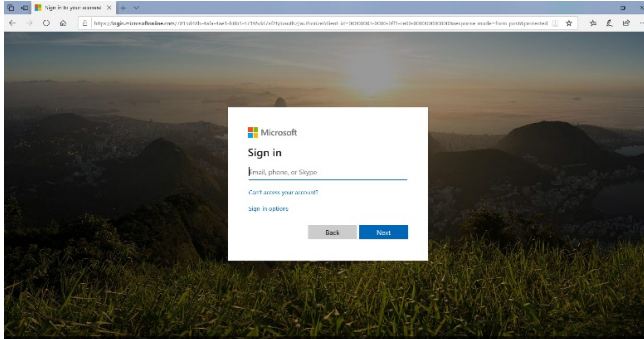


# SHAREPOINT

## HOW TO LOG IN TO SHAREPOINT THROUGH A WEB BROWSER?

- Type the address ***kearsneyc.sharepoint.com*** into your browser (Chrome, Edge, Explorer, Safari, Firefox)
- This window will appear:



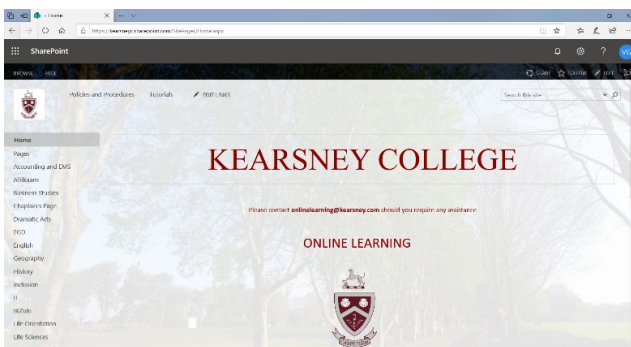
- Sign in with your Kearsney computer login name + “@kearsney.com”. For example [20ggovv@kearsney.com](mailto:20ggovv@kearsney.com).

**\*Important:** To login to any of the Microsoft Office applications you need to type in your Kearsney computer login (username) that you would normally use to login to computers on campus, but, since you are logging into Microsoft remotely, you must add “@kearsney.com” after the normal username – for example [20ggovv@kearsney.com](mailto:20ggovv@kearsney.com).

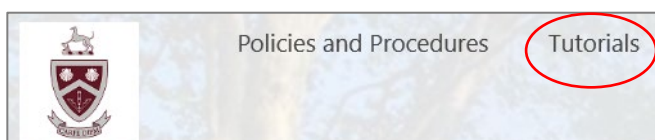
- Click **Next** and enter the password that you normally use to access the computers at school.


## NAVIGATING THROUGH SHAREPOINT

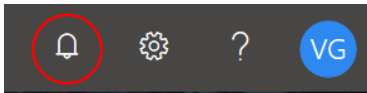
- Once you have entered your password, the SharePoint page will load.



- Your subjects are listed down the left of the page.
- Click on the relevant subject to find the work to be done in a lesson.
- Detailed video tutorials on how to use SharePoint and other programs are also available on the page.



- Click the  on the top-right corner for any notifications from emails or other applications.



- Click on the waffle to access any Microsoft Office Applications.

