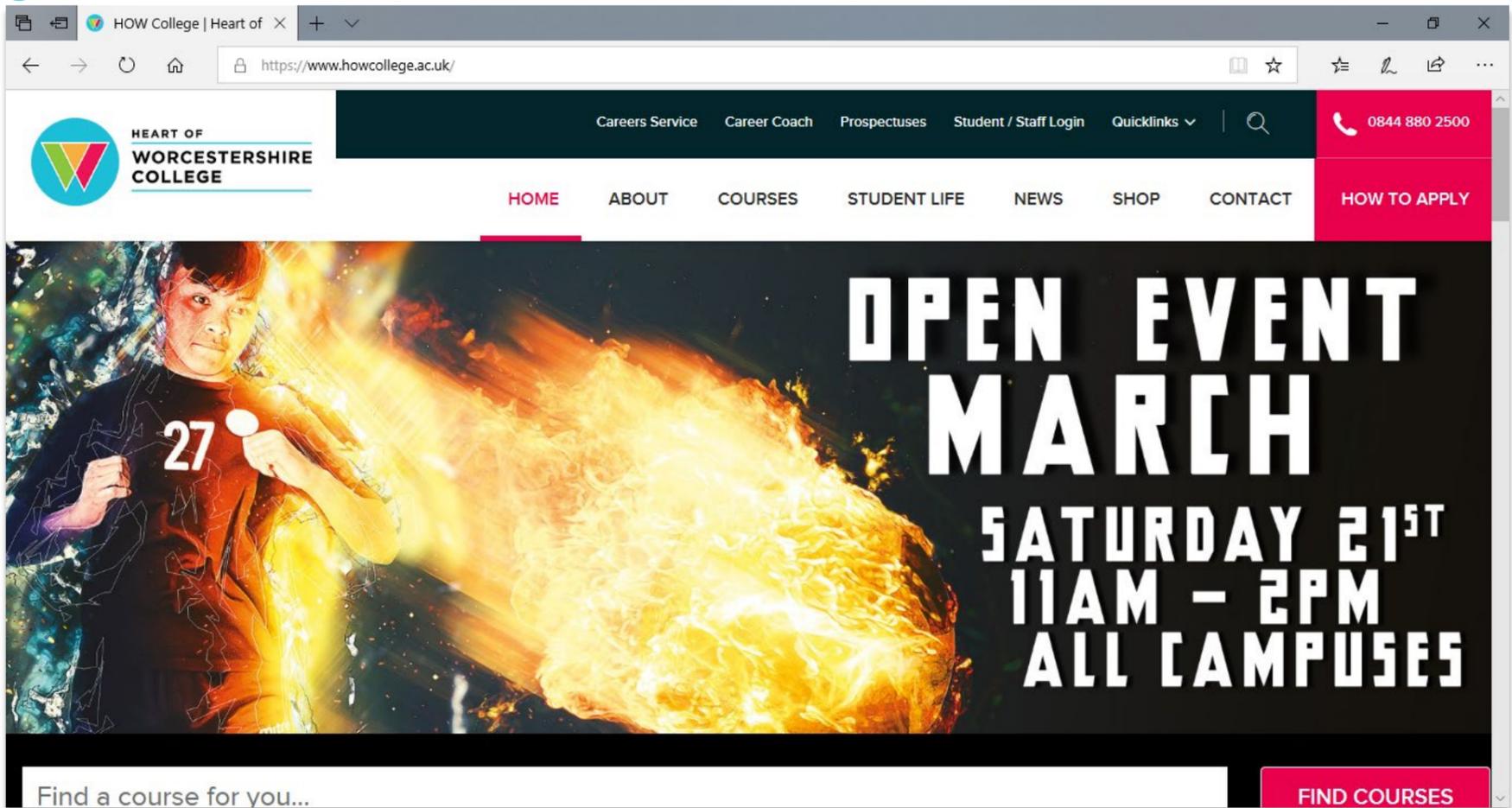


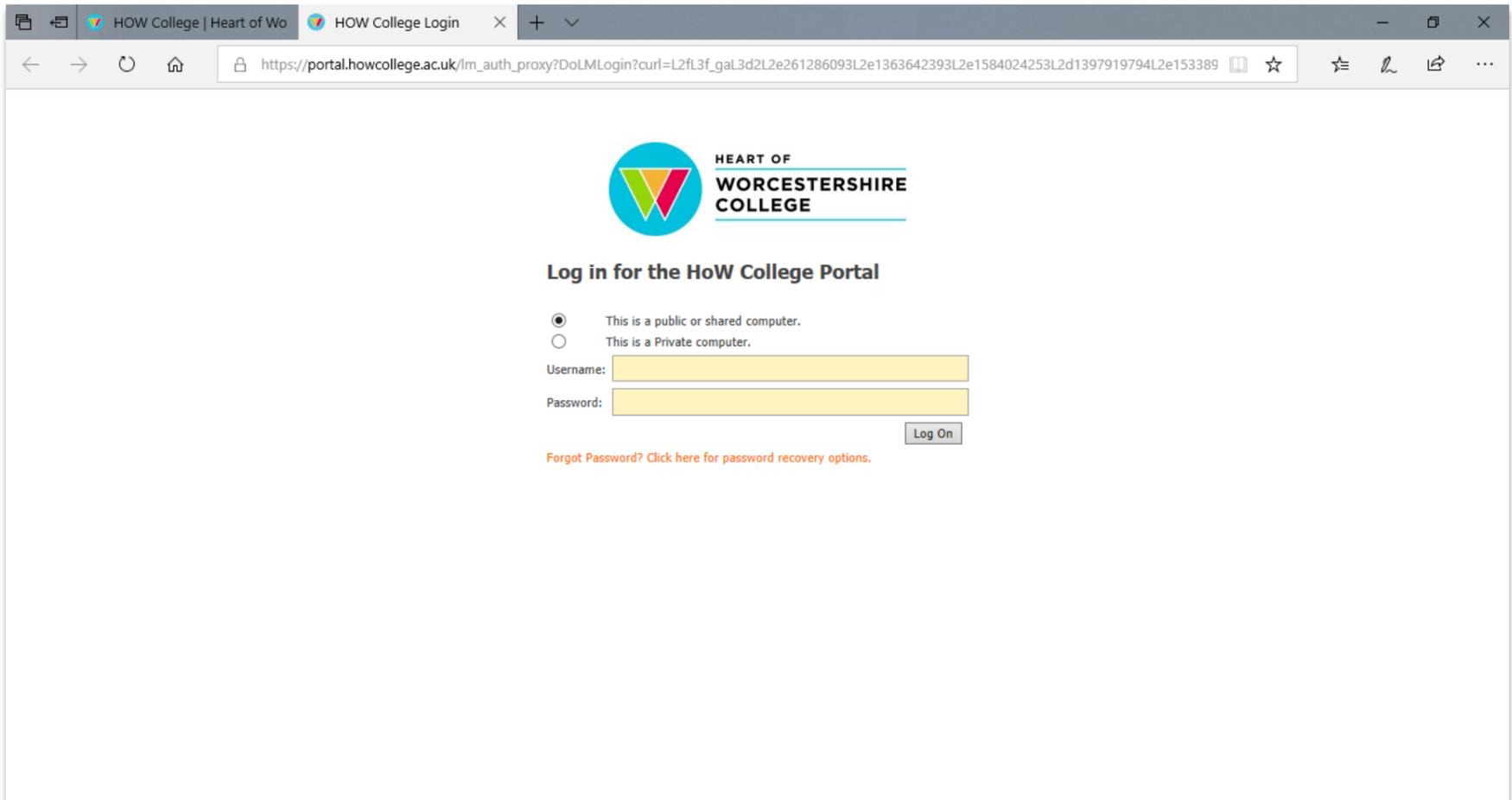
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Accessing your email, Office apps and OneDrive

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



2 Type in your college username and password



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3 Click on Office 365 Portal

The screenshot shows a web browser window displaying the Office 365 Portal. The address bar shows the URL: https://portal.howcollege.ac.uk/default.aspx?_ga=2.203671376.1363642393.1584024253%2d1397919794.1533895374. The page title is "College Portal". The dashboard features a grid of application tiles, including: My Departmental Page, College Navigation, Office 365 Portal, My Email, Policies, Strategies and Documents, Resources, Text Messaging, College Calendar, Online Forms, Moodle, Learning Centres, HR - Portal, Health & Safety, Estates Job Ticket System, Symmetry Cloud, Procurement, Staff Advantage, IT News and Guides, Pro Monitor, ProEngage, HoW4U, Teaching, Learning and Assessment, CAREERS, Safeguarding, GDPR, Advanced Quality Practitioners, and Vehicle Registrations. A "Visitor" status bar is visible at the bottom.

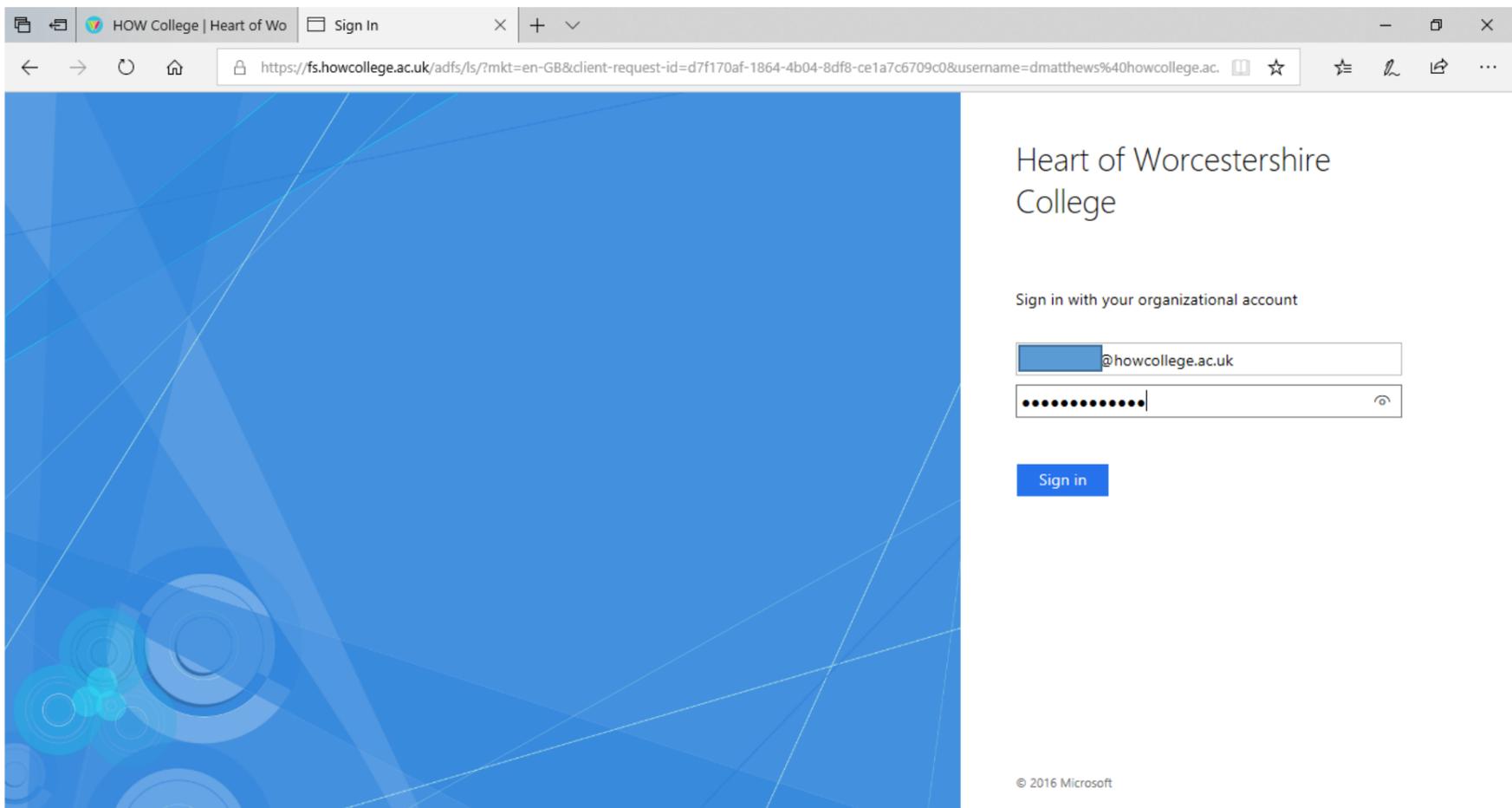
4 Enter your username followed by @howcollege.ac.uk (username@howcollege.ac.uk) and click Next

The screenshot shows a Microsoft Sign in page. The address bar shows the URL: https://login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2Fwww. The page features a Microsoft logo and the text "Sign in". A text input field contains the email address "@howcollege.ac.uk". Below the input field, there are links for "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the sign-in box, there are "Back" and "Next" buttons. The background of the page is a scenic landscape with green hills and a sunset sky. At the bottom right, there are links for "Terms of use" and "Privacy & cookies".



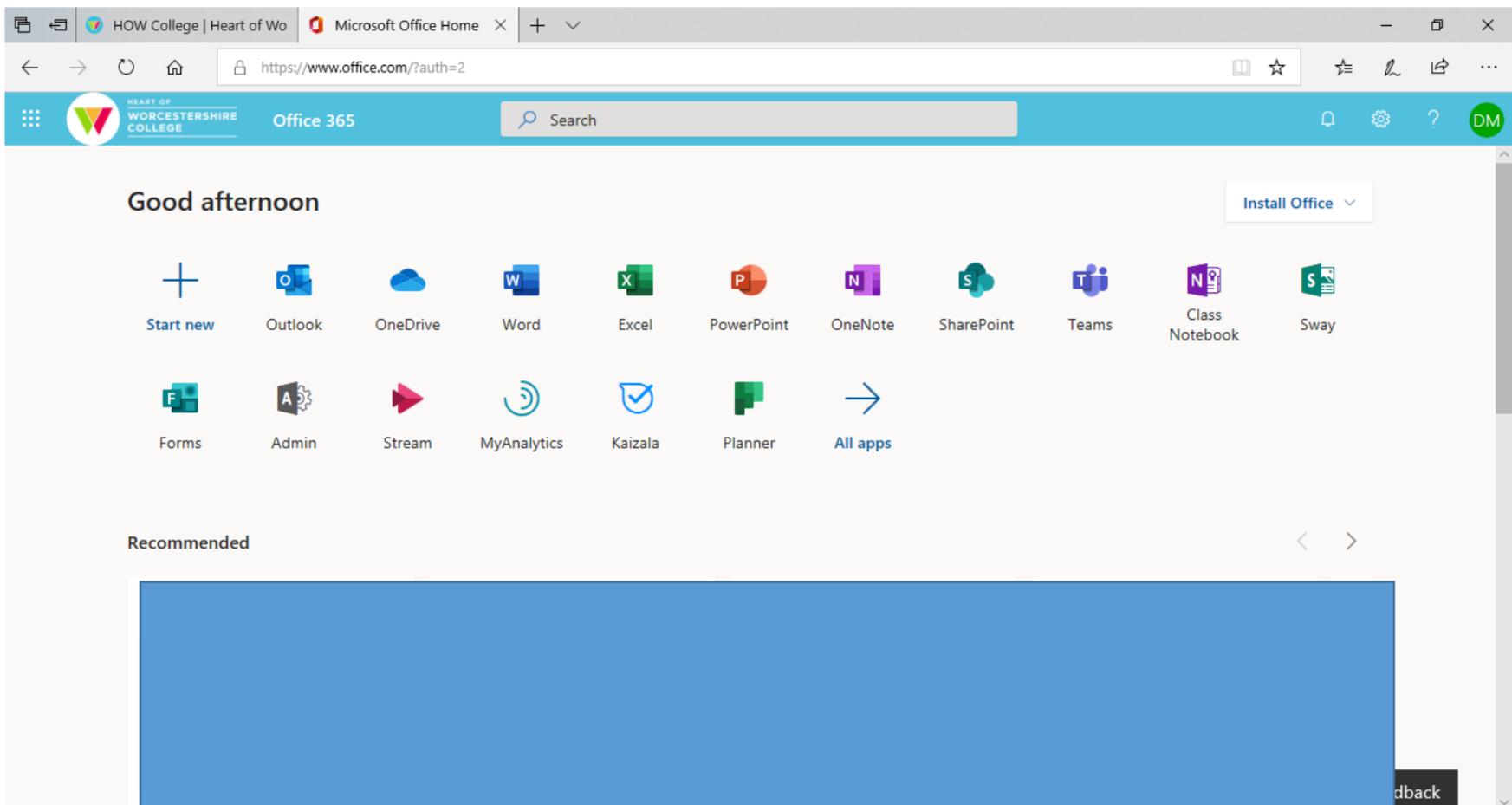
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5 Enter your college password



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.

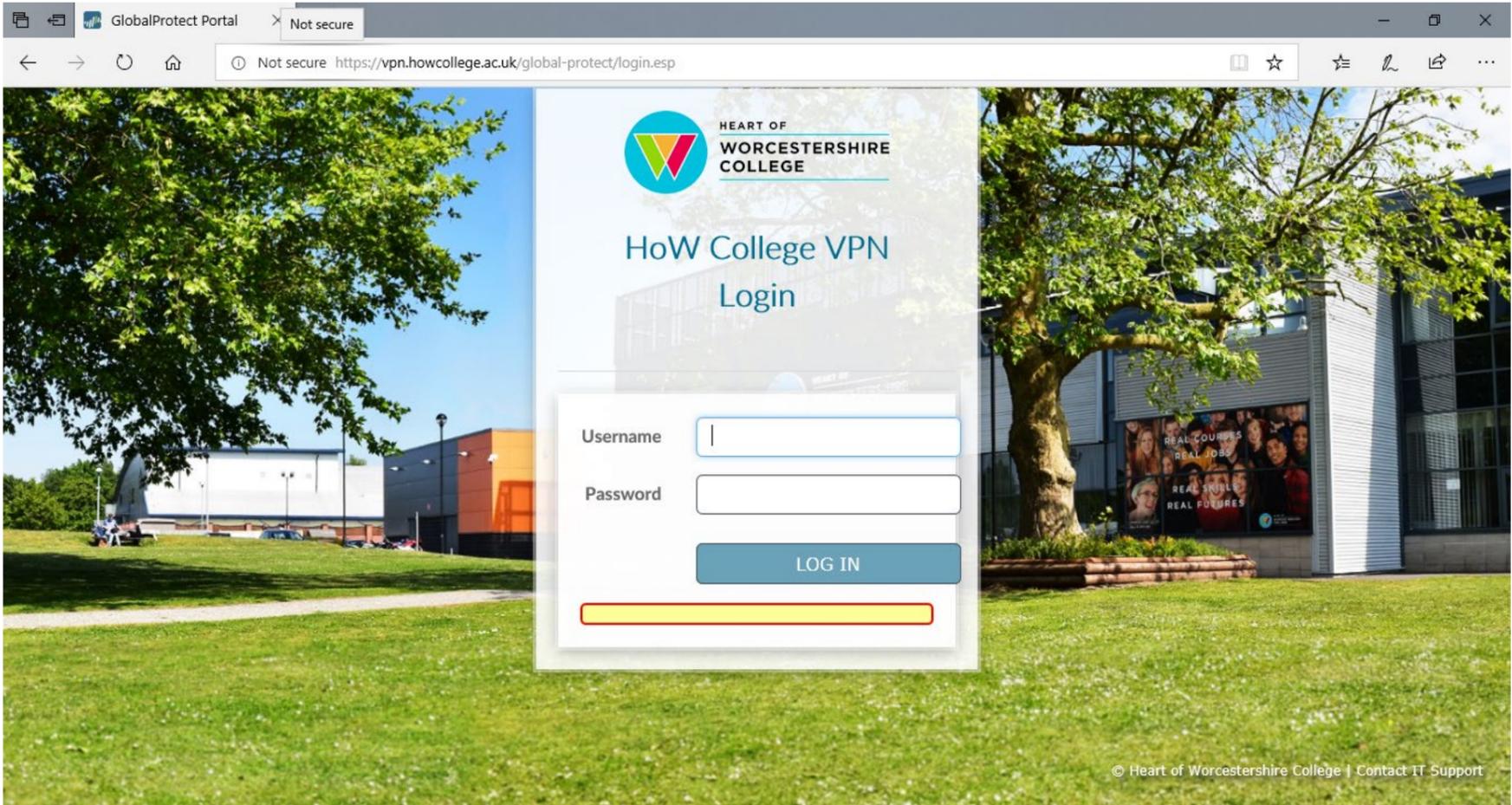
If you need to download a copy of Office to your PC, click Install Office and follow instructions.



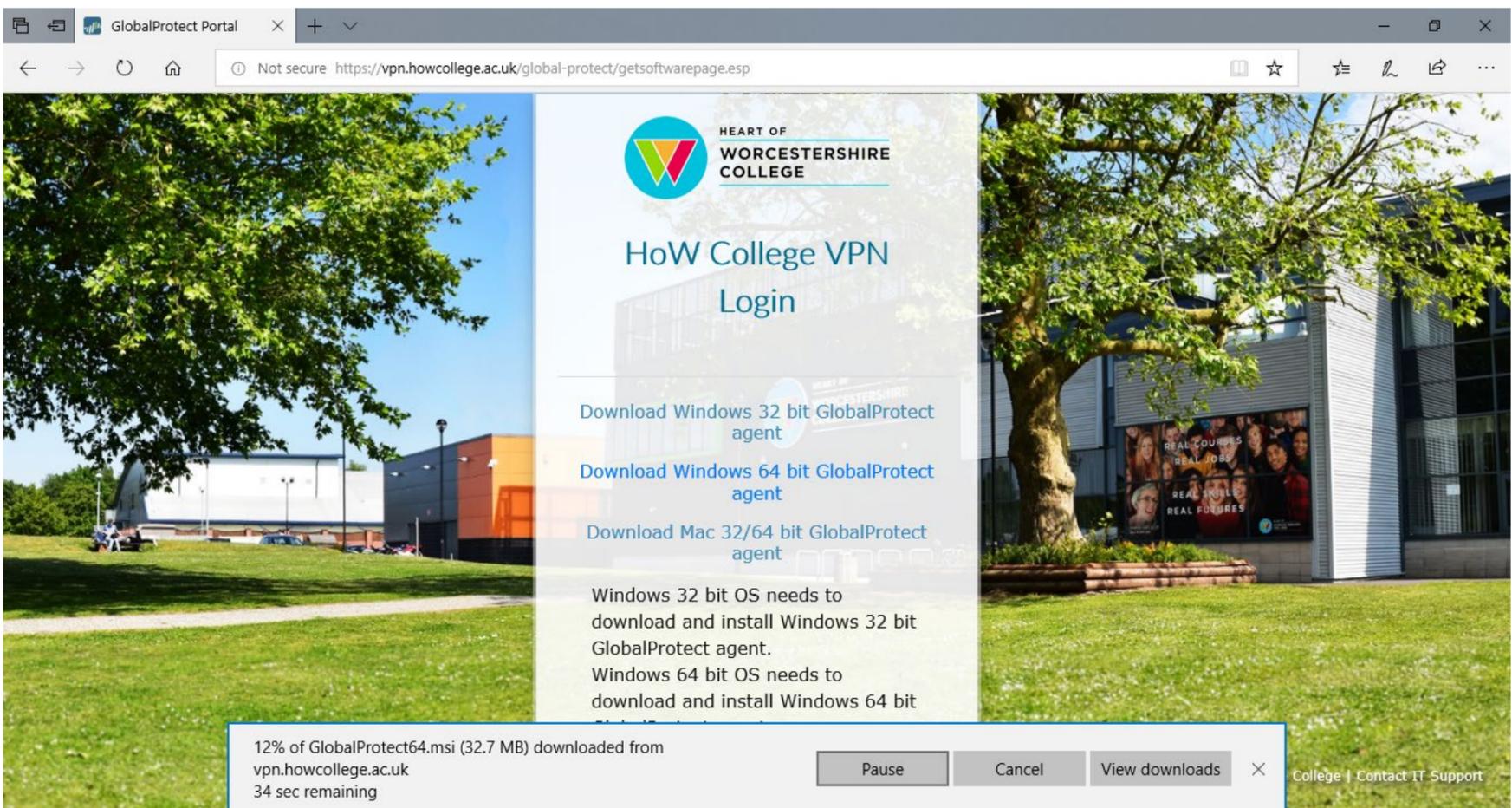
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Accessing I Drive and Shared Workspaces

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

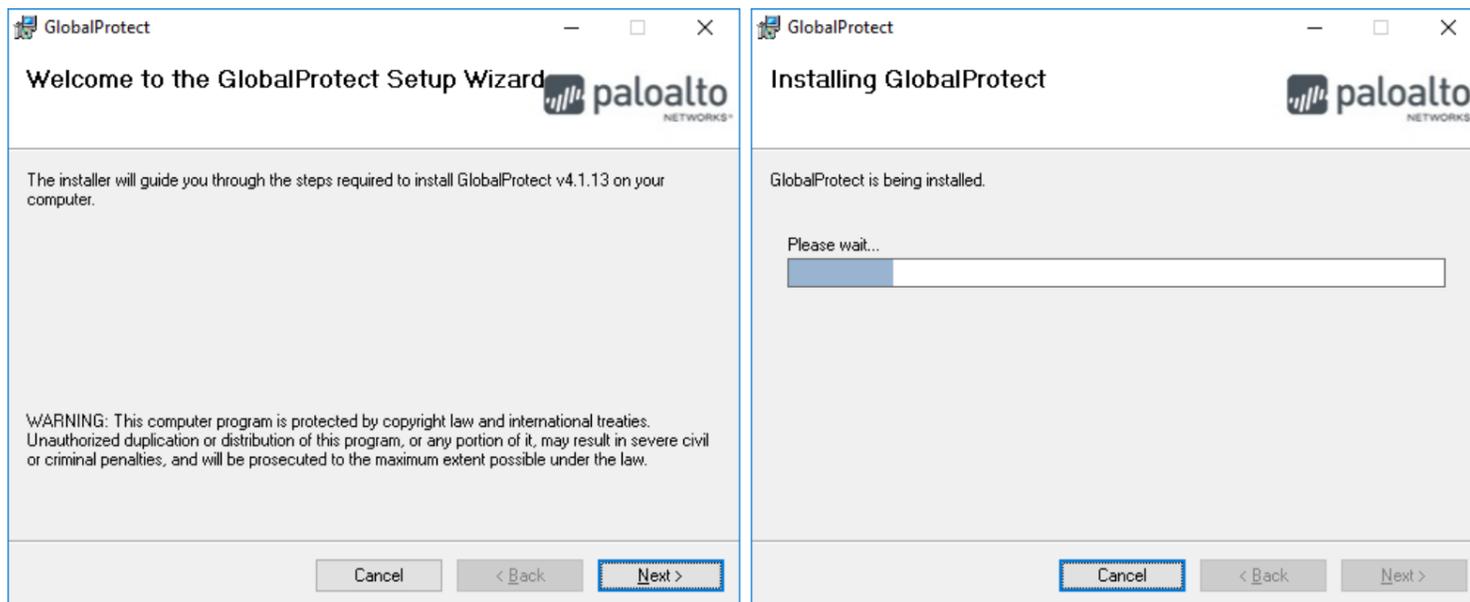


2 Click Download Windows 64 bit GlobalProtect agent and click Run

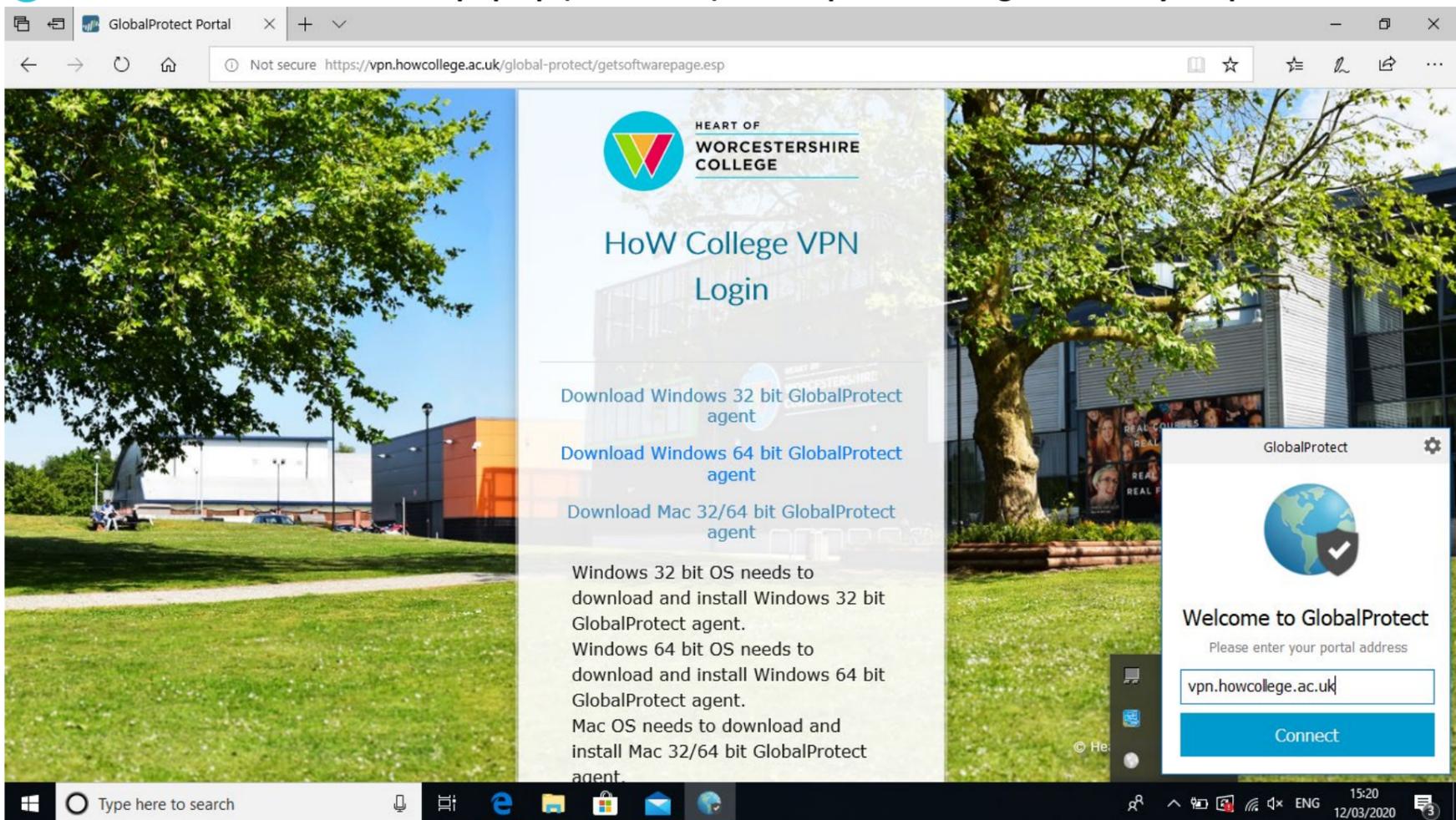


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3 Follow the GlobalProtect Setup Wizard, continue clicking Next



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

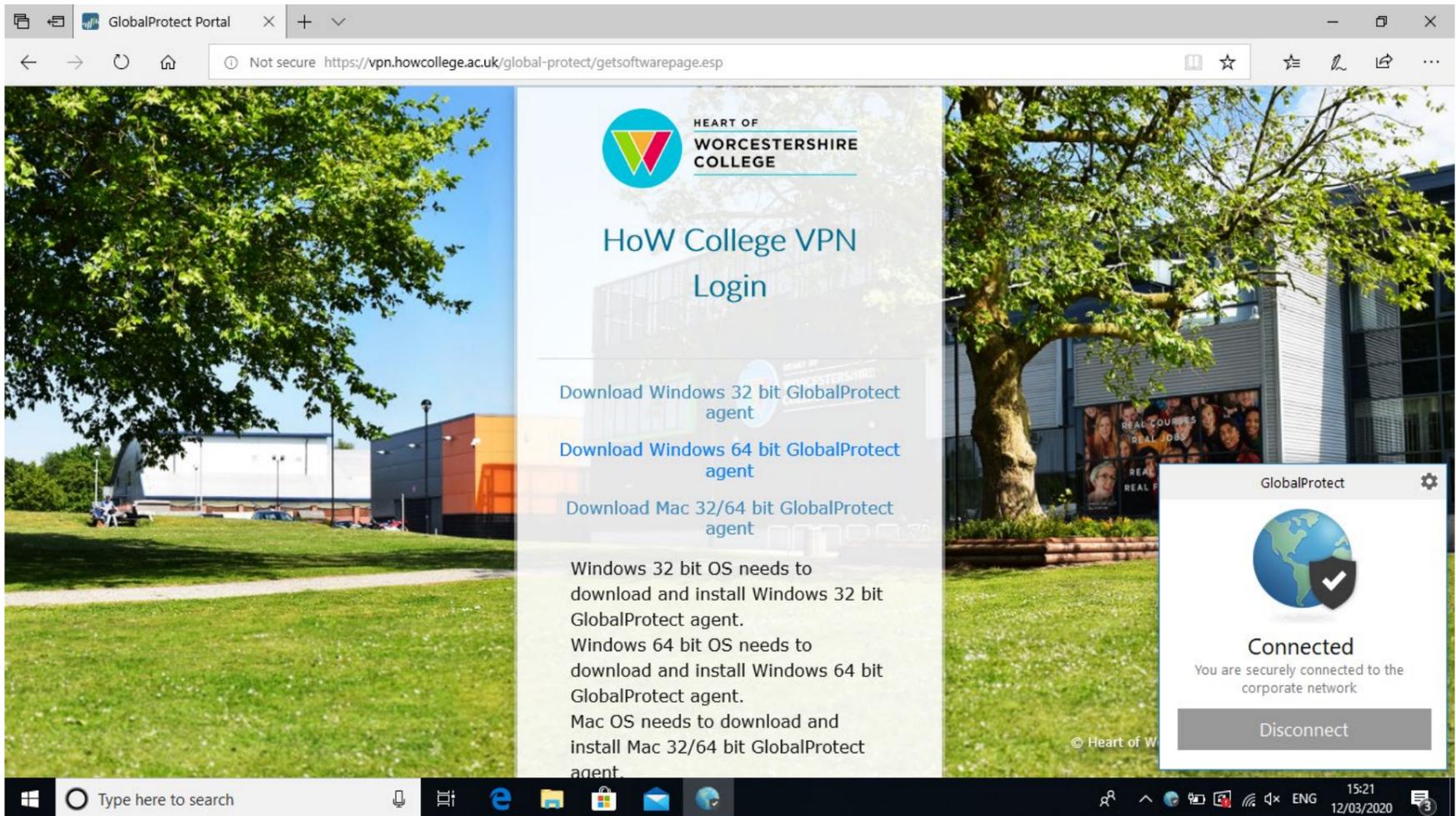


5 Enter your username and password

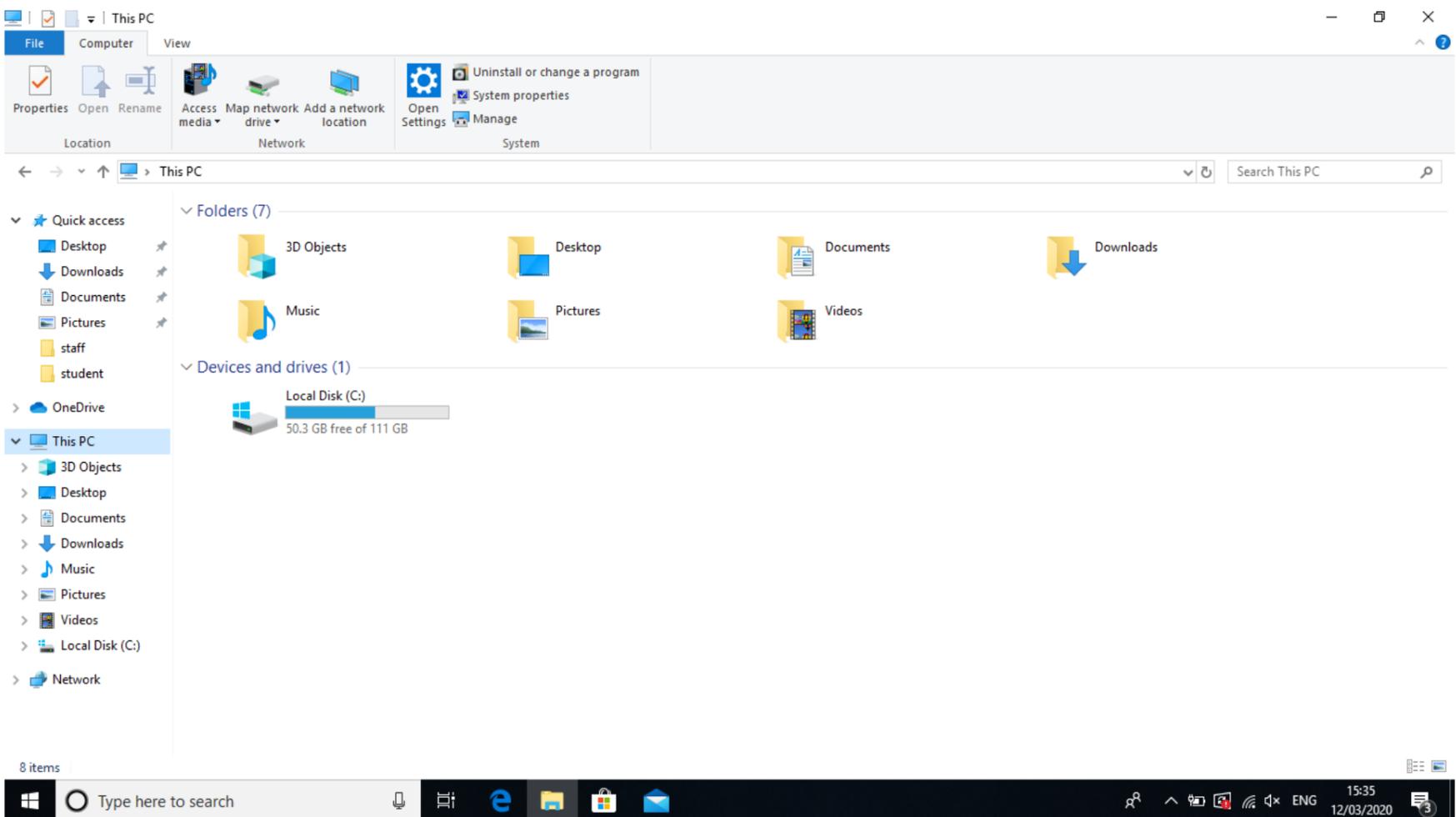


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6 You are now connected to VPN

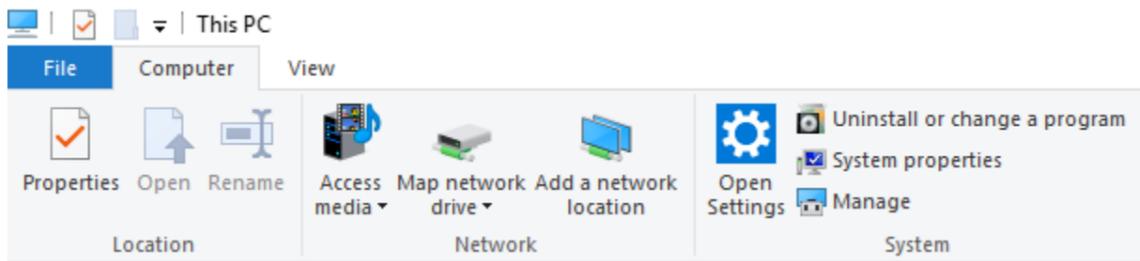


7 Click File Explorer (yellow folder on the taskbar) and go to This PC

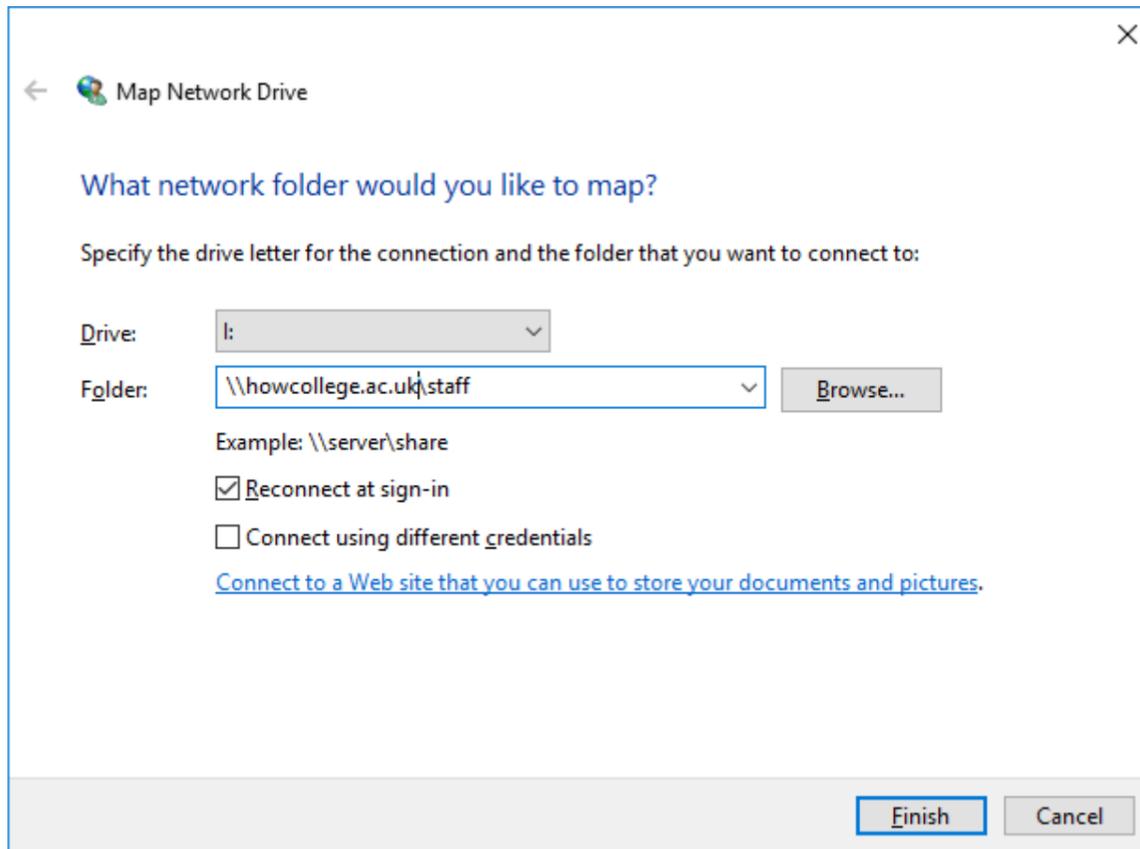


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8 Click Computer on the top bar, then Map Network Drive

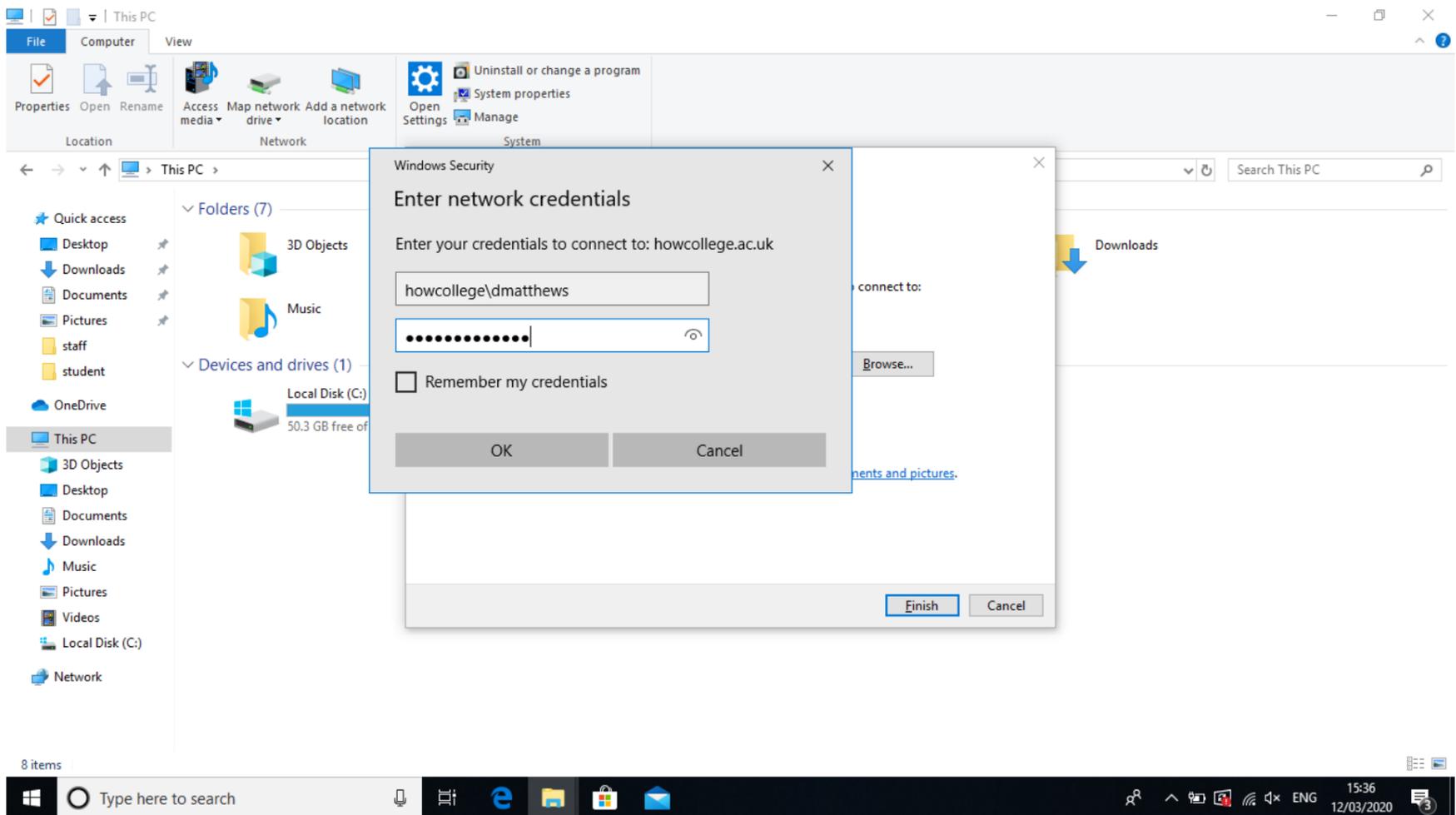


9 Set Drive to I: and enter \\howcollege.ac.uk\staff into Folder

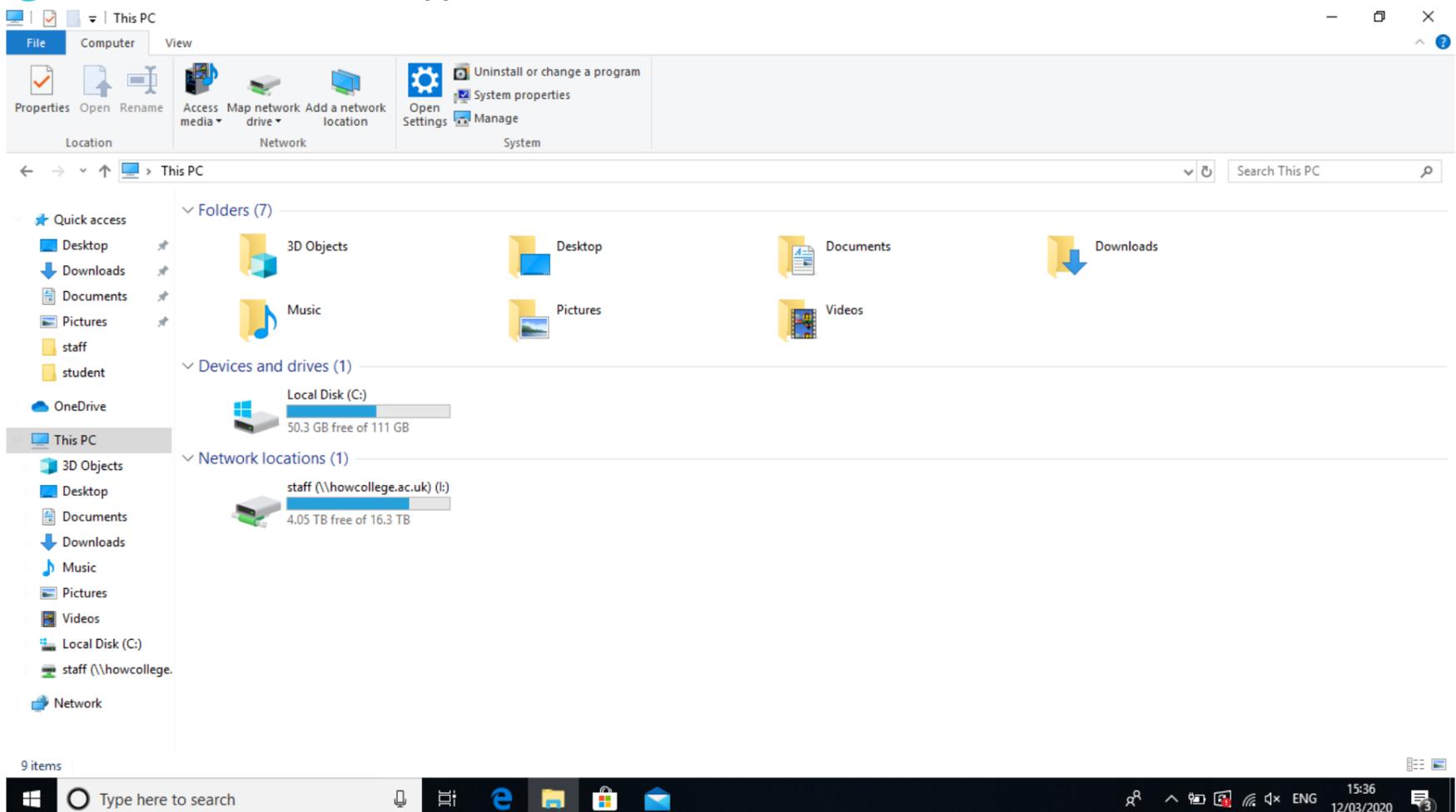


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10 Enter your college howcollege\ followed by your username (*howcollege\username*) and password



11 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**

