

Accessing Office, email & files from Home

Go to the school website: www.ashfield.notts.sch.uk, and sign in to the Student Portal



Sign in with:

<your school username>**@AshfieldSchool.OnMicrosoft.com**

Use your school password:



Sign in

stapbrha18@AshfieldSchool.OnMicrosoft.com

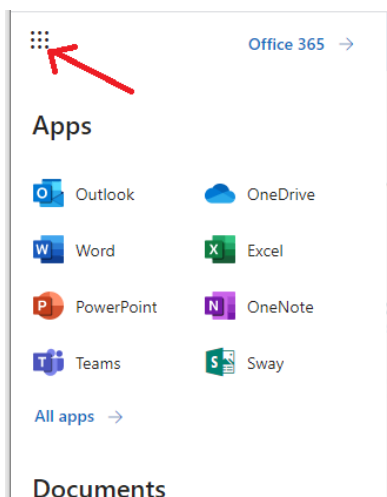
[Can't access your account?](#)

[Sign-in options](#)

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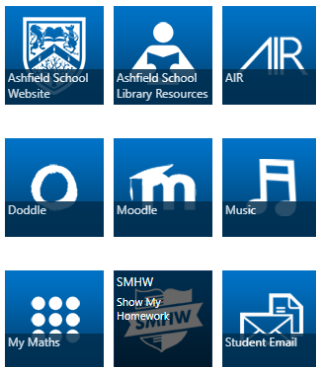
From here, using the button on the top left you can access Office online:



Work online using Word, Excel and PowerPoint, saving your files to your OneDrive area.

On the right you have access to the links allowing you to get to SMHW, e-mail, and other resources.

Useful Links



If you need to download files from your H drive, use the Home Access Plus

Network Access



Log in using your school username and password:

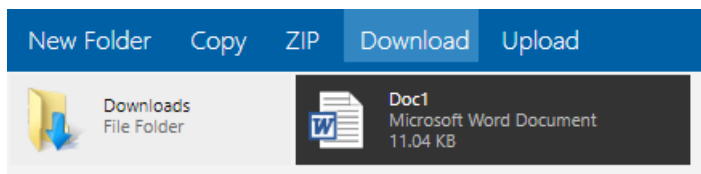
Home Access Plus+

Access your School From Home

Username:

Password:

Navigate to the files you want and click the Download button.



This will download it to your home computer. You can then edit it and save it back to your OneDrive or upload it back to the network (using the upload button)

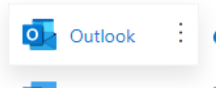
It's much easier to copy files and folders to your onedrive and work from there, use HAP+ to get any files you are missing!

E-mail

After signing in, open the Outlook app

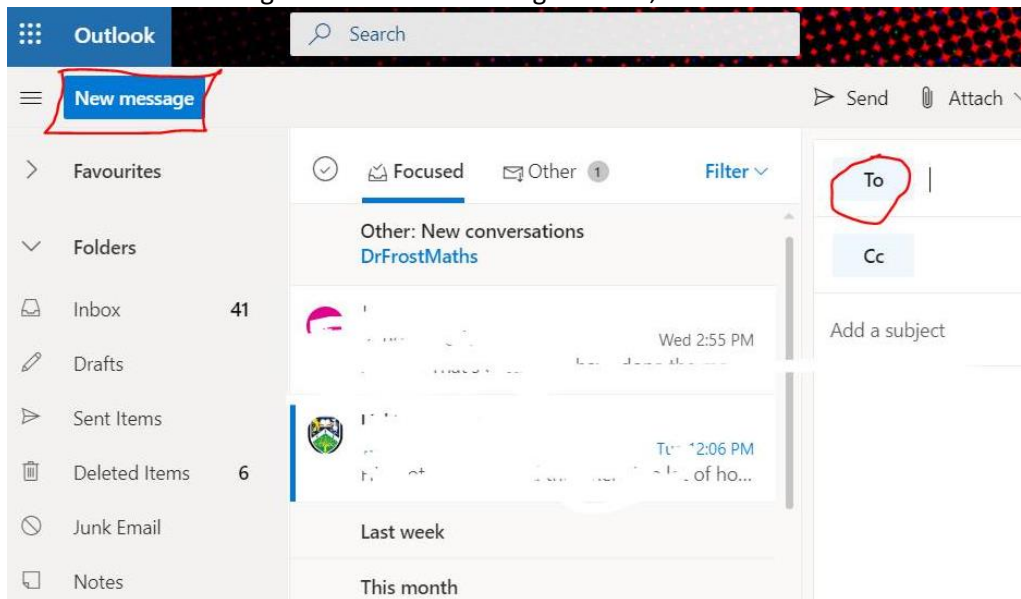


Apps



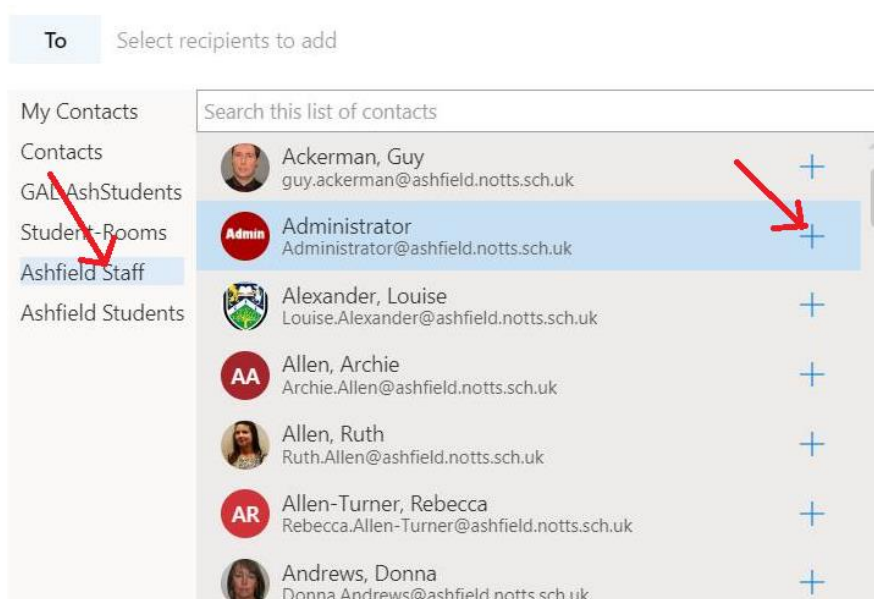
Your incoming mail is displayed in the middle column.

To send a new message click the new message button, then To.



Change to Ashfield Staff address book by clicking that address book as shown. Select the name and click the + to add them to your e-mail

Add recipients





The Search box can be used to narrow down to surname etc.

Add recipients

To Select recipients to add

My Contacts nicholls

Contacts  Nicholls, Derek
derek.nicholls@ashfield.notts.sch.uk 

GAL AshStudents

Student-Rooms

Ashfield Staff

Ashfield Students