Student Working from Home - Table of Contents
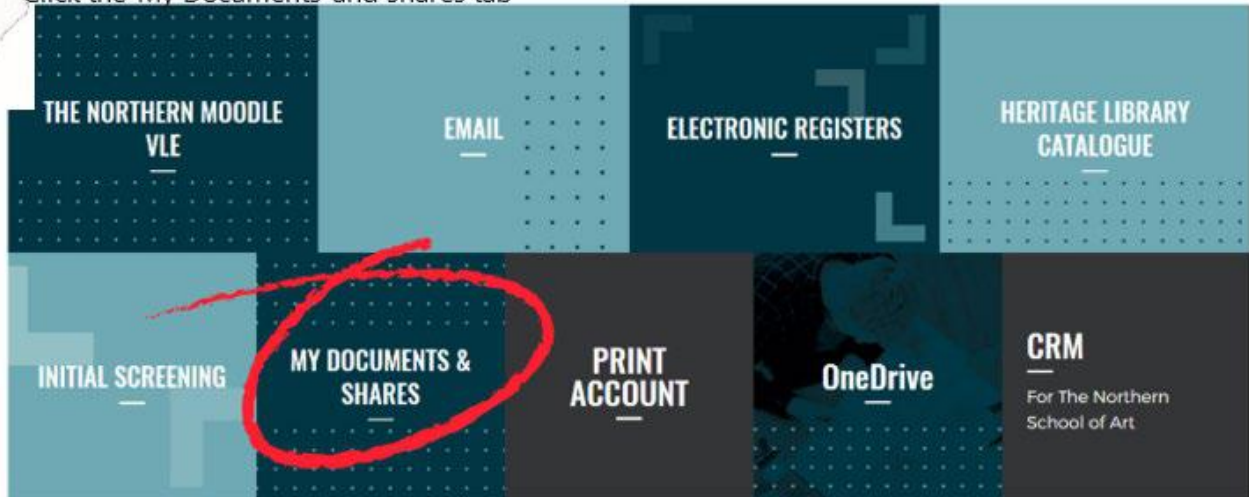
Accessing Documents from Home

1. Go to the college website portal from main page or click this link - https://northernart.ac.uk/portal/

Click the My Documents and shares tab

2. Log in using your college account credentials -

The Northern School of Art

Access your files from home

Username:
YOUR USERNAME HERE

Password:
●●●●●●●●

→ Login

3. Click on My Files -

Home Access Plus+
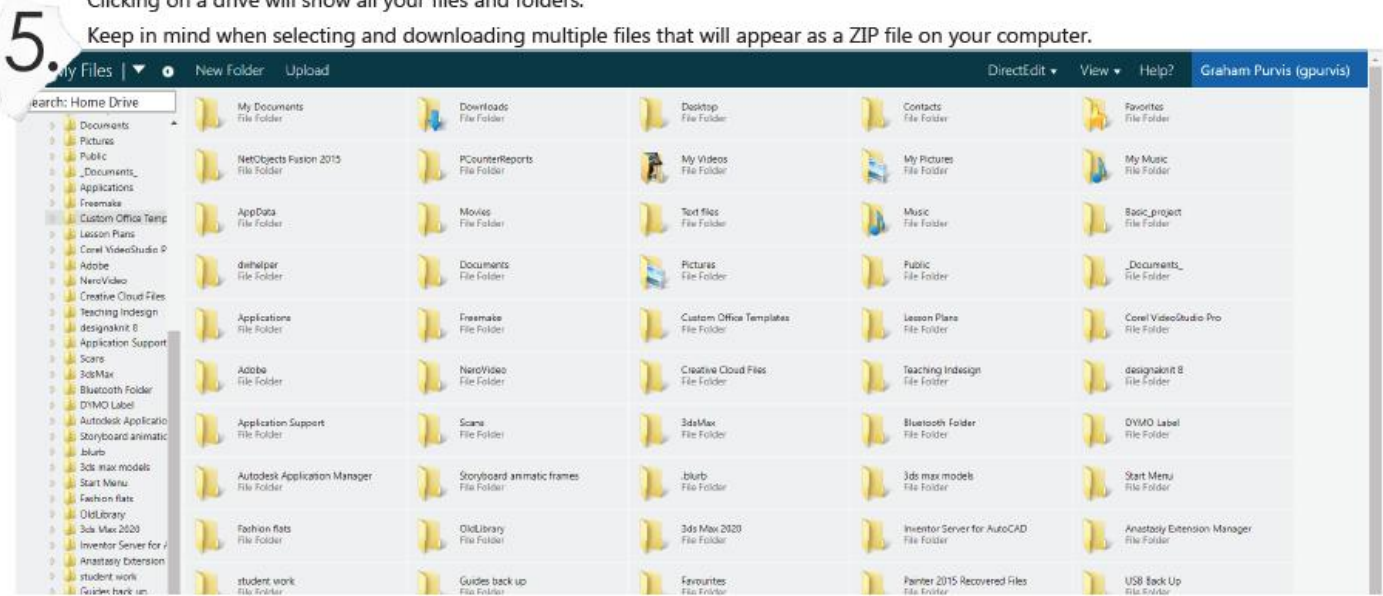
Access your School from Home
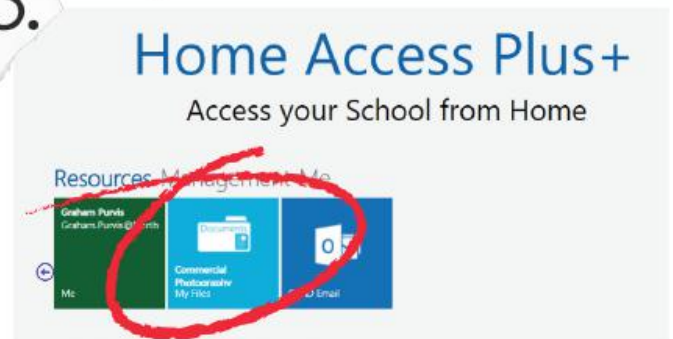
4. You now have access to all your shared drives

**5.** Clicking on a drive will show all your files and folders.

Keep in mind when selecting and downloading multiple files that will appear as a ZIP file on your computer.

Getting a free copy of Microsoft Office

to install on your PC, Mac, Tablet or Phone

First of all, you need to login to your email account, this has been covered fully in a previous email and I have attached the PDF outlining this again, however this is a brief reminder.

Go to https://northernart.ac.uk/portal/ then Click on EMAIL
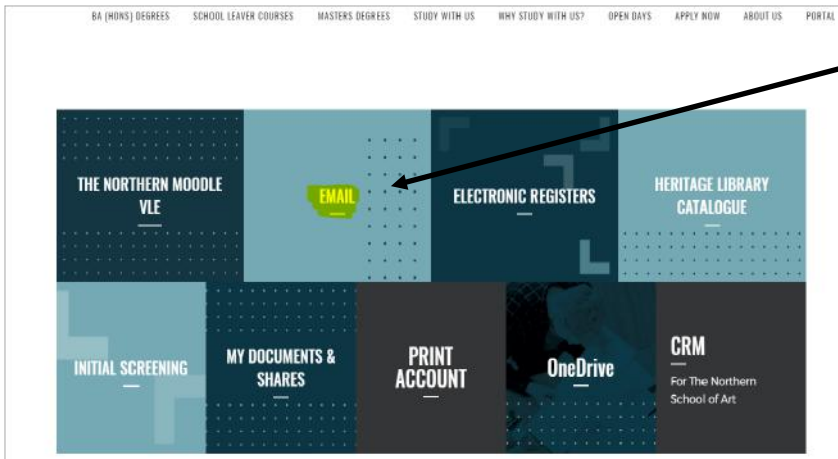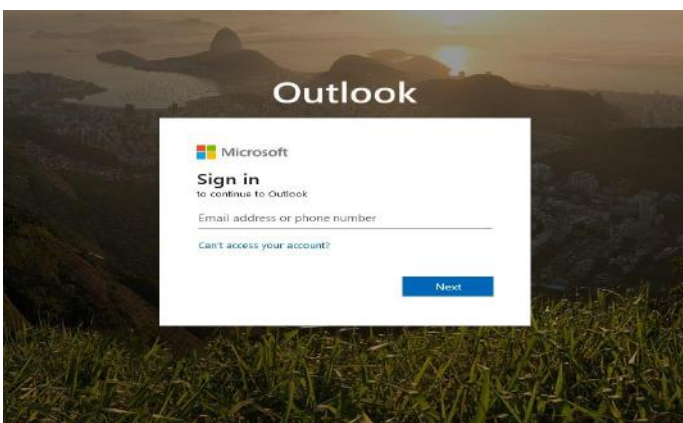

Click Here

Tip: You may need to scroll down

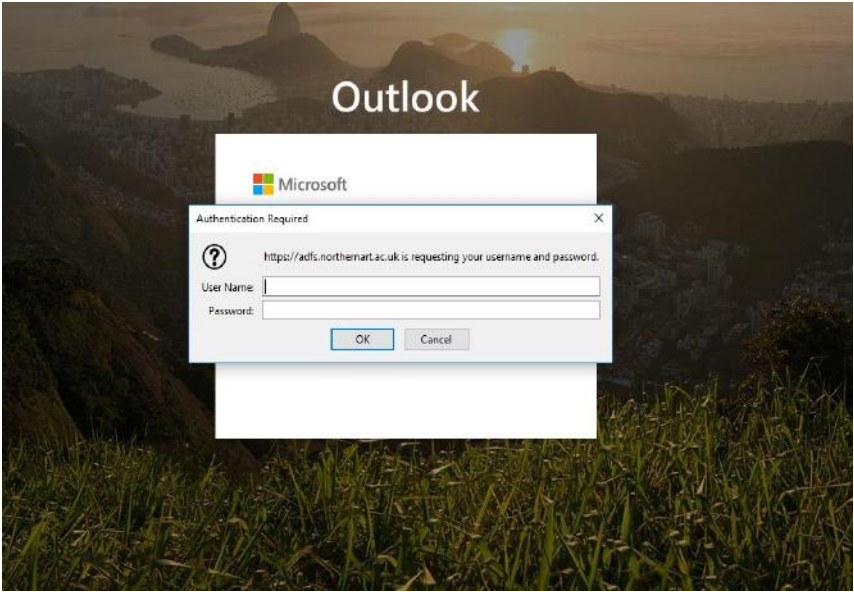You will then be prompted for your college email address:

For staff it is in the form of **firstname.surname@northernart.ac.uk** e.g. Joe.Bloggs@northernart.ac.uk for students it is **studentrefno@northernart.ac.uk** e.g. BLOJFA0002@northernart.ac.uk
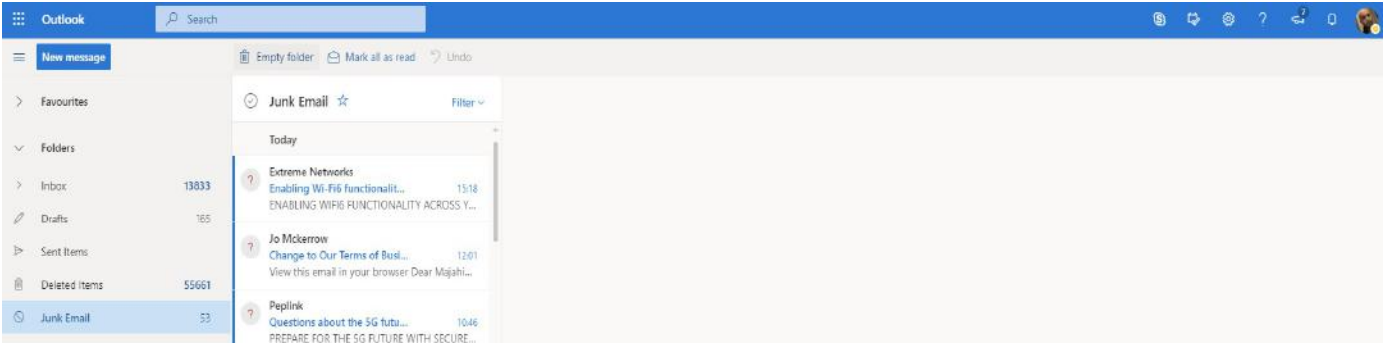
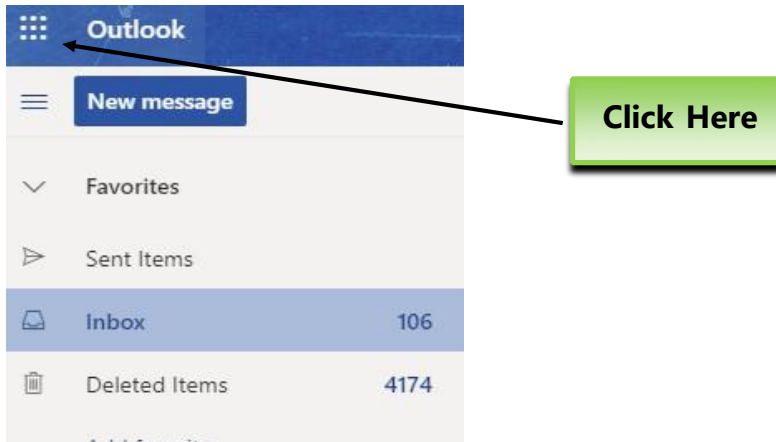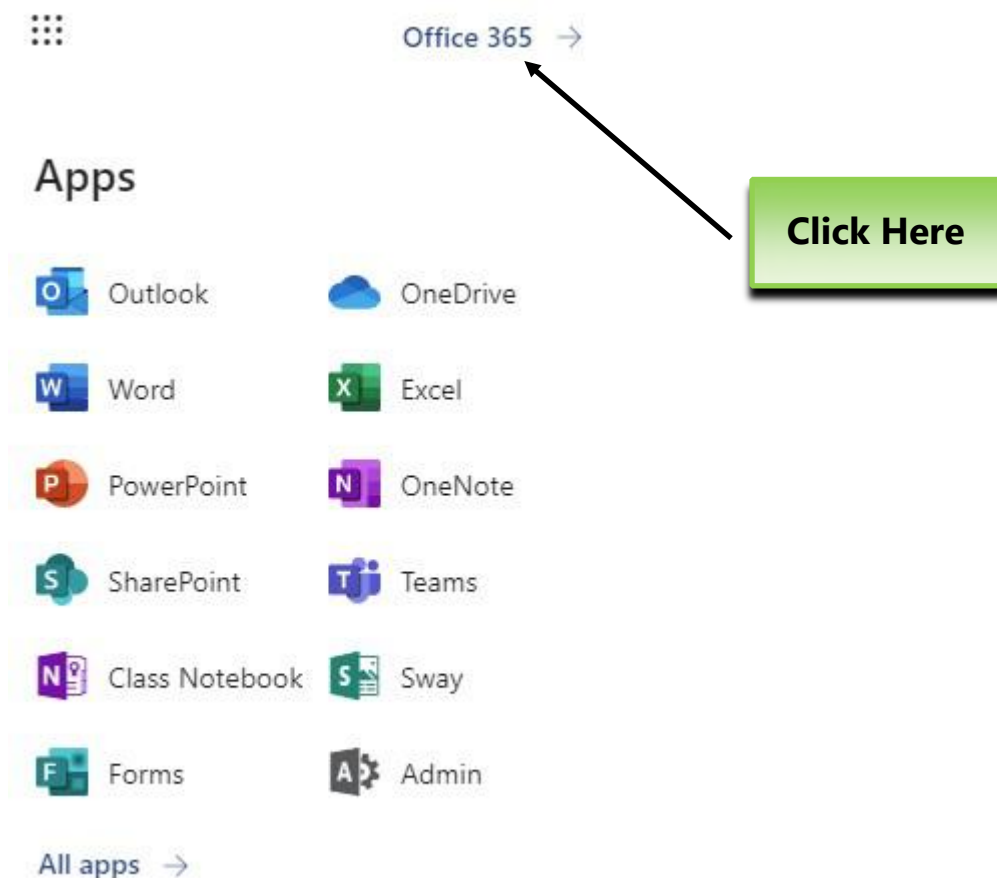You will then be prompted for your school user name and password.

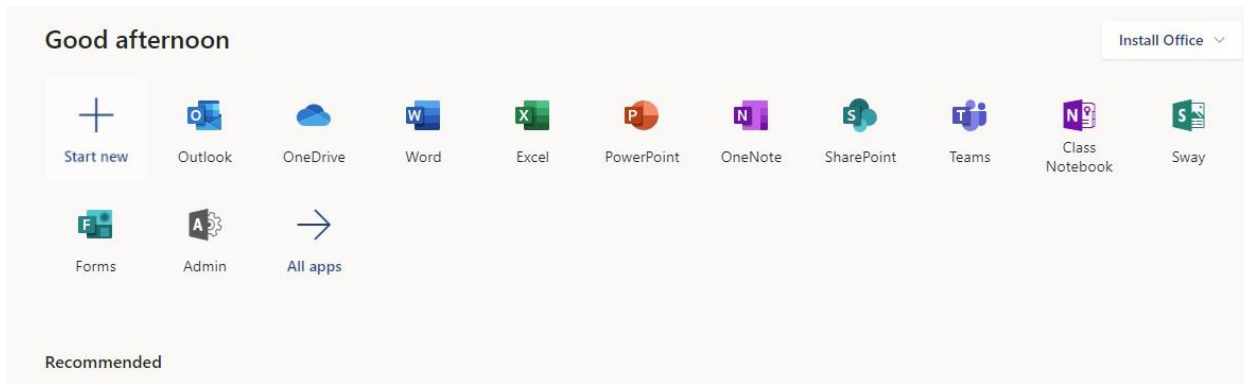You will then be able to access your email.

However, it's not email we wish to collect, we want to install the freebie Microsoft Office Suite So first of all you need to click on the square of nine dots in the top left of the Outlook page.
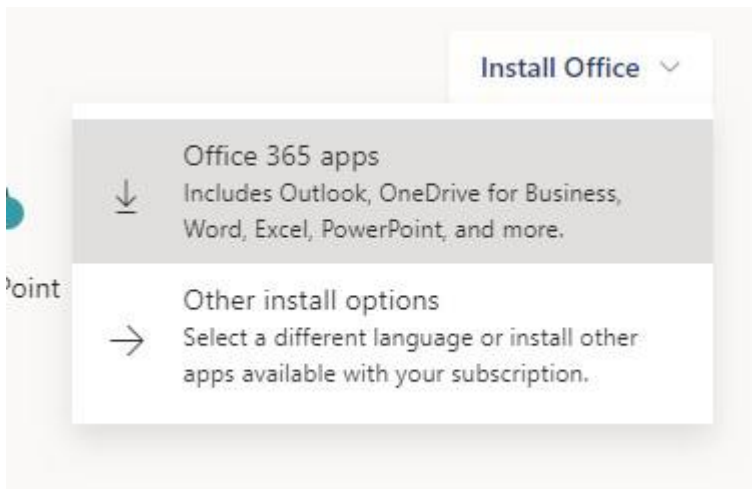

Once you've done this then this should drop down:

Click at the very top on Office 365 and you should be presented with this:


Click on "Install Office" and this should drop down:

Select the top option (Office 365 apps) if you simply wish to install Office on a PC

Select the second option (Other install options) should you wish to install to a Mac, a tablet, a smartphone and/or use a different language preference to English.

Click on the top option and you will get this popup warning you that there will be setup file to install and how one should go about installing it. Click the second option should you wish to install to anything other than an English PC.
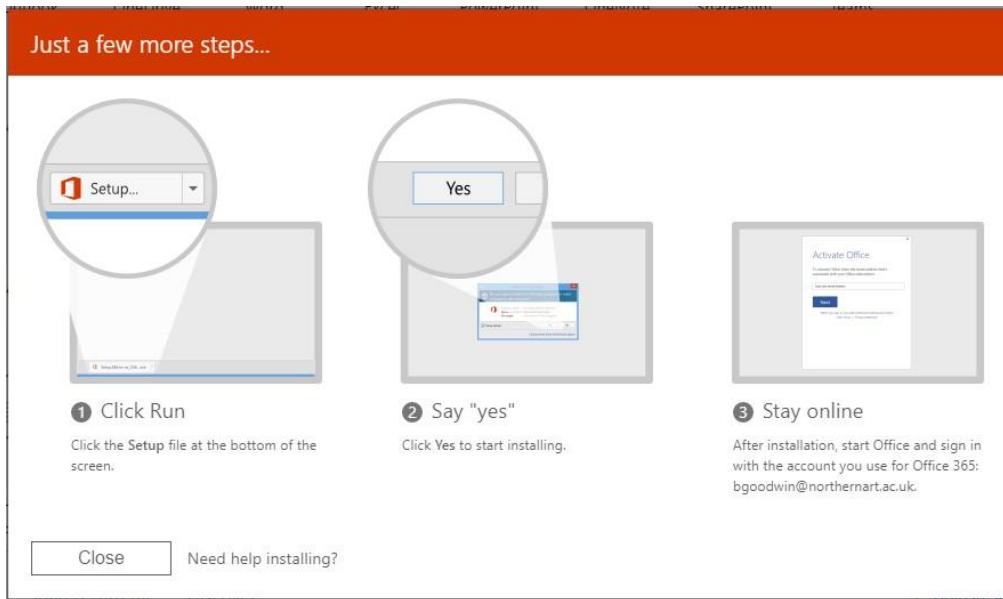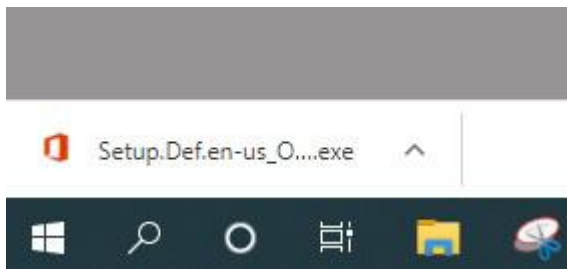
You then be prompted to save a file to your computer
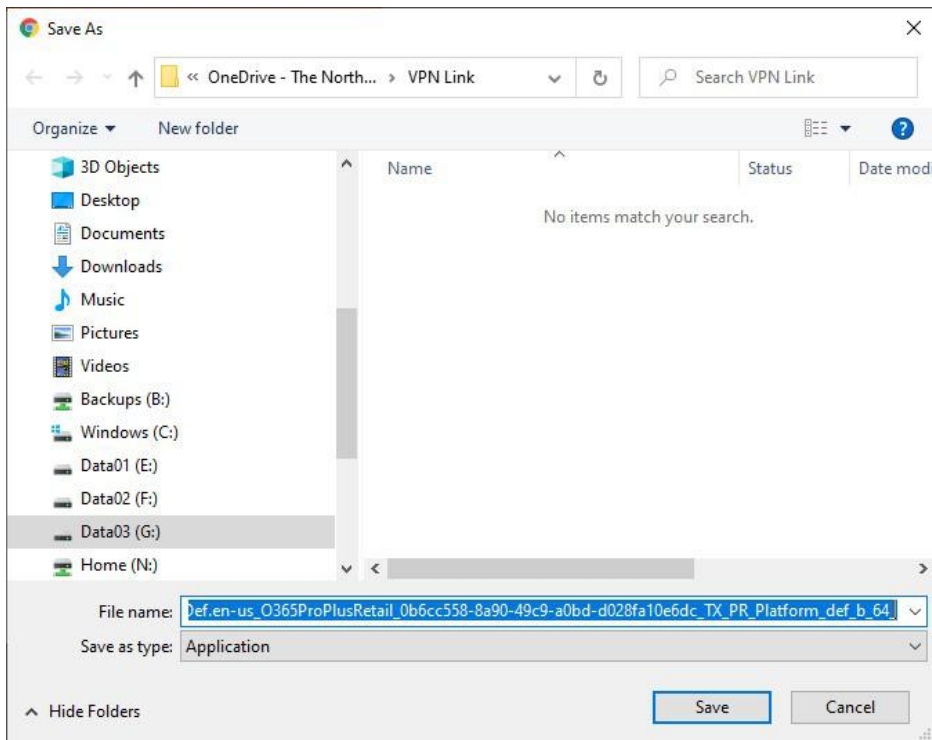
Click Save (select somewhere convenient to save it should you wish)

In the bottom left corner, you should find:

Click the up-arrow and select the option "open"

If presented with the warning "Do you want this app to make changes to your device" then click "Yes" and everything should start installing.

OneDrive for Business

OneDrive for Business allows staff and students access to 5TB of cloud storage space. Please do not confuse this with OneDrive which is not linked to the Institution and is altogether different.

OneDrive is not a replacement for your home drive but is designed to complement it.

The two primary uses of OneDrive we recommend are:
1. It can be used to move data that isn't used on a daily basis to make space in your home drive if you are starting to run out of space.

2. It can be used as a Cloud USB stick to transfer data from your network drive/s to it to work at home and then transfer it back when you come back.

There is a 90 day recycle bin. Once this data is gone, it is gone. Users should be careful what they delete. The school does not hold its own backup of this data.
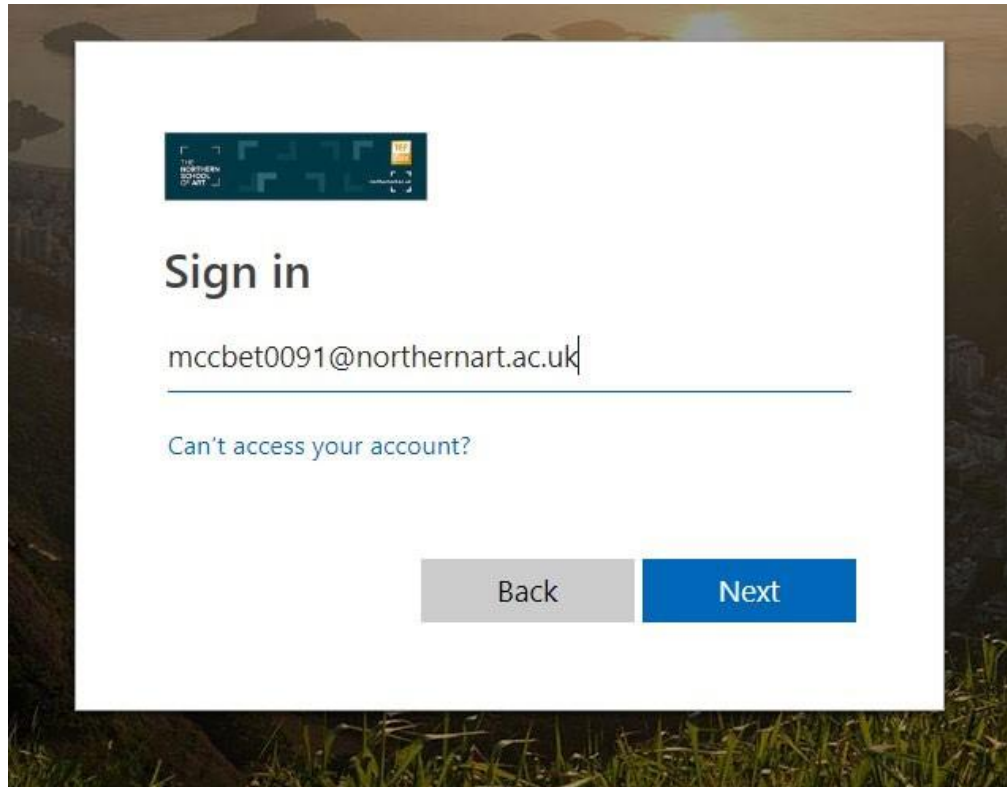
When a user leaves they will lose access to their One Drive.

To access your personal Northern School of Art OneDrive, please follow the instructions below.

1. Go to our website https://northernart.ac.uk and click on the portal link, which will bring up the page below. Then click on OneDrive
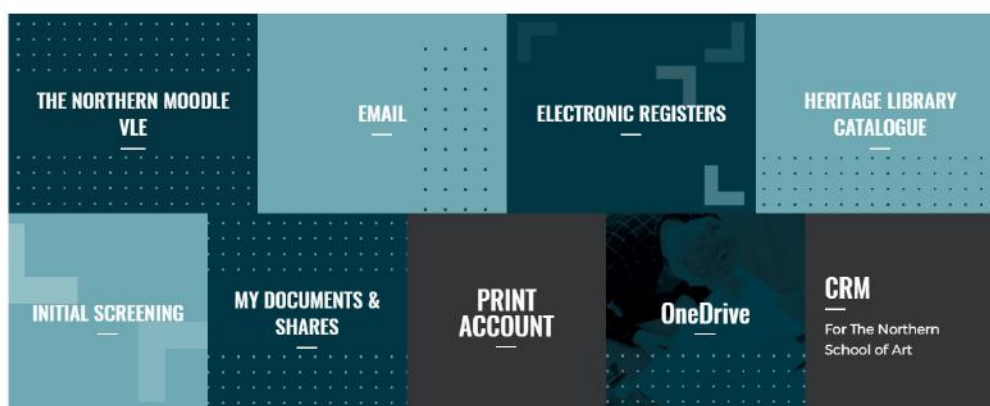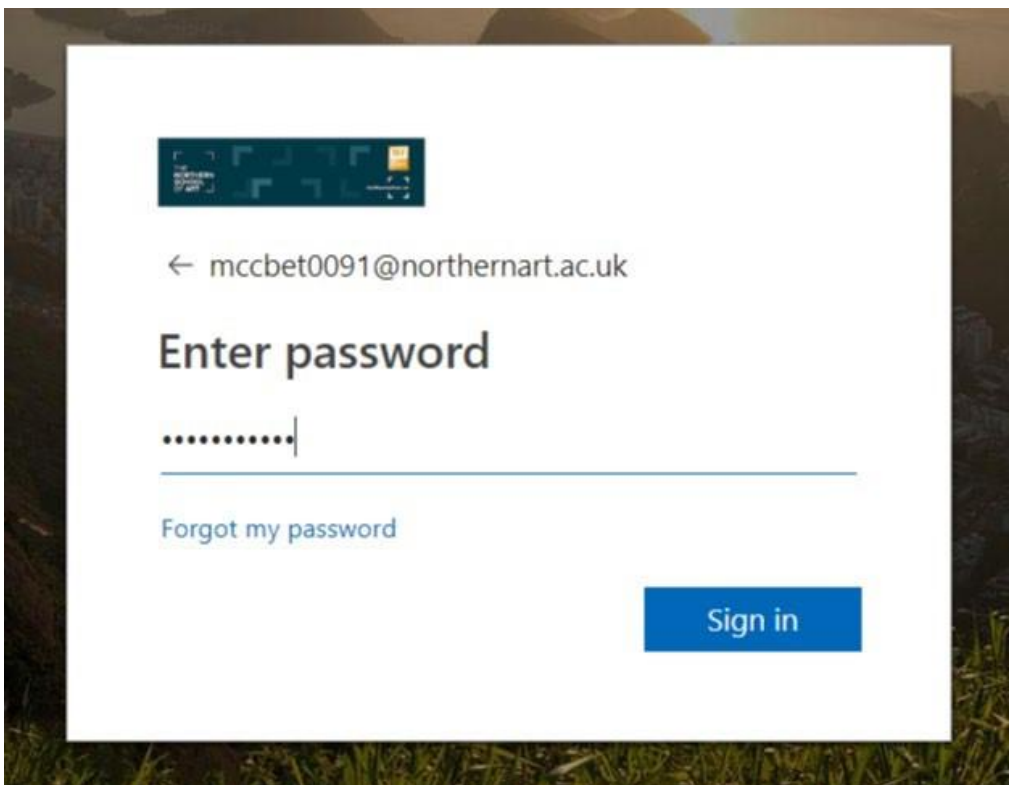
2. Enter your username following the example in the screenshot below, then hit next.


3. Enter your password and click Sign In.

4. You will then be presented with the following screen which is your interface to access, your one drive files. Office files can be worked on, straight from here using the Online versions of the office Apps. Or they can be downloaded to your local device and worked on offline. Non-office files such as Adobe Creative Cloud etc would need to be downloaded and worked on offline. All files once they have been edited and saved can then be uploaded back to OneDrive.
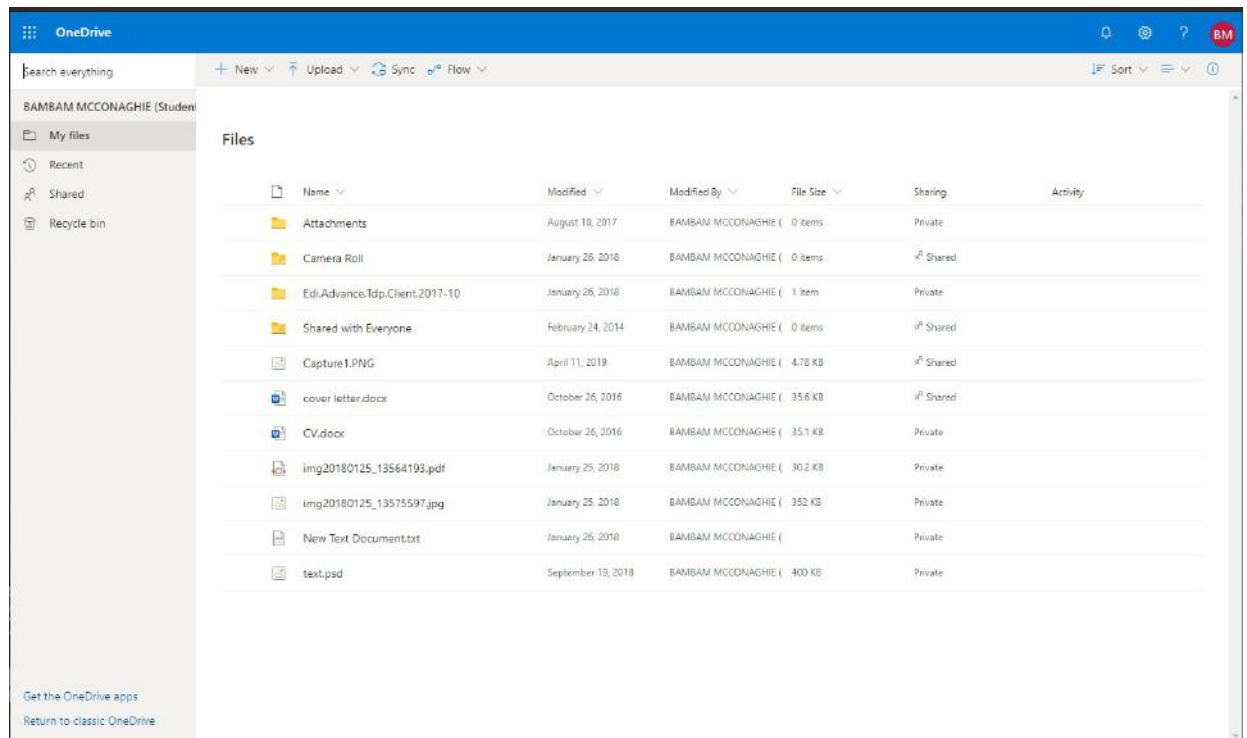

If anyone has any issues, or wants us to take you through the process or use of OneDrive for business please get in touch with your IT Dept.

Accessing email on iPhone

- Click on the App Store
- Search for Outlook in the App store.
- Once you find Outlook Get to install Outlook.
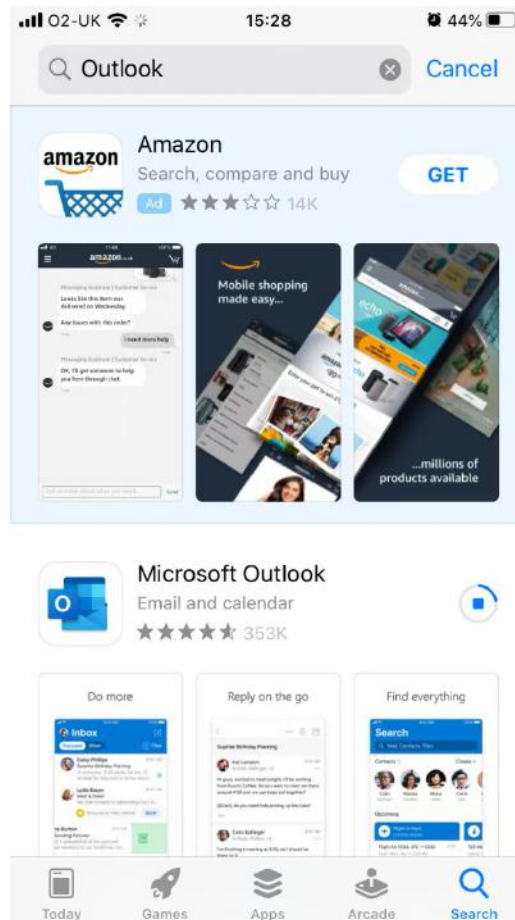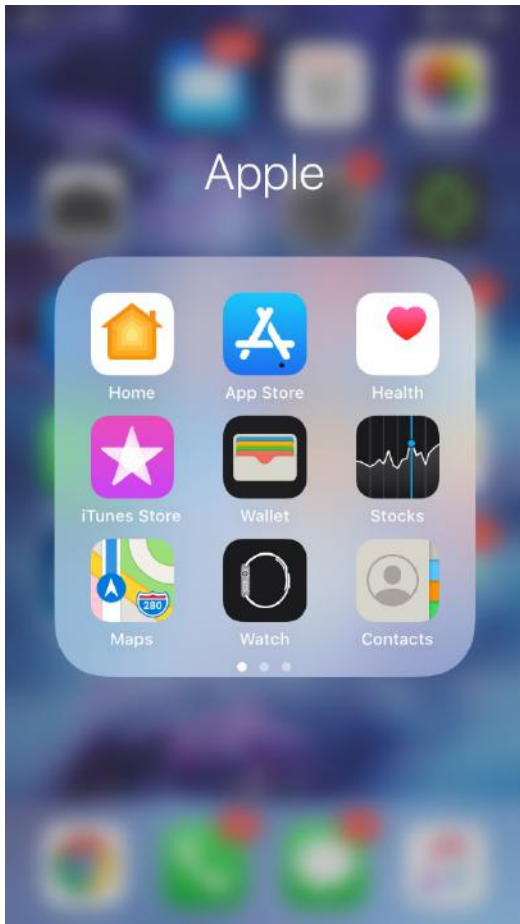
- Once installed click Open.
- On the screen you are greeted with enter your school email address, for staff it is in the form of **firstname.surname@northernart.ac.uk** for students it is **studentrefno@northernart.ac.uk**
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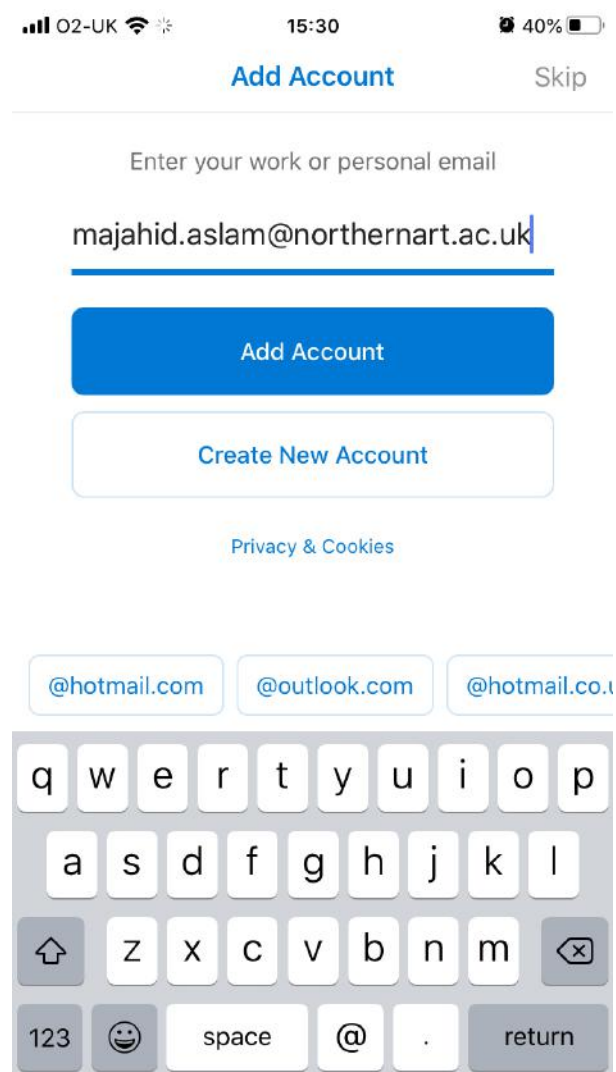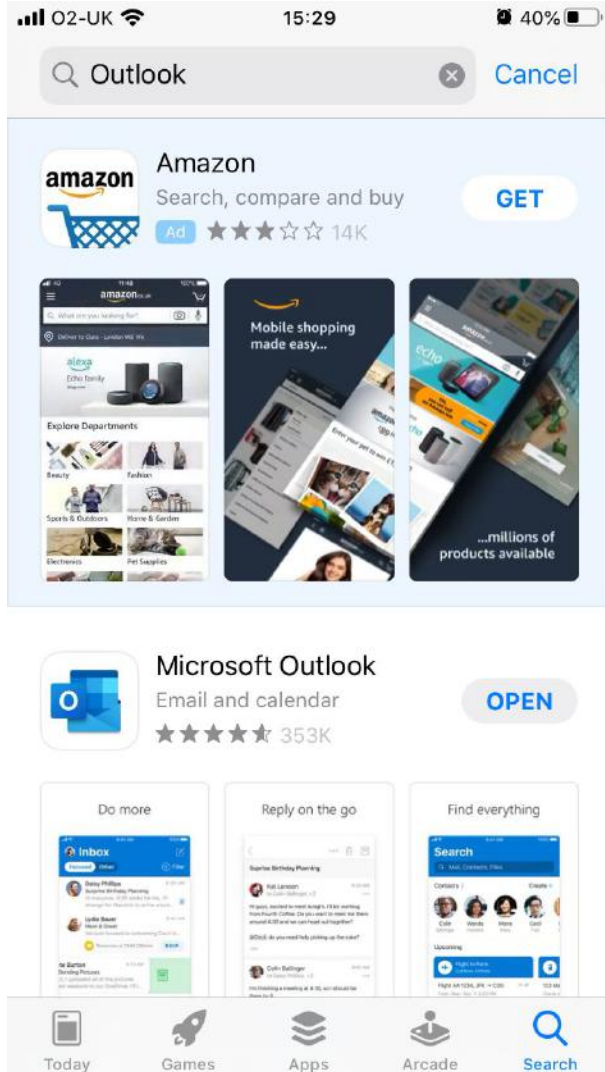
- You will then be prompted for your school user name and password. Please enter this.
- Then on the Add Another Account screen click "Maybe Later"

- Then click "Turn On" on the Enable Notifications prompt.
- Then click "Allow" on the Send You Notifications prompt.
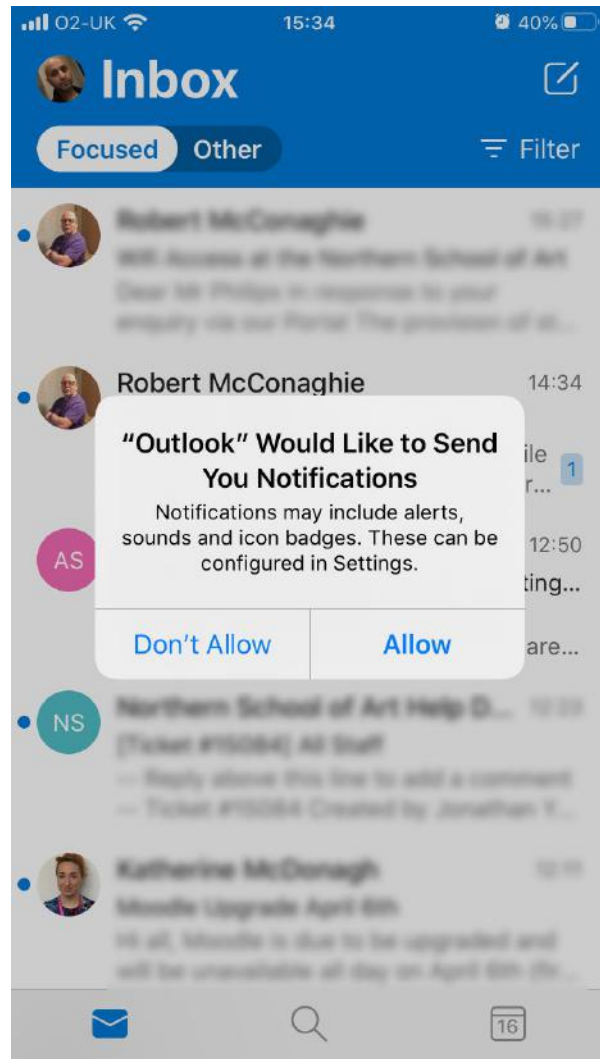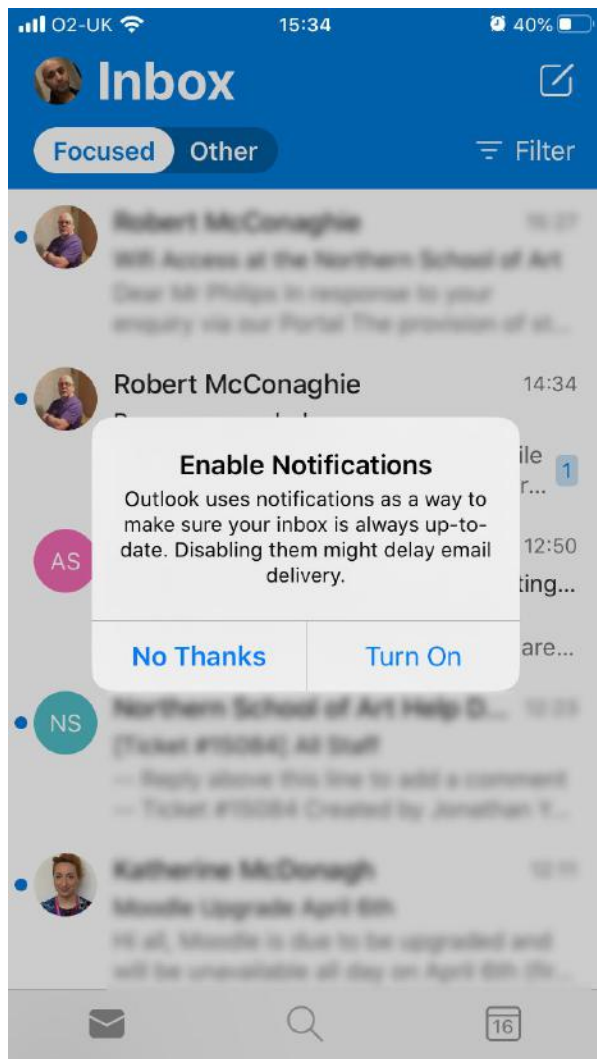
- You then have Access to your School Email Inbox.
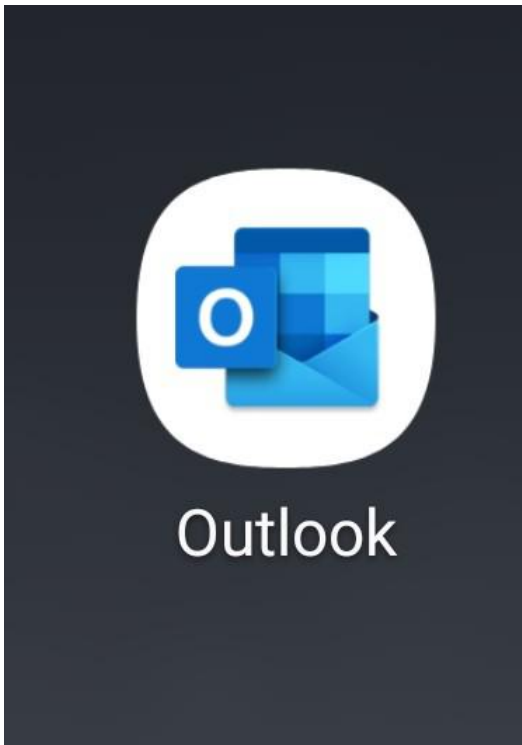- If you click the calendar icon, you can access your School Outlook Calendar.
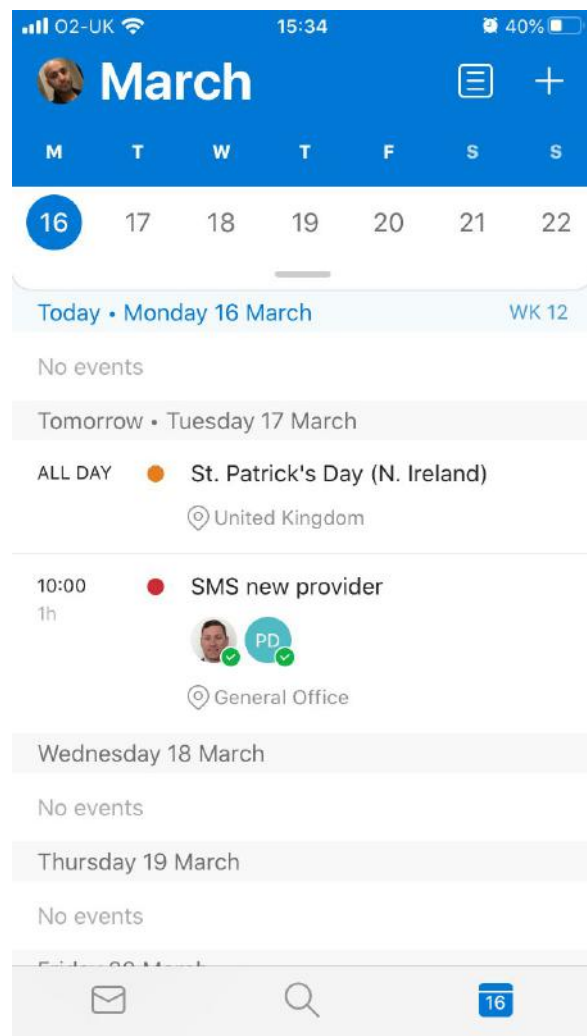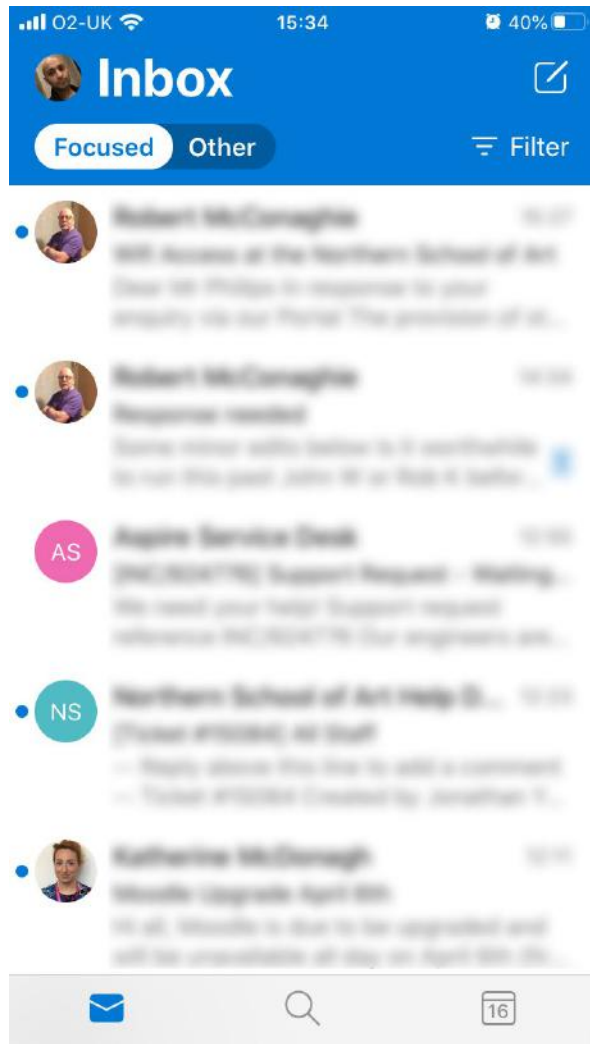
- To access other Inbox folders click on your face icon.
- To access Outlook again, just click on the Outlook icon from your home screen.
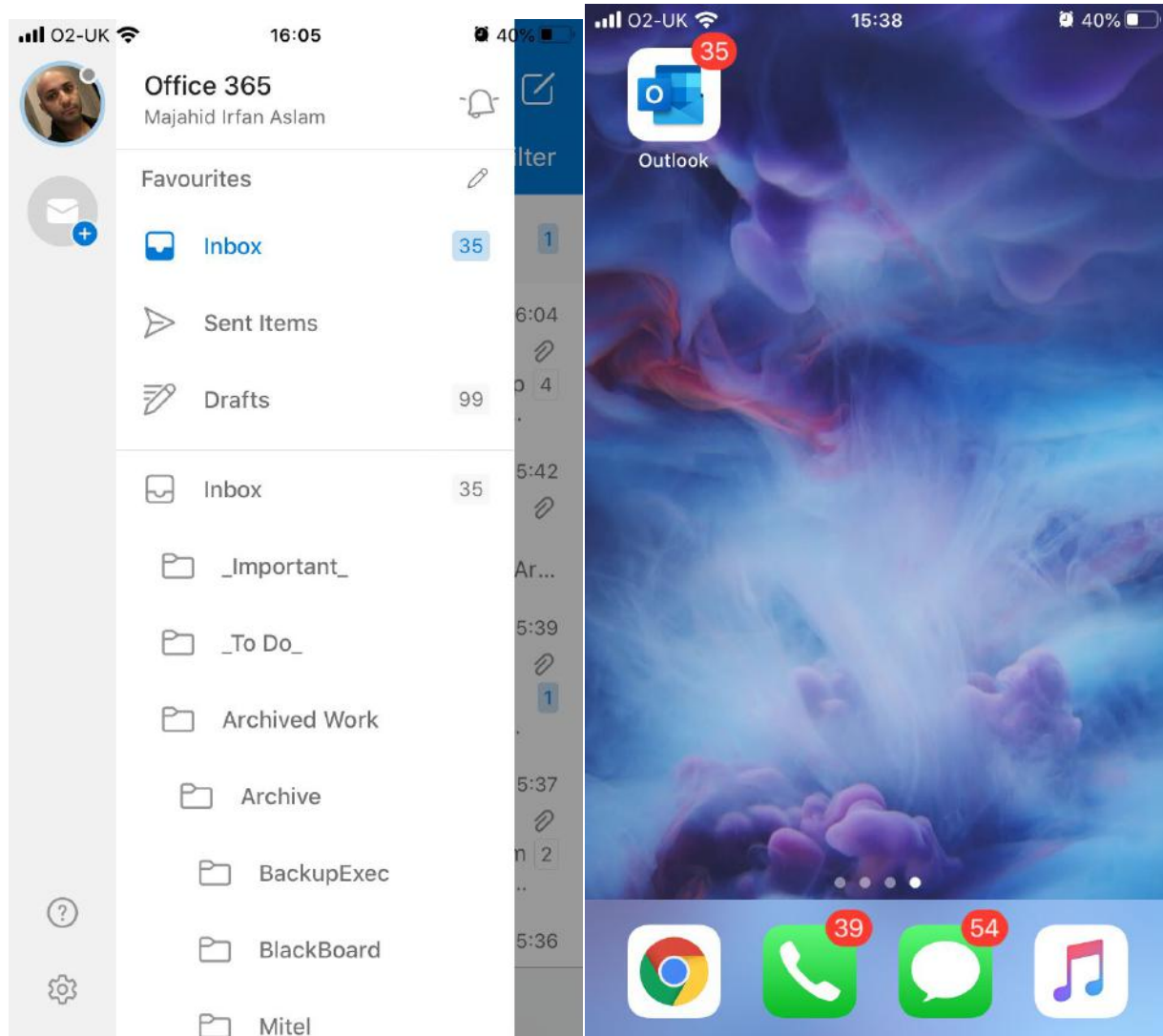
Accessing email on Android

- Click on the play Store
- Search for Outlook or Microsoft Outlook in the play store.

- Once installed click Open.
- On the screen you are greeted with enter your school email address, for staff it is in the form of **firstname.surname@northernart.ac.uk** for students it is **studentrefno@northernart.ac.uk**

- You will then be prompted for your school user name and password. Please enter this.
- Then on the Add Another Account screen click "Skip"

- You then have Access to your School Email Inbox.
- If you click the calendar icon, you can access your School Outlook Calendar