Accessing your email, Office apps and OneDrive

1 Go to <u>www.howcollege.ac.uk</u> and click Staff/Student Login



2 Type in your college username and password

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This is a public or shared computer.				
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Click on Office 365 Portal



4 Enter your username followed by @howcollege.ac.uk (username@howcollege.ac.uk) and click Next

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5 Enter your college password

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	Heart of Worcestershire College
	Sign in with your organizational account Dhowcollege.ac.uk
	Sign in
	© 2016 Microsoft

6 Click on Outlook to access your College emails, click OneDrive to access your files. All of your recent documents will be displayed at the bottom of the screen.

If you need to download a copy of Office to your PC, click Install Office and follow instructions.

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Accessing I Drive and Shared Workspaces

1 If you are using college issued equipment skip to step 4.



2 Click Download Windows 64 bit GlobalProtect agent and click Run



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vpn.howcollege.ac.uk	Pause	Cancel	View downloads	\times	College Contact IT Support
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3 Follow the GlobalProtect Setup Wizard, continue clicking Next

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Welcome to the GlobalProtect Setup Wizard paloalto	Installing GlobalProtect
The installer will guide you through the steps required to install GlobalProtect v4.1.13 on your computer.	GlobalProtect is being installed.
	Please wait
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.	
Cancel < <u>B</u> ack <u>N</u> ext >	Cancel < <u>B</u> ack <u>N</u> ext >

4 Once installed the client will pop up (see below) enter vpn.howcollege.ac.uk as your portal address



5 Enter your username and password

GlobalProt	ect	×
•	Sign In Please enter you Heart of Worcestershire login credentials	
	Portal: vpn.howcollege.ac.uk	
	Username dmatthews	
	Password Cancel Sign In]]



6 You are now connected to VPN



O Click File Explorer (yellow folder on the taskbar) and go to This PC

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8 Click Computer on the top bar, then Map Network Drive



9 Set Drive to I: and enter <u>\\howcollege.ac.uk\staff</u> into Folder

			\times
~	Map Net	twork Drive	
	What net	work folder would you like to map?	
	Specify the	drive letter for the connection and the folder that you want to connect to:	
	<u>D</u> rive:	l: ~	
	F <u>o</u> lder:	\\howcollege.ac.uk	
		Example: \\server\share	
		Reconnect at sign-in	
		Connect using different <u>c</u> redentials	
		Connect to a Web site that you can use to store your documents and pictures.	
		<u>F</u> inish Cance	:1



10 Enter your college howcollege followed by your username (*howcollege username*) and password

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1 The I Drive will now be mapped



If you have any issues please speak to a member of IT Services You can email us at ithelpdesk@howcollege.ac.uk or call 01905 743474

