

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



## Contents

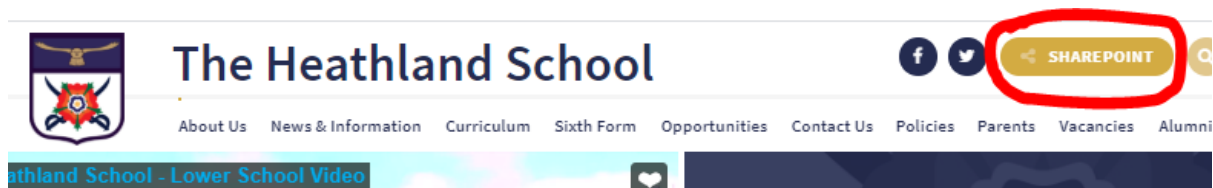
Introduction .....	2
Accessing SharePoint .....	2
Accessing Emails .....	3
Accessing Home Learning Activities.....	4
Accessing Home and Shared Drives .....	5

## Introduction

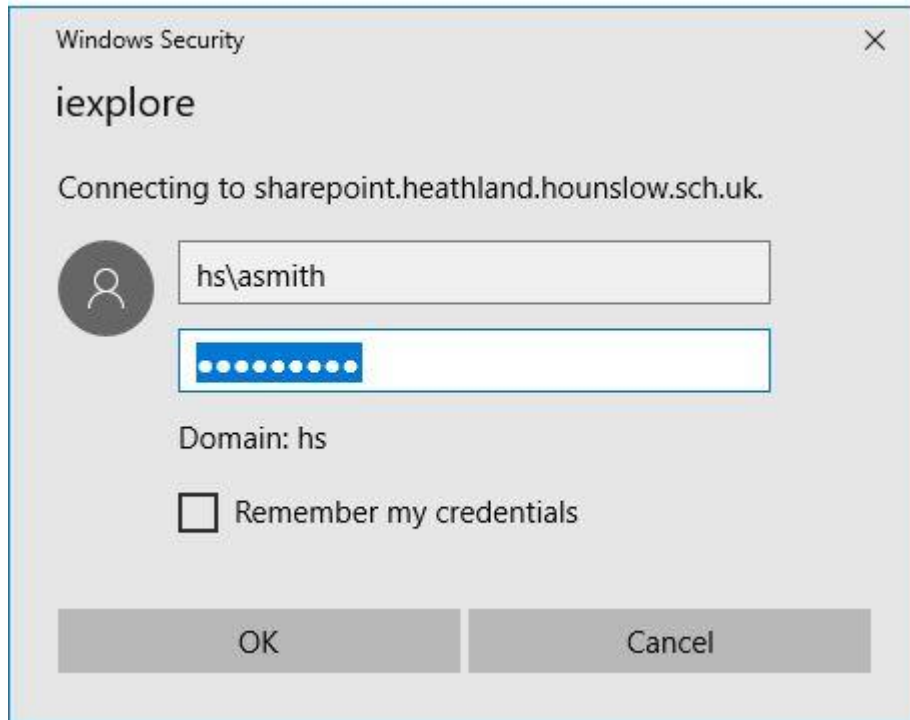
The purpose of this guide is to advise pupils/students on how to access their emails and documents from home.

## 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](http://www.heathland.hounslow.sch.uk)
3. Click on SharePoint

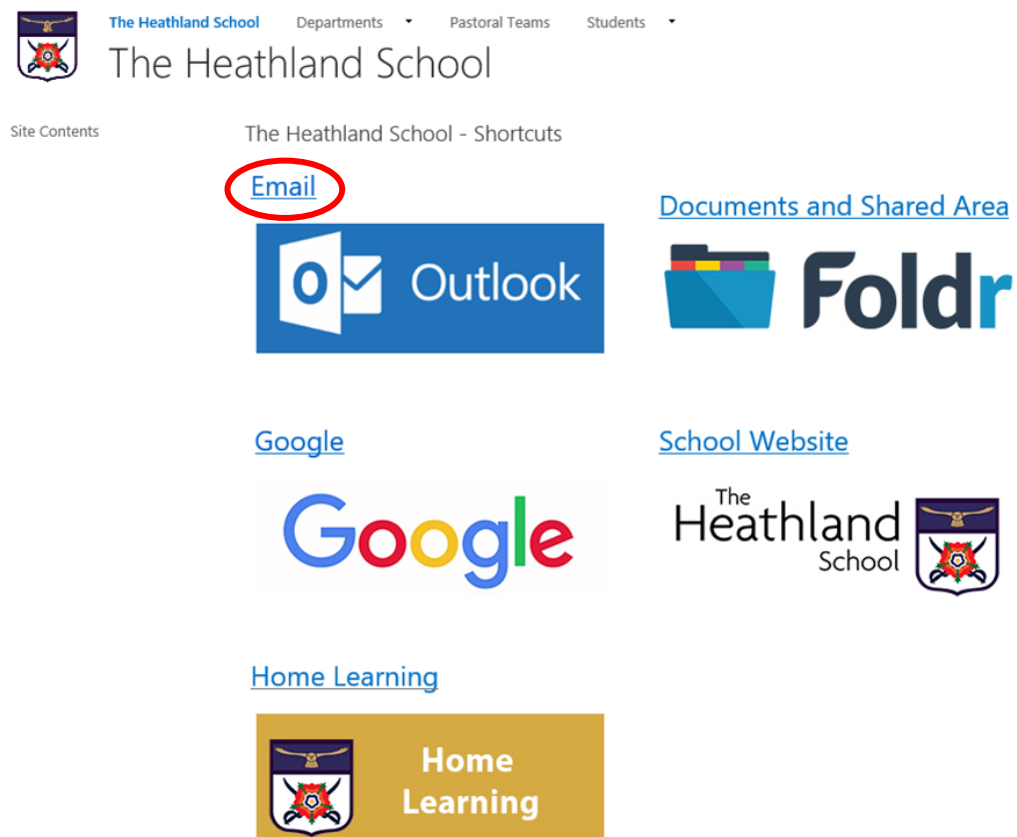


4. Enter your username and password
  - a. Note – Internet Explorer requires the user to enter the domain prefix *hs\* in the username for example *hs\heathland*



## Accessing Emails

1. Login to SharePoint
2. Click on Email



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



The screenshot shows the Outlook login interface. At the top left is the Outlook logo, which consists of a blue square with a white 'O' and a white envelope icon. To the right of the logo, the word 'Outlook' is written in a large, blue, sans-serif font. Below the logo and text, there are two input fields. The first is labeled 'User name:' and contains the text 'asmith'. The second is labeled 'Password:' and contains a series of black dots. At the bottom left of the form, there is a blue circular icon with a white arrow pointing right, followed by the text 'Sign in'.

## Accessing Home Learning

1. Login to SharePoint
2. Click on Home Learning



The Heathland School Departments Pastoral Teams Students

# The Heathland School

Site Contents

The Heathland School - Shortcuts

[Email](#)



[Documents and Shared Area](#)



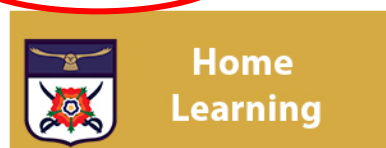
[Google](#)




[School Website](#)



[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



# The Heathland School

Site Contents

The Heathland School - Shortcuts

[Email](#)



[Documents and Shared Area](#)



[Google](#)



[School Website](#)



[Home Learning](#)



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)

