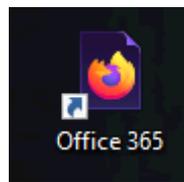
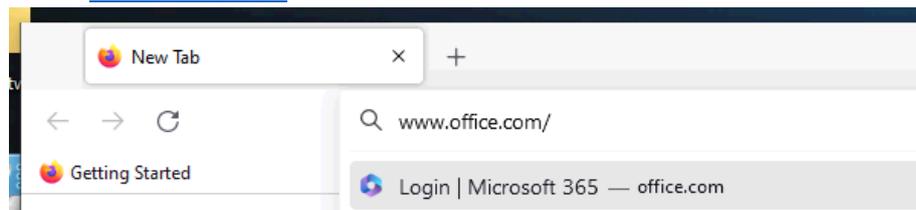


Guide for access to Year 11 SharePoint Site

1. If you are accessing from school first select the “Office 365” Icon from the student desktop.



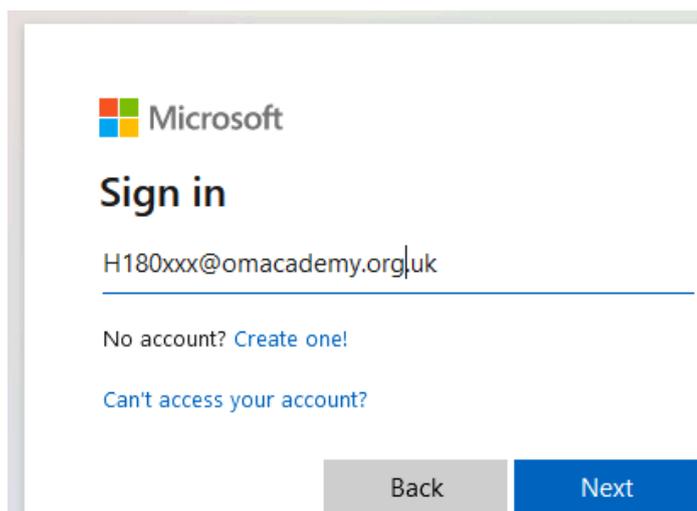
2. If you are accessing from home using your devices web browser type in the following URL in the search bar www.office.com



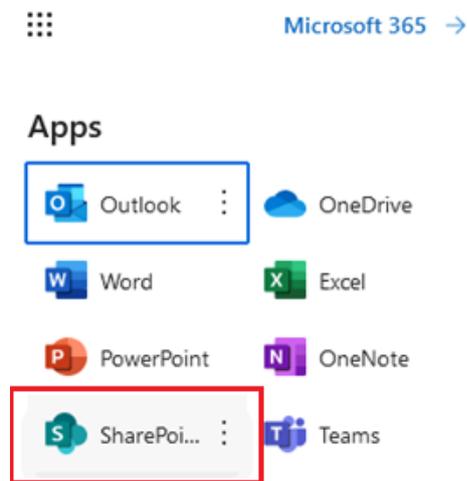
3. From here click on the “sign in” button located on the page that is displayed (Option 1 does not require this).



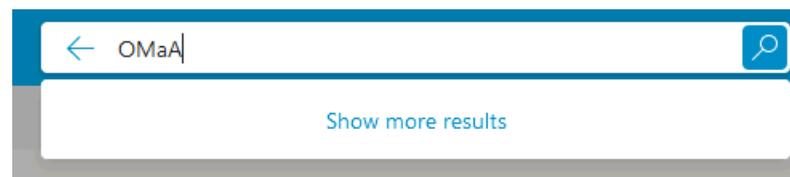
4. At the sign in page enter your student e-mail address this will have the following naming convention H180xxx@omacademy.org.uk



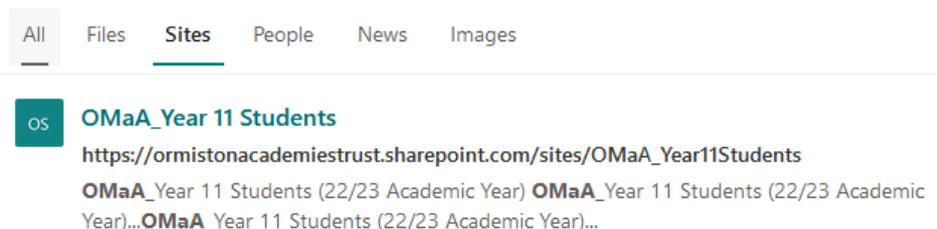
- Once signed in please click the series of dots in the top left corner then click **“SharePoint”** as highlighted in red.



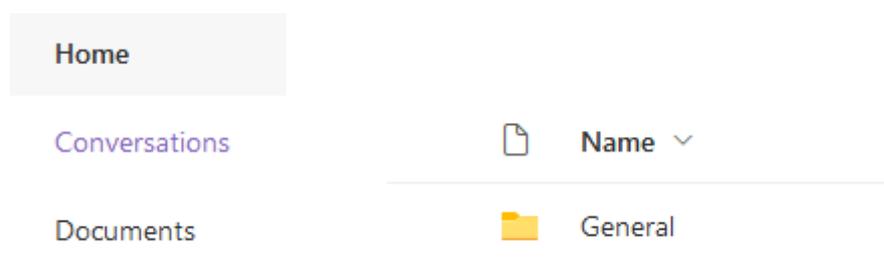
- Once you are in SharePoint click on the search bar at the top and type **“OMaA”** and click the small magnifying glass.



- This will display all content available to you, if you select **“Sites”** you should see **“OMaA_Year 11 Students”** is available to you, click on the link.



- You should now be on the OMaA_Year 11 Students SharePoint Site, to navigate to documents available to you select **“Documents”** from the pane on the left then select the folder labelled **“General”**.



9. You will now be presented with folders based on subject, select the one required.

Documents > **General**

|  Name ▾ | Modified ▾ | Modified By ▾ |
|--|--|---------------|
|  Art |  6 days ago | C Robson |
|  DIT |  6 days ago | C Robson |
|  Engineering |  6 days ago | C Robson |
|  English |  Yesterday at 3:35 PM | K Jackson |
|  Film Studies |  6 days ago | C Robson |