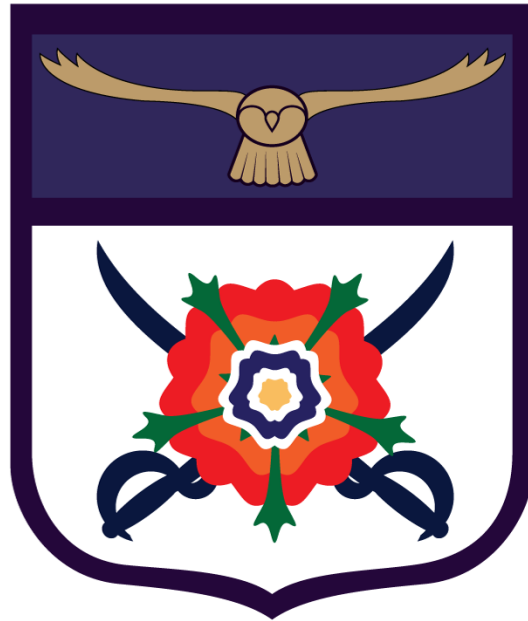


How to Access SharePoint, Emails, Home and Shared Drives from Home



Contents

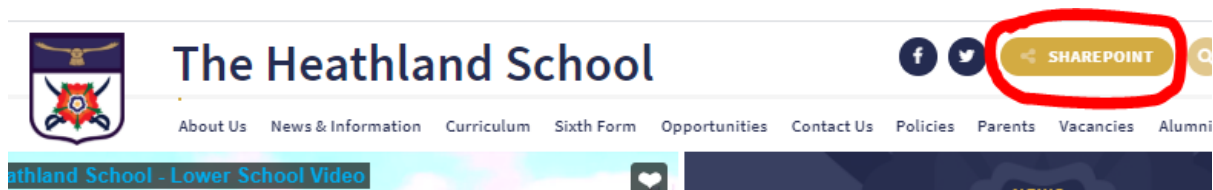
| | |
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Introduction

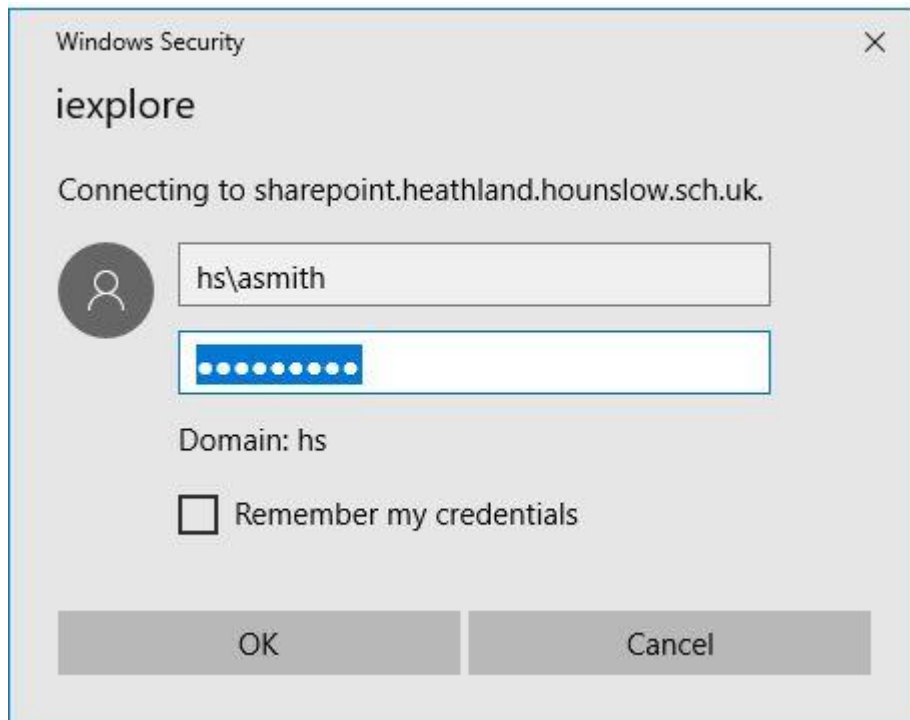
The purpose of this guide is to advise pupils/students on how to access their emails and documents from home.

Accessing SharePoint

1. Make sure your web browser is up to date.
 - a. Use at least **Internet Explorer version 10** or above or
 - b. Use the latest version of **Google Chrome** or **Mozilla Firefox**
 - c. *** Please note that some Browsers may not be supported**
2. Go to www.heathland.hounslow.sch.uk
3. Click on SharePoint

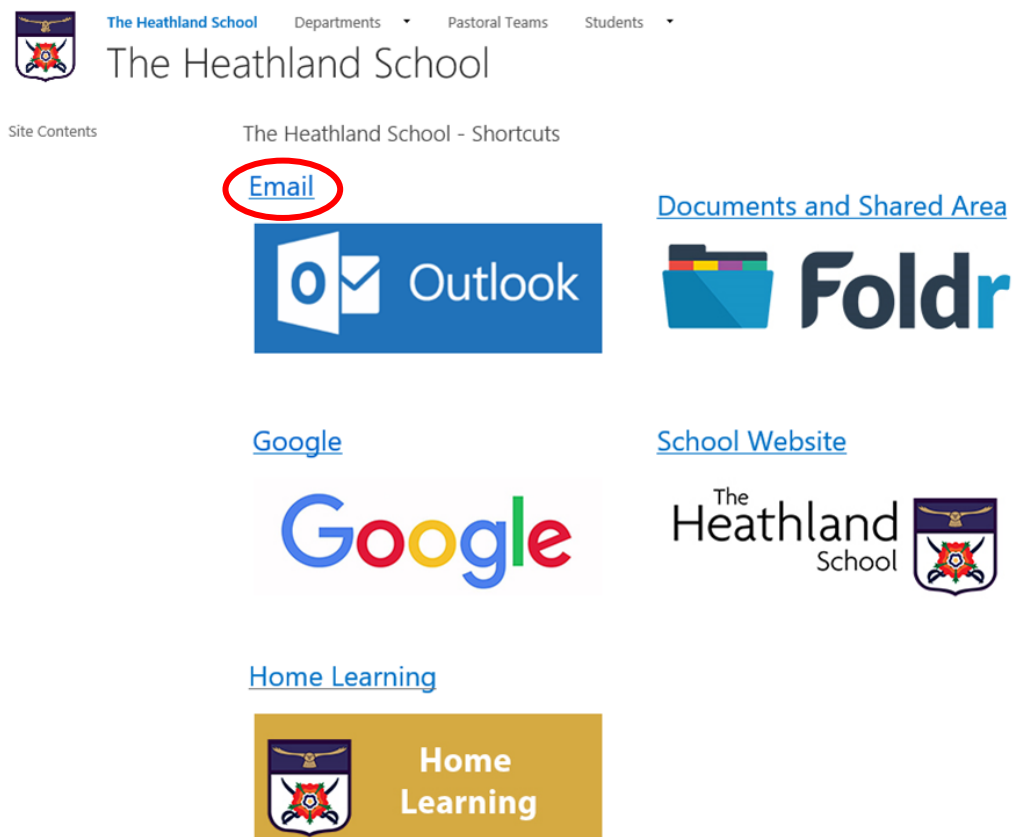


4. Enter your username and password
 - a. Note – Internet Explorer requires the user to enter the domain prefix *hs* in the username for example *hs\heathland*



Accessing Emails

1. Login to SharePoint
2. Click on Email



3. Enter your username and password and click on sign in.



Accessing Home Learning

1. Login to SharePoint
2. Click on Home Learning



The Heathland School Departments Pastoral Teams Students

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[Google](#)




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[Home Learning](#)



3. Enter your username and password and click on sign in.



Welcome to Foldr
The Heathland School

Username
12345








Password
●●●●●●●●

SIGN IN

4. Click on your year group and then the relevant subjects.

My Files » Student Share » Home Learning

Filter... 🔍

| Name | Modified |
|---|------------|
|  Year 07 | 7 days ago |
|  Year 08 | 7 days ago |
|  Year 09 | 7 days ago |
|  Year 10 | 3 days ago |
|  Year 11 | 3 days ago |
|  Year 12 | 6 days ago |
|  Year 13 | 6 days ago |

Accessing Home and Shared Drives

1. Login to SharePoint
2. Click on Documents and Shared Area



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3. Enter your username and password and click on sign in.



Welcome to Foldr

The Heathland School

Username

Password



4. You can click on *My Home Folder* for documents (N: drive) and Student Share for Shared Drives (V: and X: drives)

