



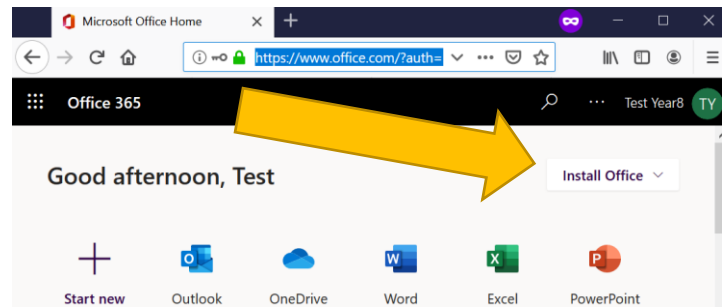
SGGS TECH SUPPORT

Accessing SGGS from home

At SGGS we have several platforms set up and available for you to use when at home, most of which are linked at the very top of the SGGS home page. This guide is a brief look at each of them and what they can do.

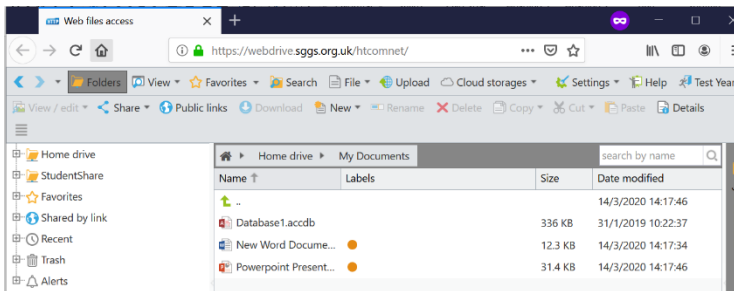
Microsoft Office

While you are a student at SGGS you are entitled to use the full version of Microsoft Office on up to 5 Laptops/Tablets/Phones. Once installed Office will also connect up to your school OneDrive, allowing you to store documents and work in the cloud. You can easily access and work on files between home or at school much more easily than with a USB stick or emailing files to yourself.



Download Office from www.office.com or the app store on mobiles/tablets and sign in with your school account

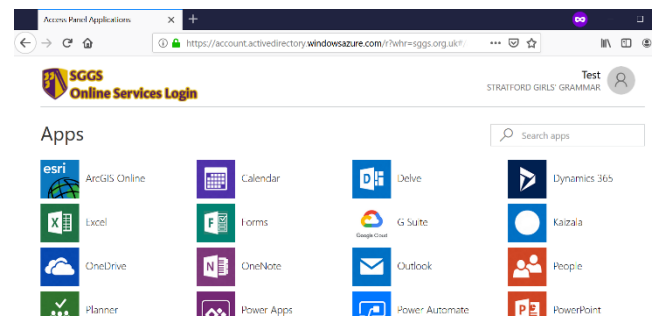
Accessing Your Home Drive (N:) and StudentShare (S:)



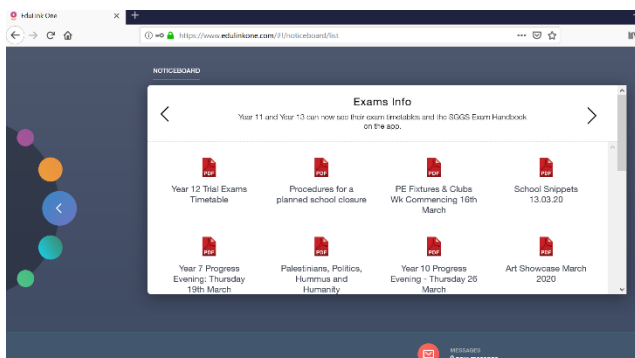
The link named "Webdrive" which is available from the top of the SGGS home page allows you to access all files you have stored on either your home drive or shared with you in the StudentShare area. You can edit files directly in Office and save back into your Home Drive from here, or upload/download files to your own computer.

SGGS Online Services (Office 365, Email, Teams, Google Classroom)

We have tried to make it as easy as possible to log in to many different sites at once. The Online Services link on the SGGS home page allows you to get straight into OneDrive, Outlook, Teams, Google G-Suite (inc. Classroom and Drive) and many others without having to log into each one individually.



EdulinkOne – School App



EdulinkOne is linked at the top of the SGGS website. It is the schools app and allows you to see news, upcoming events and letters home that have been sent to you. Your timetable and achievement points can be seen here and you can make sure your contact information is up-to-date too.

EdulinkOne also has apps for Android and iOS devices that can be downloaded from the relevant store.