EPSOM

COLLEGE

HOW TO ACCESS AND EDIT 1-2-1 TUTOR/ TUTEE FOLDERS ON SHAREPOINT

How to Open Documents from the EC Tutor Site

Our Tutor Site provides a secure way for teachers and pupils to share documents. To edit any of the documents stored on Epsom College Tutor Site please follow these instructions.

How to log into Epsom College Tutor Site

- Navigate to:

https://epsomcollege.sharepoint.com/sites/ECtutorsite/default.aspx

- Depending on the computer you are accessing the site from, you might be presented with Office365 login screen. If that happens please login with your College email address and the usual password.

- Once logged in you will land on portal's home page:
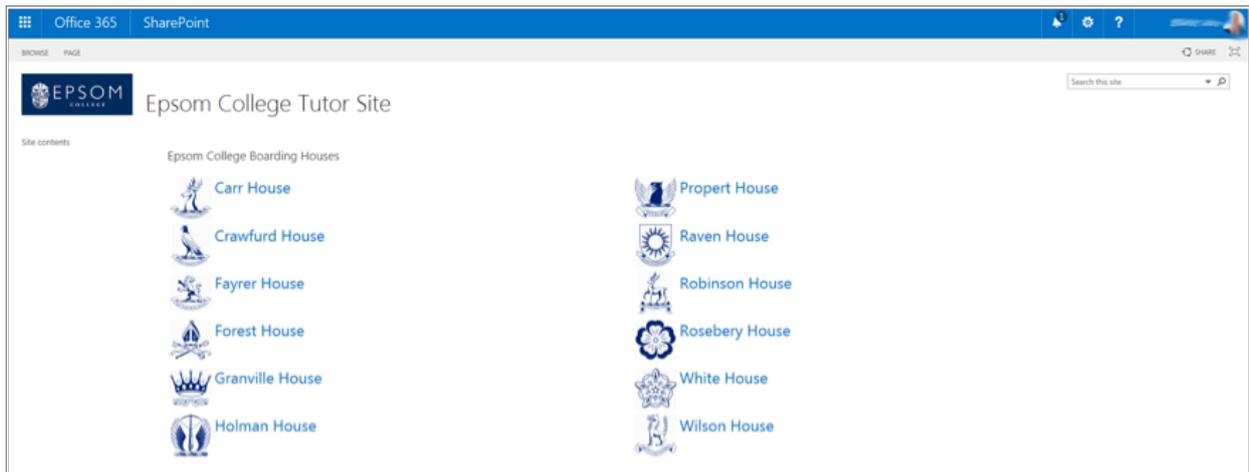
- Navigate down through your Boarding House and Year Group into your own documents and click name of the document you wish to edit:
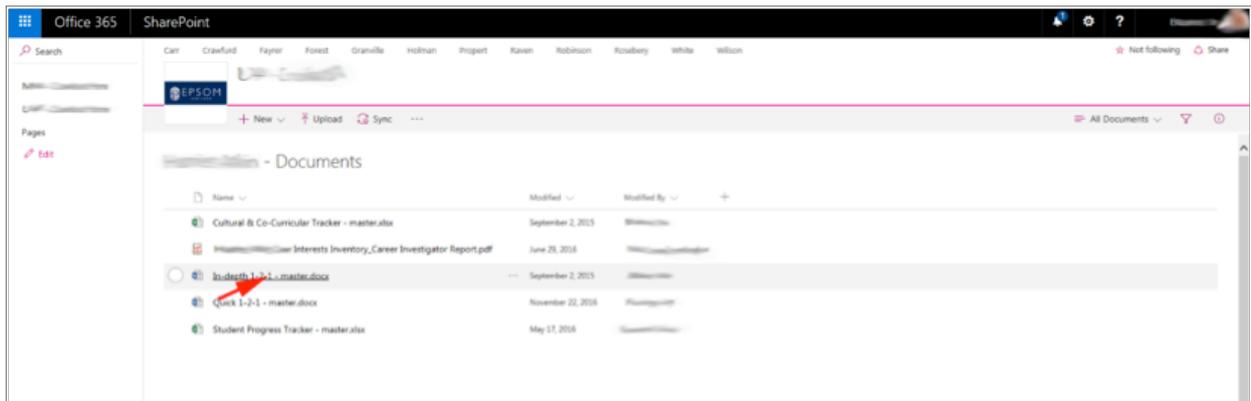
- The document will open in Office Online editor. If you prefer to edit the document in a desktop version of Word, Excel etc. please click Edit Document button on the top menu and choose Edit in Word:
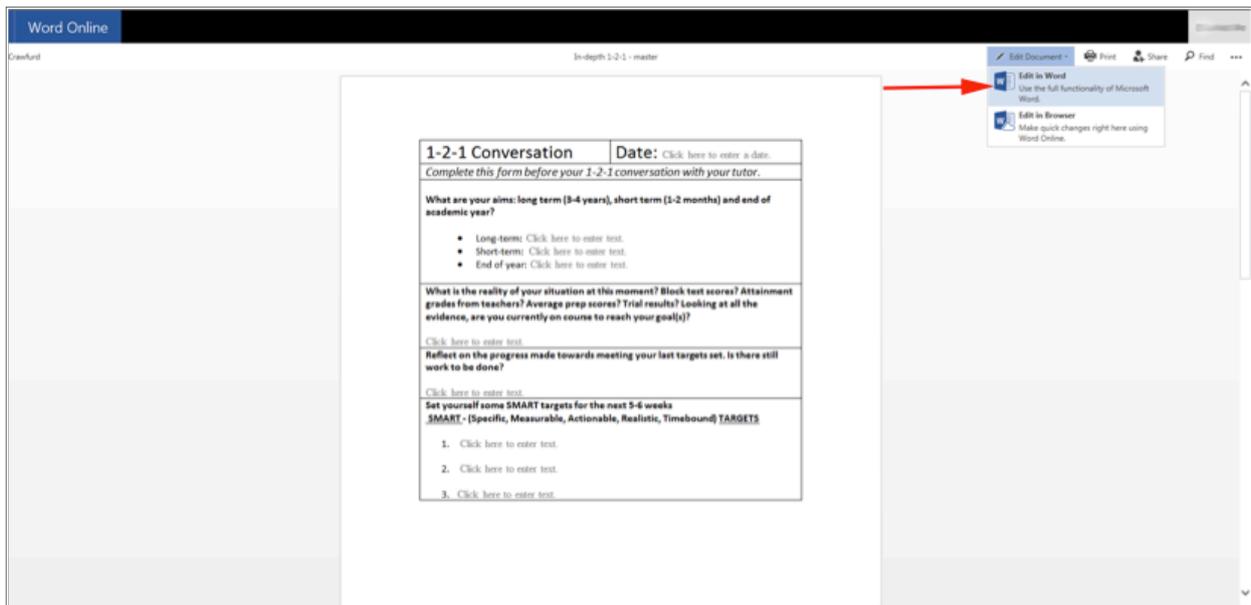
- The document opens in your desktop Word application (Excel, PowerPoint etc.) where you can edit it as usual. Once finished you can save it by simply clicking on Save icon. Because successful saving of the document depends on your internet connection it is always a good practice to save a backup copy of the edited document locally on your computer.

If you are experiencing difficulties logging on, please contact our IT Services department using **ITsupport@epsomcollege.org.uk** or by telephoning **01372 821159**.