



# EPSOM

COLLEGE

ACCESS AND EDIT SHAREPOINT DOCUMENTS

# ACCESS AND EDIT SHAREPOINT DOCUMENTS

SharePoint is Microsoft’s document management and collaboration tool. SharePoint supports variety of features but at Epsom College SharePoint is primarily being used as a document storing and sharing platform. SharePoint can be divided into “Sites” and each area where the documents are stored is called “Document Library”. The College currently runs many such sites, with main being: Staff Share in the Cloud, Pupil Share in the Cloud, Tutor/ Tutee Site. There are many other separate sites for Academic departments as well.

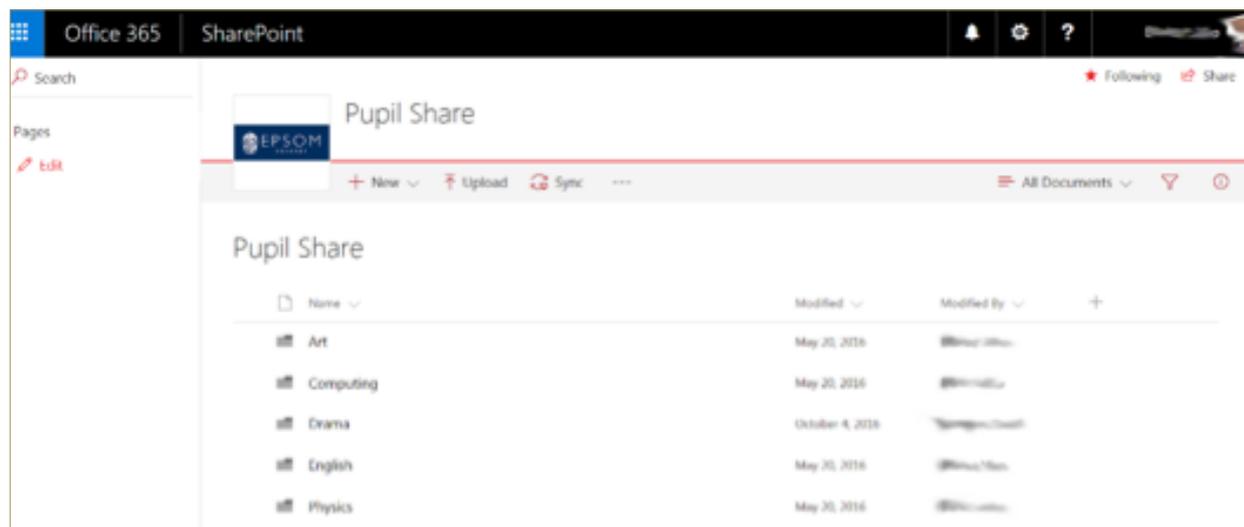
## How to access a SharePoint Document Library via web:

To access a Document Library you will need to open a link to that library in an internet browser. The link might have been emailed to you or it might be available on College’s extranet page: <http://home.epsomcollege.org.uk/>

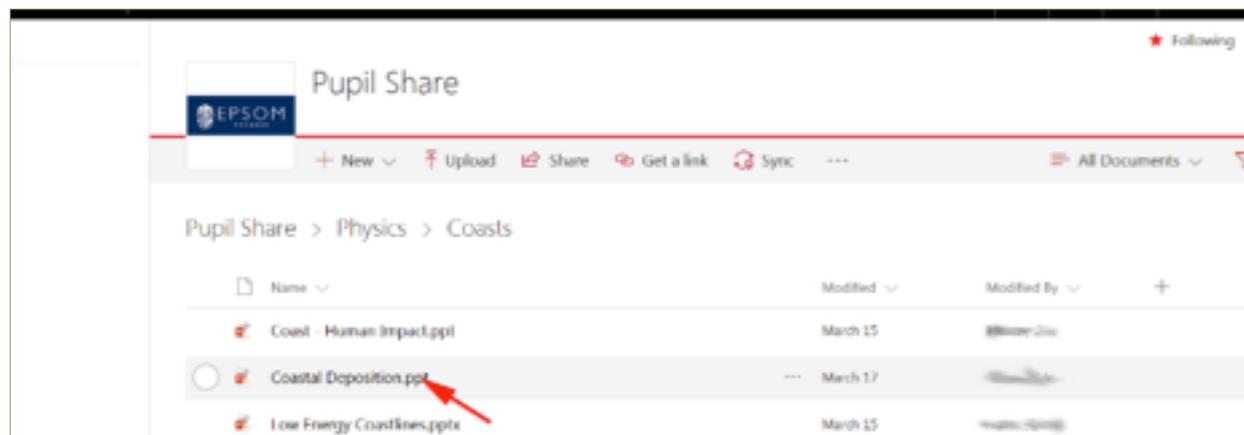
The most common Document Libraries can be found here:

- Staff Share in the Cloud
- Pupil Share in the Cloud
- Tutor Site

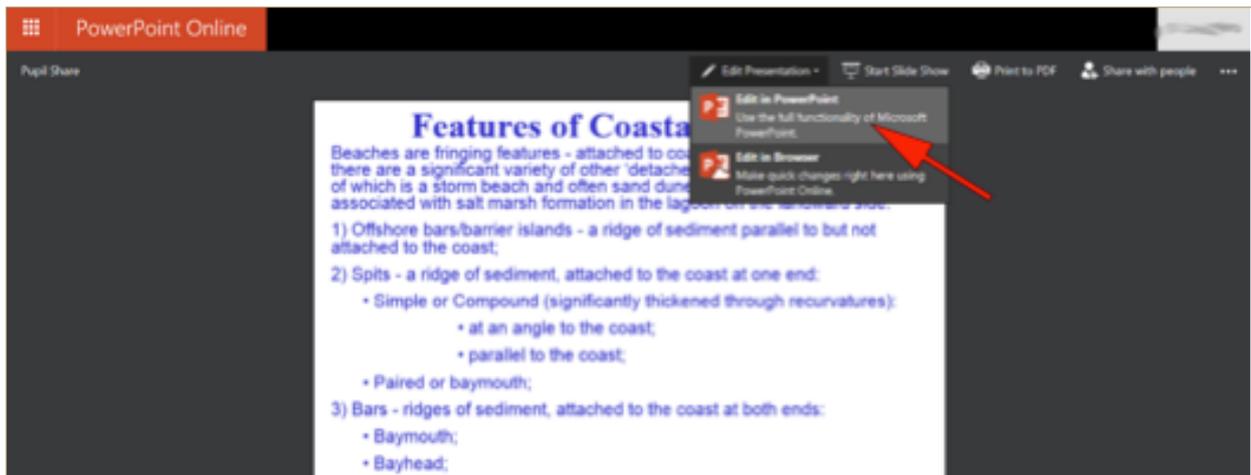
1. After opening the link you will be presented with Office365 login page. If that happens please login with your College email address and the usual password. Please note that if you open the link from a College computer you might be logged in automatically in which case it will take you straight to Document Library’s home page.
2. Next you will be presented with that Document Library’s home page:



3. To edit an existing document navigate through the folder structure to the document and click its name:



4. 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 (if it is a PowerPoint document the button will be called Edit Presentation) on the top menu and choose Edit in PowerPoint:



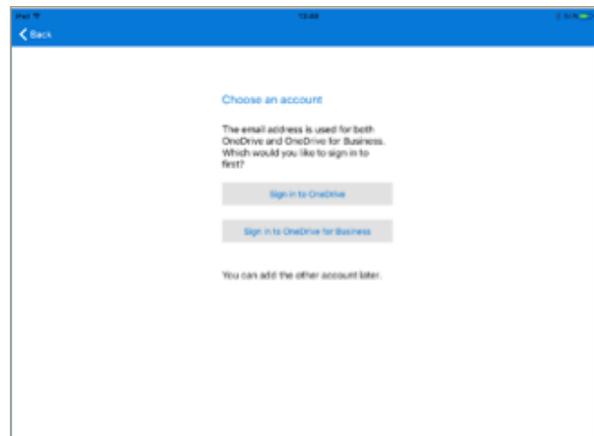
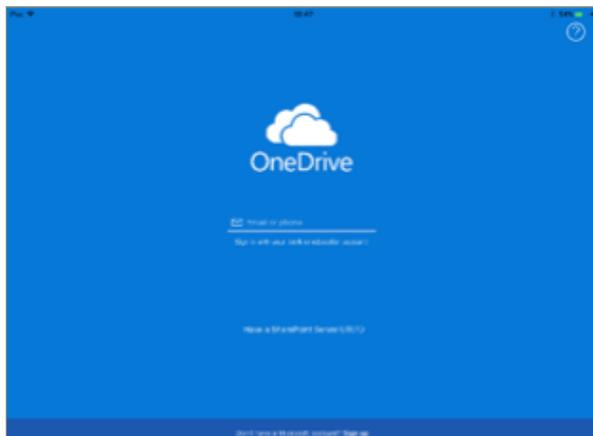
5. The document opens in your desktop Word application (Excel, PowerPoint etc.) where you can edit it as usual. Once finished you can save it by simply clicking on Save icon. Because successful saving of the document depends on your internet connection it is always a good practice to save a backup copy of the edited document locally on your computer.

### How to edit a document on SharePoint site on an iPad:

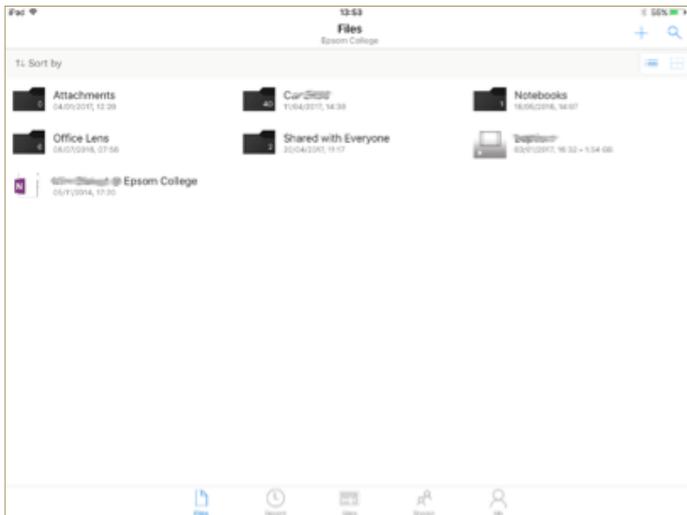
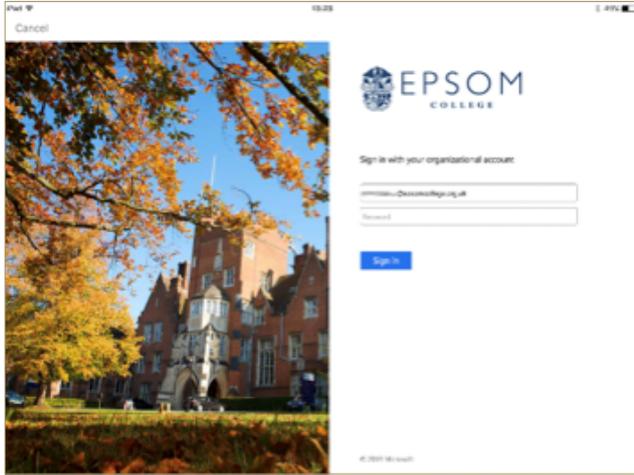
1. If not done yet go to Apple App Store and download Microsoft OneDrive app.
2. Sign into the app with your Epsom College email address and your password:

a. Type in your email address:

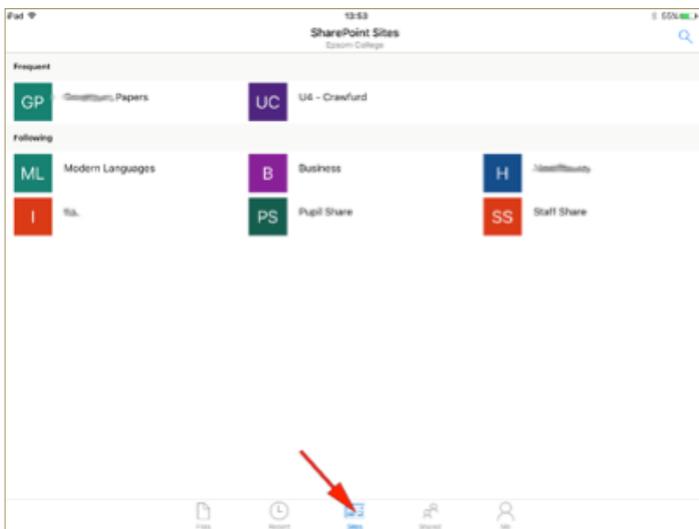
b. You will be asked what version of OneDrive you want to log into.  
Please choose OneDrive for Business:



c. The screen will redirect to Epsom College login page. Please note that the email address will be pre-populated from the previous screen and only your password is required:



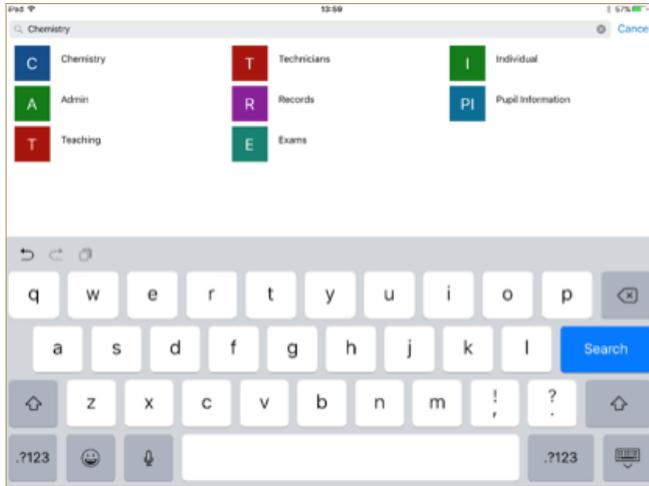
3. Once logged in you will be presented with app's home page:



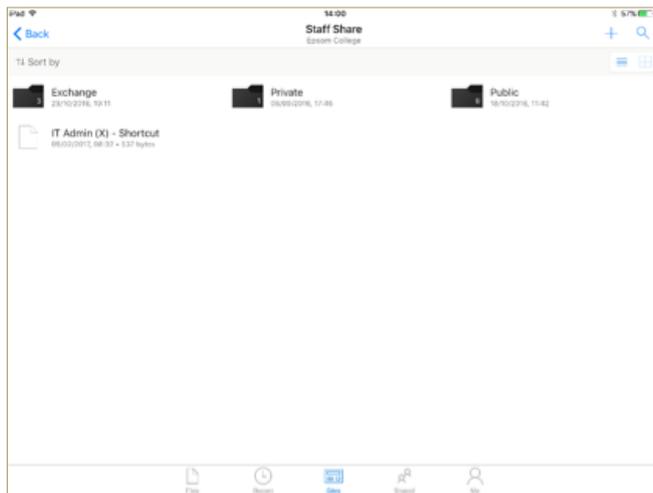
4. The Files tab will be showing your OneDrive documents. To get to a SharePoint site change the tab to Sites:

a. The Sites tab will show sites which are either frequently visited by you or sites which you are following.

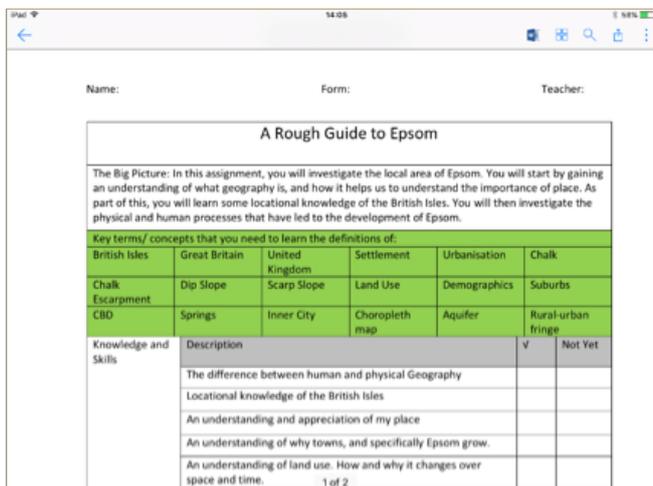
5. If you not able to locate the site you wish to visit you can do a search by clicking the search icon in the top right corner:



a. You can type in the whole name or just a part of the name. All matching results will be listed out and provided you have access rights to that site you will be able to see the documents stored there:

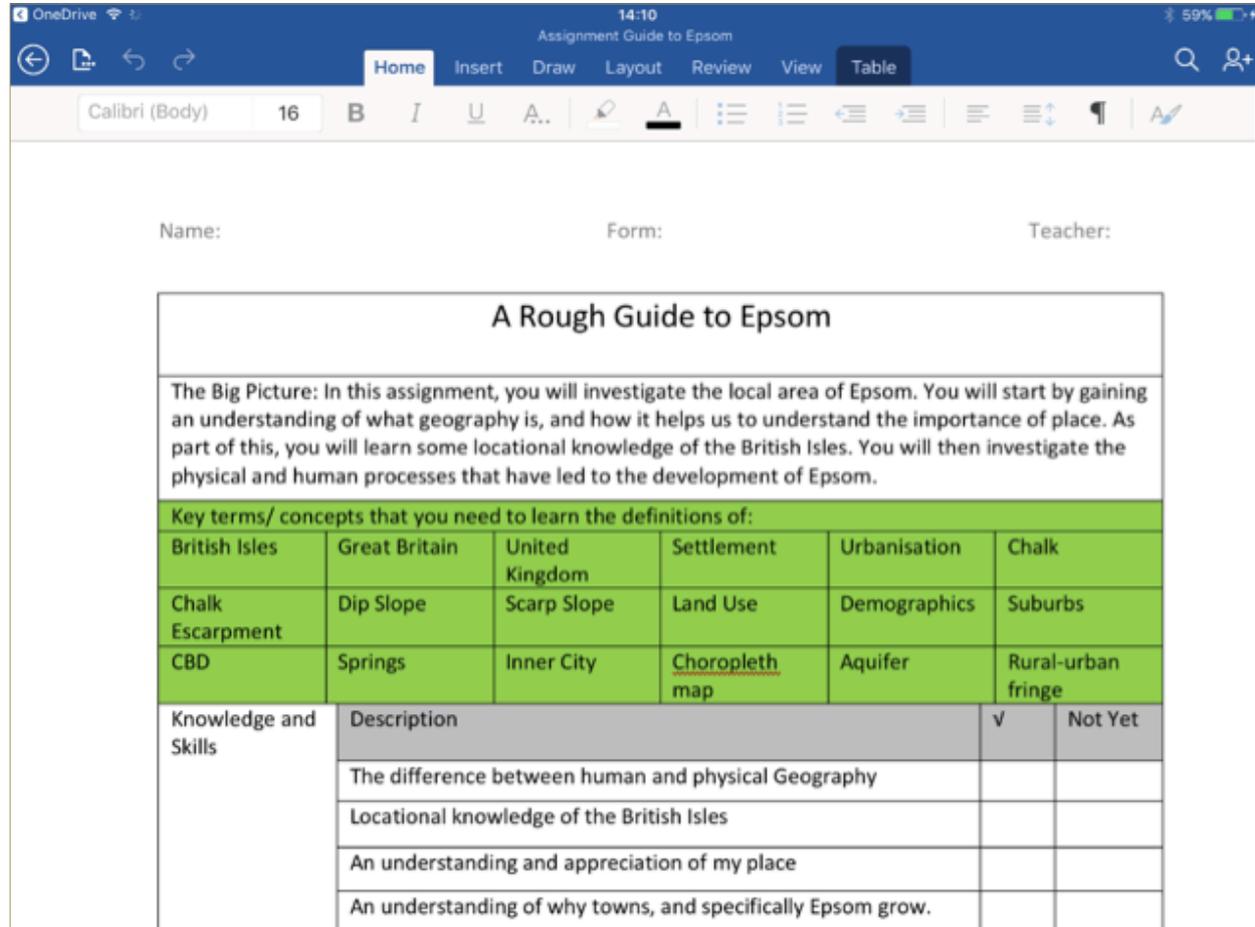


6. To edit a document navigate through the folder structure and tap the document you wish to edit. The document will open in preview mode:



a. In order to edit the document tap the appropriate application icon on the top menu. In the example above it is Word

7. The document will open in MS Word app where it can be edited the usual way:



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