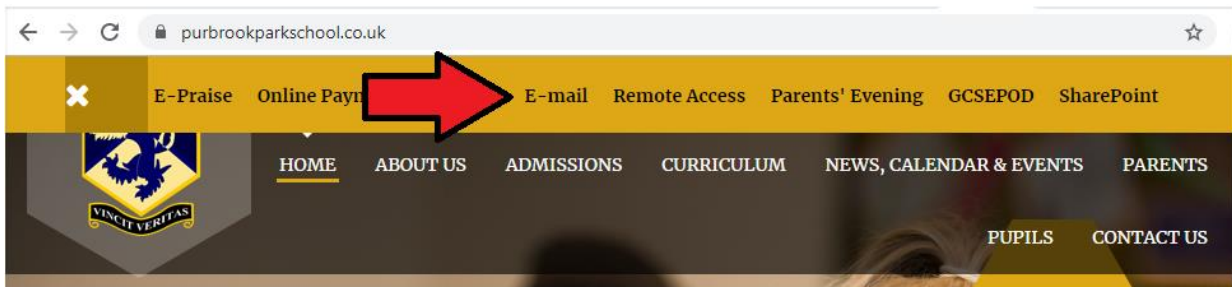
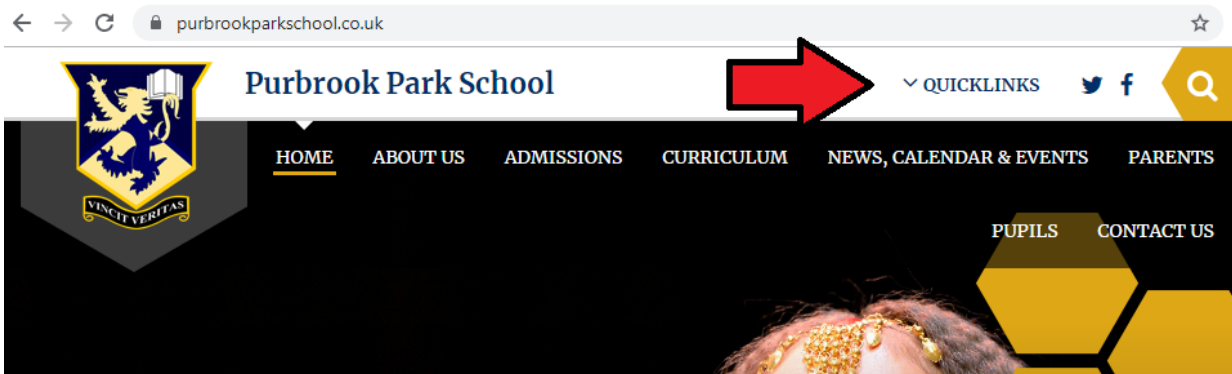


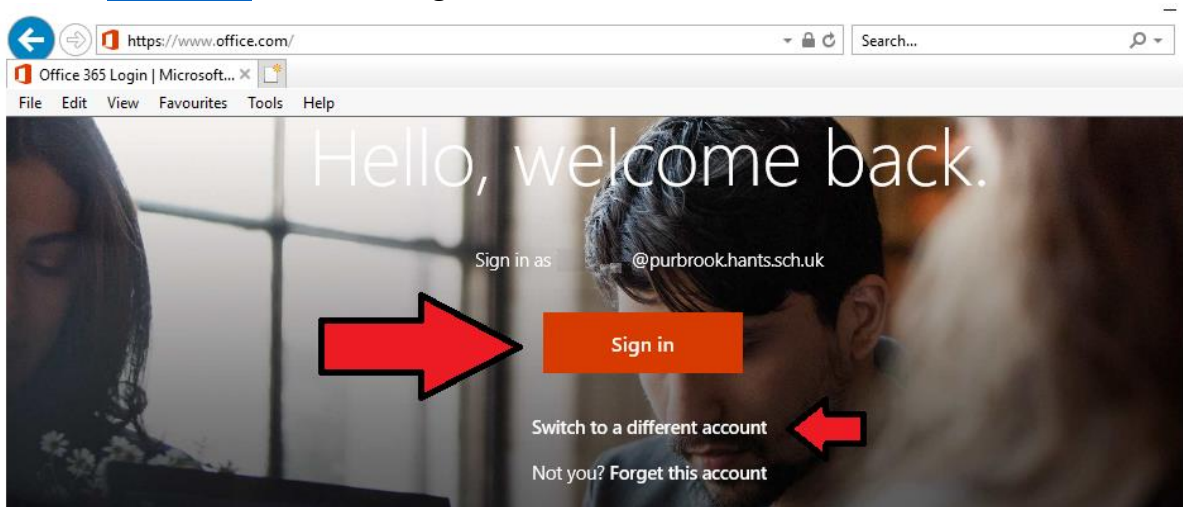
# SharePoint

## 1. Logon to Office 365 (Two option available):

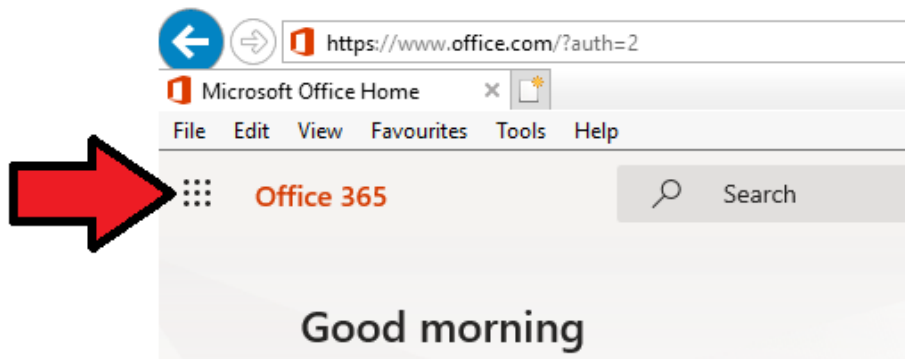
- Visit School Webpage ([purbrookparkschool.co.uk](http://purbrookparkschool.co.uk)), select 'Quick Links'
- Use 'Email' or 'SharePoint' link as required (both link to Office365 services)



- Visit [Office.com](https://www.office.com) and select 'Sign In'

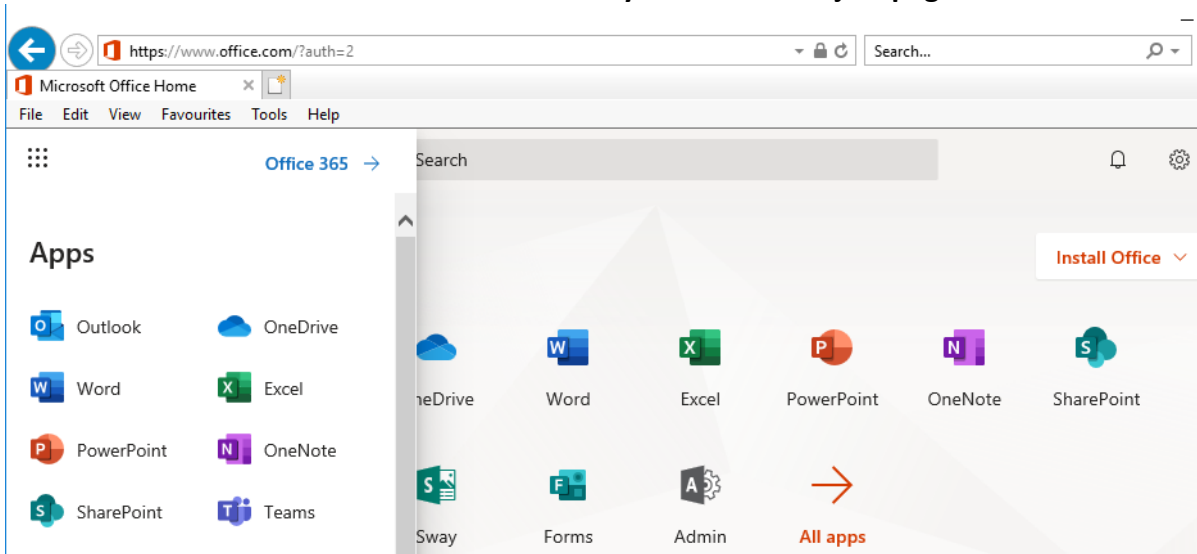


2. Use your School email (e.g. *XXFSurname@purbrook.hants.sch.uk*) and account password
3. Once Logged-In click on the '9 dots' on the top-left to display available applications



4. Range of web services includes:

- Microsoft Office Apps: Excel, PowerPoint, Word, Outlook
- OneDrive (for saving work on the cloud)
- SharePoint (V.L.E. and resource area, also linked directly through School's 'Quick Links')
  - SharePoint can also be accessed via: <https://purbrook.sharepoint.com/>
  - SharePoint 'Home' will take you to main subject page



Any issues with accessing anything above please contact:

- [It.support@purbrook.hants.sch.uk](mailto:it.support@purbrook.hants.sch.uk) (In-House School IT Support)
- FYI: passwords can only be reset by the school
  - Reset requests made through Office 365 are sent to IT Support