



HOW TO ACCESS AND EDIT 1-2-1 TUTOR/TUTEE FOLDERS ON SHAREPOINT

## HOW TO ACCESS AND EDIT I-2-I TUTOR/ TUTEE FOLDERS ON SHAREPOINT

## How to Open Documents from the EC Tutor Site

Our Tutor Site provides a secure way for teachers and pupils to share documents. To edit any of the documents stored on Epsom College Tutor Site please follow these instructions.

## How to log into Epsom College Tutor Site

Navigate to:

## https://epsomcollege.sharepoint.com/sites/ECtutorsite/default.aspx

- Depending on the computer you are accessing the site from, you might be presented with Office365 login screen. If that happens please login with your College email address and the usual password.
- Once logged in you will land on portal's home page:

III Office 365	SharePoint		🖋 🛱 ?	
BROWSE PAGE				Q suit (2)
₿ E PSO M	Epsom College Tutor Site		Search this site	م *
Site contents	Epsom College Boarding Houses			
	Carr House	Propert House		
	Crawfurd House	Raven House		
	Fayrer House	Robinson House		
	Forest House	Rosebery House		
	Granville House	White House		
	Holman House	Wilson House		

 Navigate down through your Boarding House and Year Group into your own documents and click name of the document you wish to edit:

III Office 365	SharePoint		*****
,O Search	Carr Crawfurd Fayner Forest Granelle Holman Propert	Raven Robison Rosebery White Wilson	ý: Notfollowing 💍 Shaw
Pages Ø Edit	+ New ~ 7 Upload @ Sync ····		⇒ Al Documents ~ ♥ ⊙
	C Name U	Modified $\lor$ . Modified by $\lor$ . +	
	Cultural & Co-Curricular Tracker - master.xtsx     Interests Inventory_Career Investigator Report.pdf	September 2, 2015 June 29, 2016	
	(a) In-depth [.].] - master.docx	···· September 2, 2015	
	Click 1-2-1 - master.docx     Student Progress Tracker - master.alax	November 22, 2018 May 37, 2016	

• The document will open in Office Online editor. If you prefer to edit the document in a desktop version of Word, Excel etc. please click Edit Document button on the top menu and choose Edit in Word:

Word Online		T- rest
Crawfurd	In-depth 1-2-1 - master	🖌 Edit Document - 🚇 Print 🔹 Share 👂 Find 🚥
	Image: Data in the second of the second o	Interview       Interview

The document opens in your desktop Word application (Excel, PowerPoint etc.) where you can edit it as
usual. Once finished you can save it by simply clicking on Save icon. Because successful saving of the
document depends on your internet connection it is always a good practice to save a backup copy of
the edited document locally on your computer.

If you are experiencing difficulties logging on, please contact our IT Services department using **ITsupport@epsomcollege.org.uk** or by telephoning **01372 821159**.