



How to guide: Accessing SharePoint from Home (lockdown)

To access SharePoint please follow the following instructions:

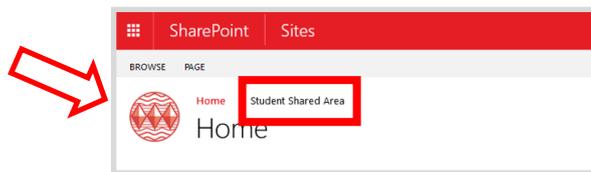
1. Please visit www.highamlaneschool.co.uk and click on the SharePoint Link at the top of the page



2. In the following pop up login box, type your school username and password. Remember to prefix your username with `hls\`



3. Within SharePoint click on Student Shared Area



4. Student work will be organised by year group. Each subject has it's own student noticeboard. This will allow teachers to communicate instructions.

