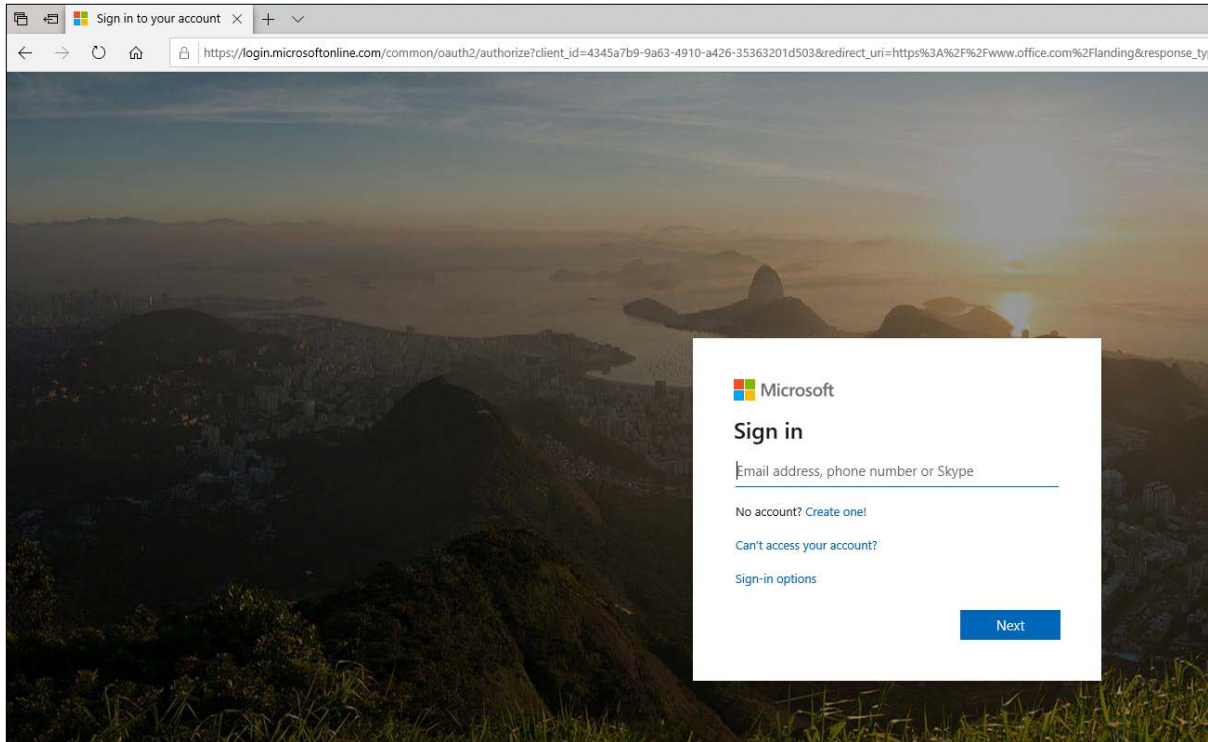


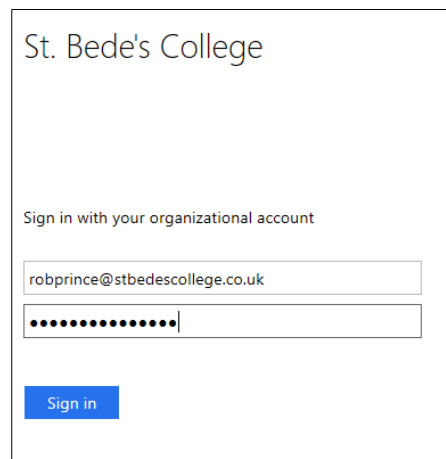
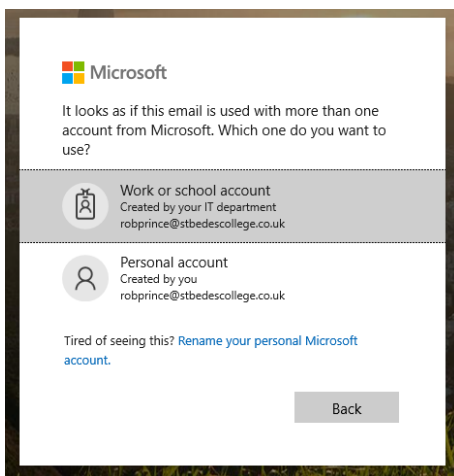


User manual for accessing Office 365

Sign into Office 365 using your College email address:

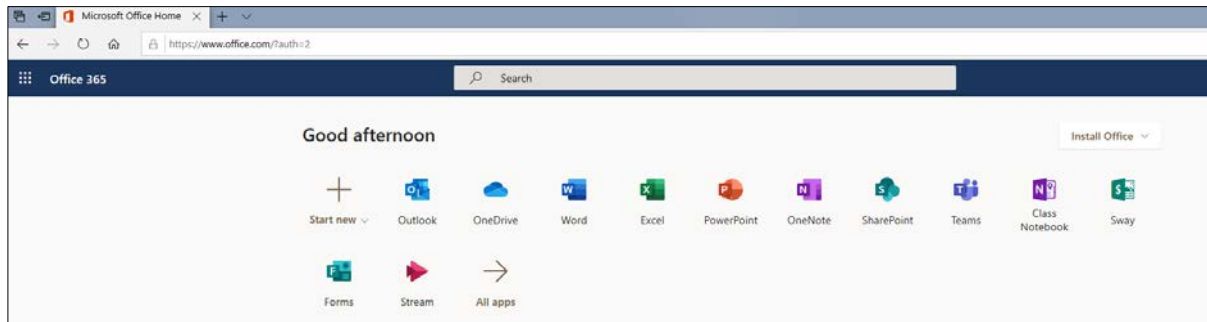


Select work or school account if you also have a personal one, then enter your College password:





From this home screen you can access emails (Outlook) and documents (OneDrive). Please save anything you wish to access at home to the OneDrive in College (U:/Drive).

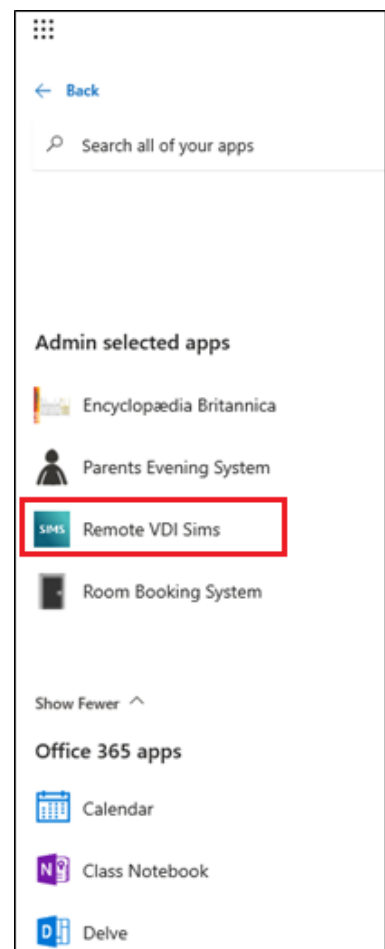
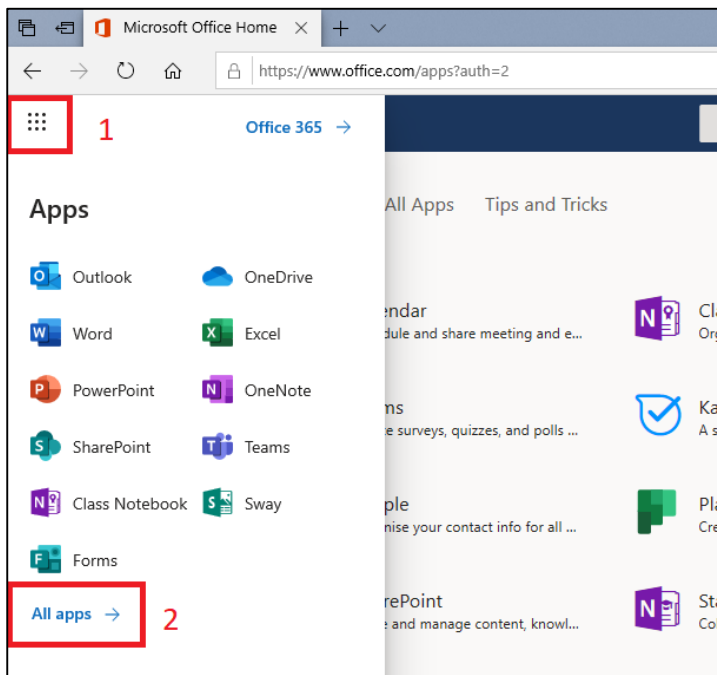


All other drives can be found in 'SharePoint'.

Please note that although the assessment drive is visible, due to its size it is not yet 'synced' so documents saved in the College cannot be immediately accessed this way. However, older documents may already be uploaded.

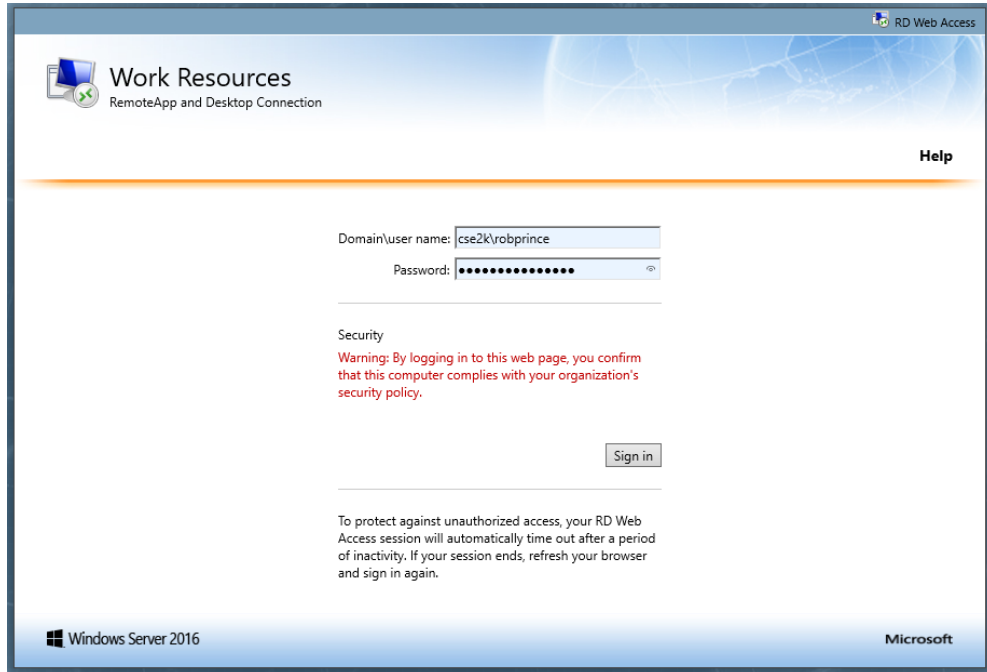
To access SIMS and other applications:

1. Click the 9 squares icon
2. Select all apps





The first time you log in, you will need to use the College domain name **cse2k** before your username (see below).



You will then be able to select SIMS and log in as normal.

