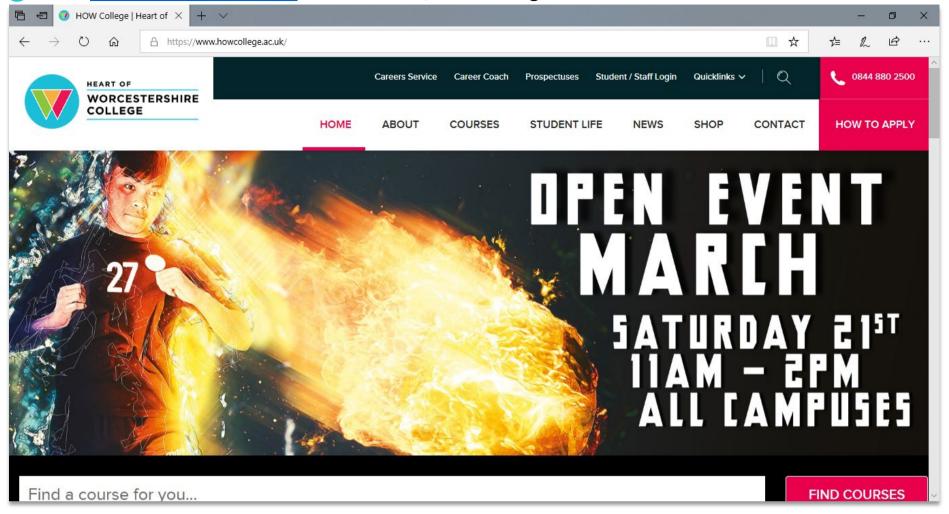## Accessing your work

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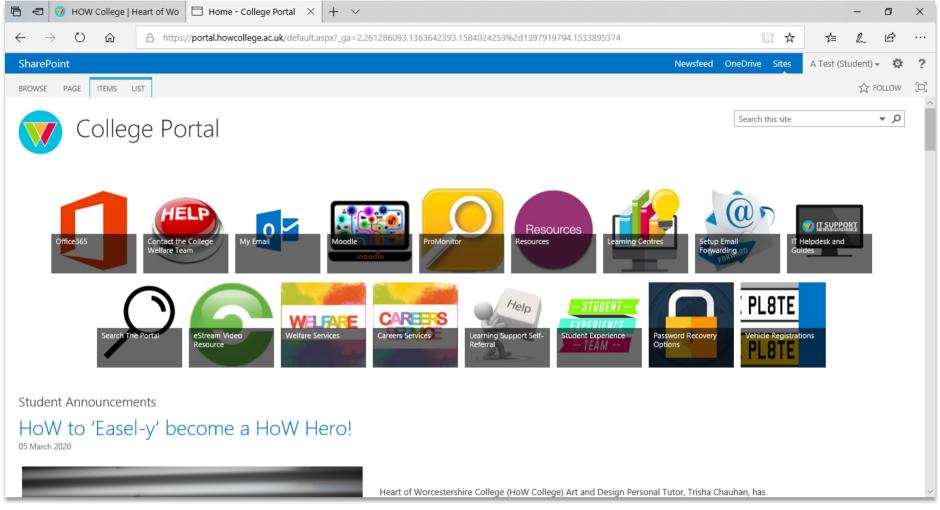

2 **Type in your college username and password**
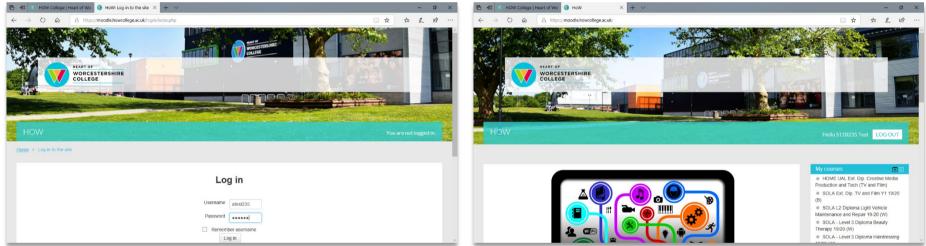
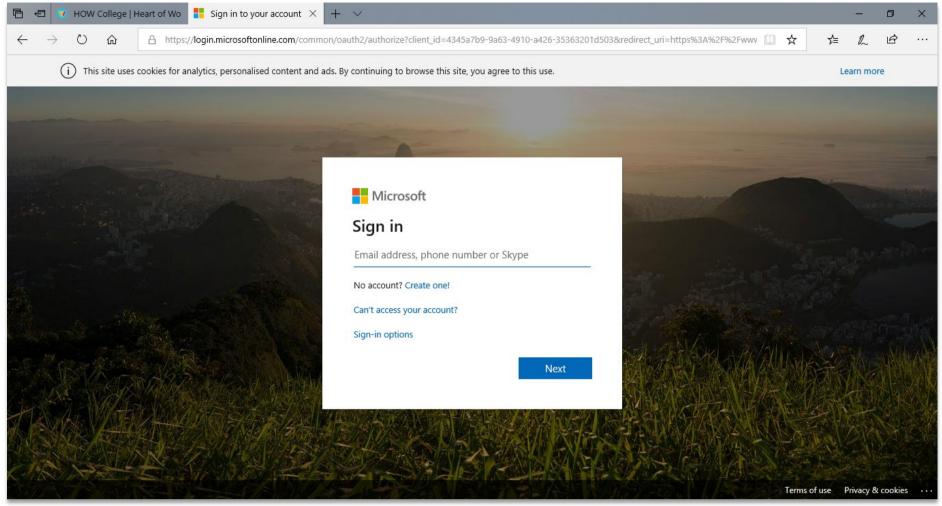**③ Click on Office365, if you want to access Moodle see below.**

Click Moodle and enter your college username and password.

④ Enter your college email address and click Next

⑤ Enter your college password

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