Brampton College Staff External Access

This document describes the following:

- 1) Access to VLE
- 2) **Office 365**
- 3) Access to College email
- 4) Access to Portal

If you experience any difficulties with external access please email <u>support@bramptoncollege.com</u> or call ext. 227

1) College VLE

Using your web browser find your way to the college website – <u>www.bramptoncollege.com</u> and click on STAFF - VLE



Alternatively, go directly to page https://login.microsoftonline.com/



At the following prompt, type your College **email address** as the username:

Once you click into the password field, you will be redirected to Brampton College sign-in page, where you will type your password:

1 Office	365					
Redirecting					÷	
We're taking you Cancel	to your o	org	anis	atio	n's sig	n-in
🔲 Keep me signe	d in					

_/	Brampton College
	Sign in with your organizational account
	user@bramptoncollege.com
	Sign in

Type in your **password** as the password and click **Sign in**.

You have successfully signed into Office 365. (The portal may become unresponsive when you log on for the first time. In such case, please close your browser and log on again after five minutes).

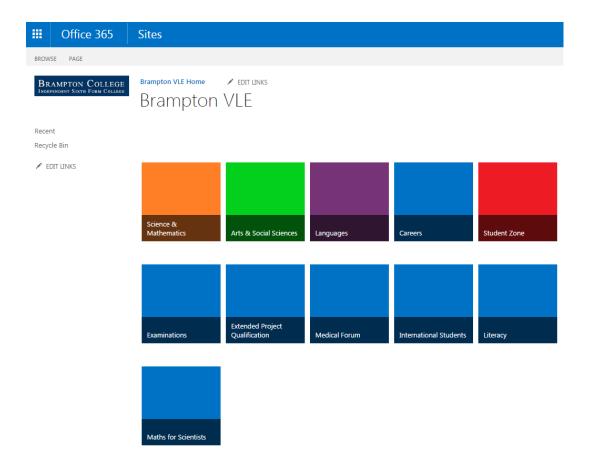
To access the VLE, you will need to click on the "Sites" tile



Then click on the "Brampton VLE" tile:

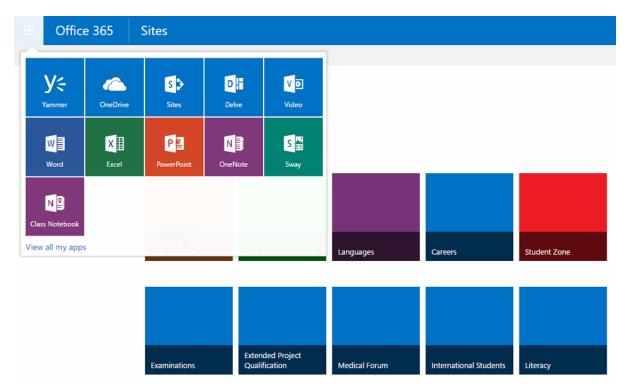


You are now in the VLE section of Office 365 suite – navigate through to your chosen area or department.



2) Office 365

Clicking the blue icon in the top left corner will bring up a selection of available services:



Here is a selection of some:



Yammer is an enterprise social network - How to use Yammer



OneDrive is your personal cloud storage - OneDrive for Business



Sites is place to store collaborative content. In our case, this is where the VLE, Teachers and Admin sections are stored:

	Office 36	5 Sites		
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			s 🔊	
	Admin	Teachers	Brampton VLE	

Brampton VLE – All staff and students have access to this section, contains resources for students to assist with independent learning

Teachers - Document library, which is not accessible by students

Admin – Only accessible by the admin staff



Online versions of standard Office programs, somehow limited but excellent for collaboration.



Note taking tool - Introduction to OneOne Online



Teachers - Get Started with OneNote Class Notebook Creator

3) College Email

Using your web browser find your way to the college website – <u>www.bramptoncollege.com</u> and Click on STAFF – EMAIL

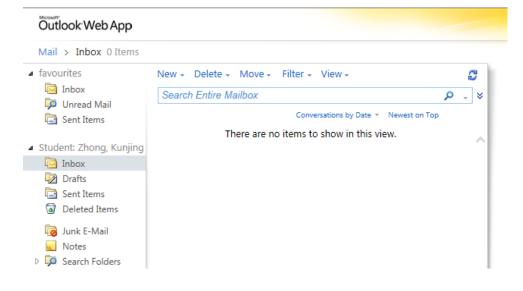


The logon page will appear. Use your College **email address** as the username and your **password** as the password. (Your email is in the format **username**@bramptoncollege.com.)

Outlook [.] Web App	Outlook Web App
Security (show explanation) This is a public or shared computer This is a private computer Use the light version of Outlook Web App 	If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options. Use the blind and low vision experience
User name: XXXXX@bramptoncollege.com	Choose the language you want to use. Language: English (United Kingdom)
Password:	Time zone:
Sign in Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.	(UTC) Dublin, Edinburgh, Lisbon, London

Make sure your time zone is correct and confirm by clicking on OK.

You can access your emails now



4) Portal

Using your web browser find your way to the college website - www.bramptoncollege.com

Click on STAFF - PORTAL



At the following prompt, type your College username and your password.

← → @ http://portal.bramptoncollege.com/			↑ ★ ☆
Brampton College Portal		iii 10/09/2014	⊙ 10:48am
	Please sign in		
	Password		
	Sign in		