





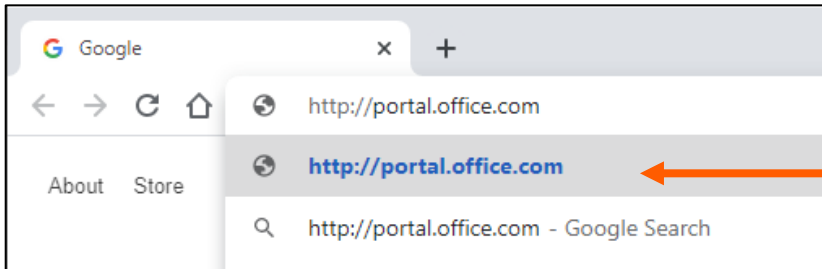
# Accessing the OasisZone when not on the Oasis Network

## Accessing the OasisZone

To access the OasisZone from home, or when not on the Oasis network, you will require:

- Internet access.
- A computer (PC / Mac), laptop, tablet or smartphone.

The OasisZone can be accessed using a web browser (     ).

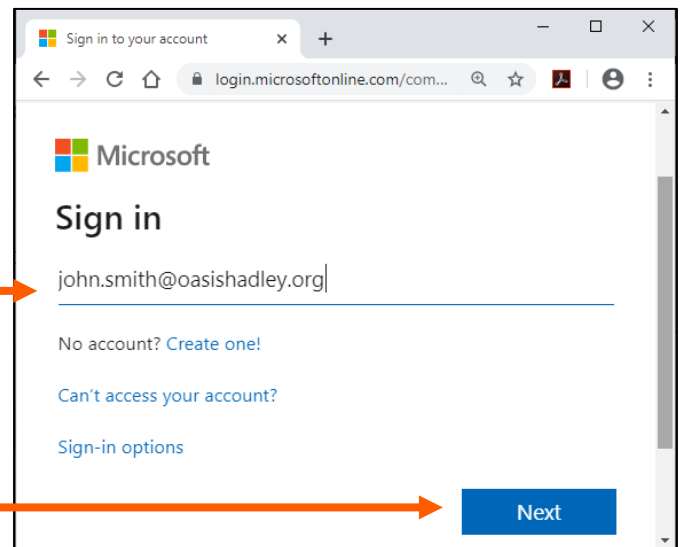


Open your web browser and in your address bar type:

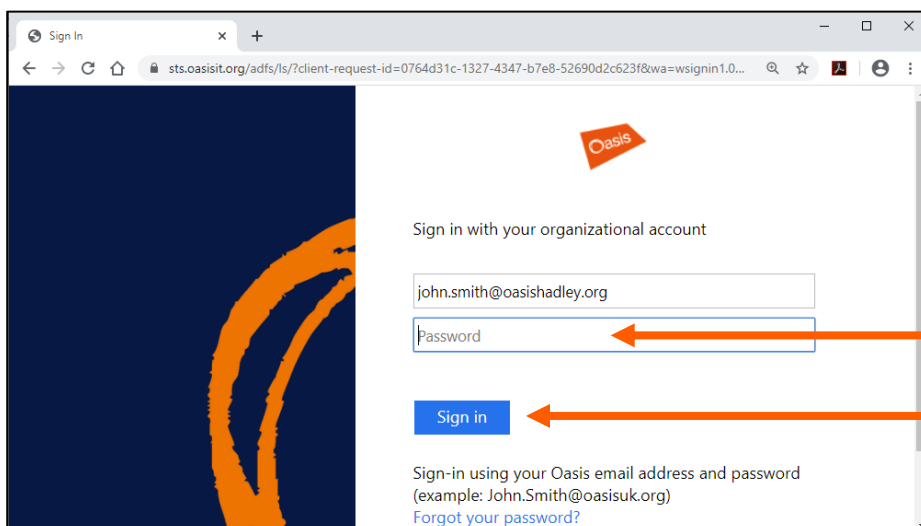
<http://portal.office.com>

Press enter.

Enter your Oasis username (this will usually be the same as your Oasis email address e.g. john.smith@oasishadley.org).



Select 'Next'.

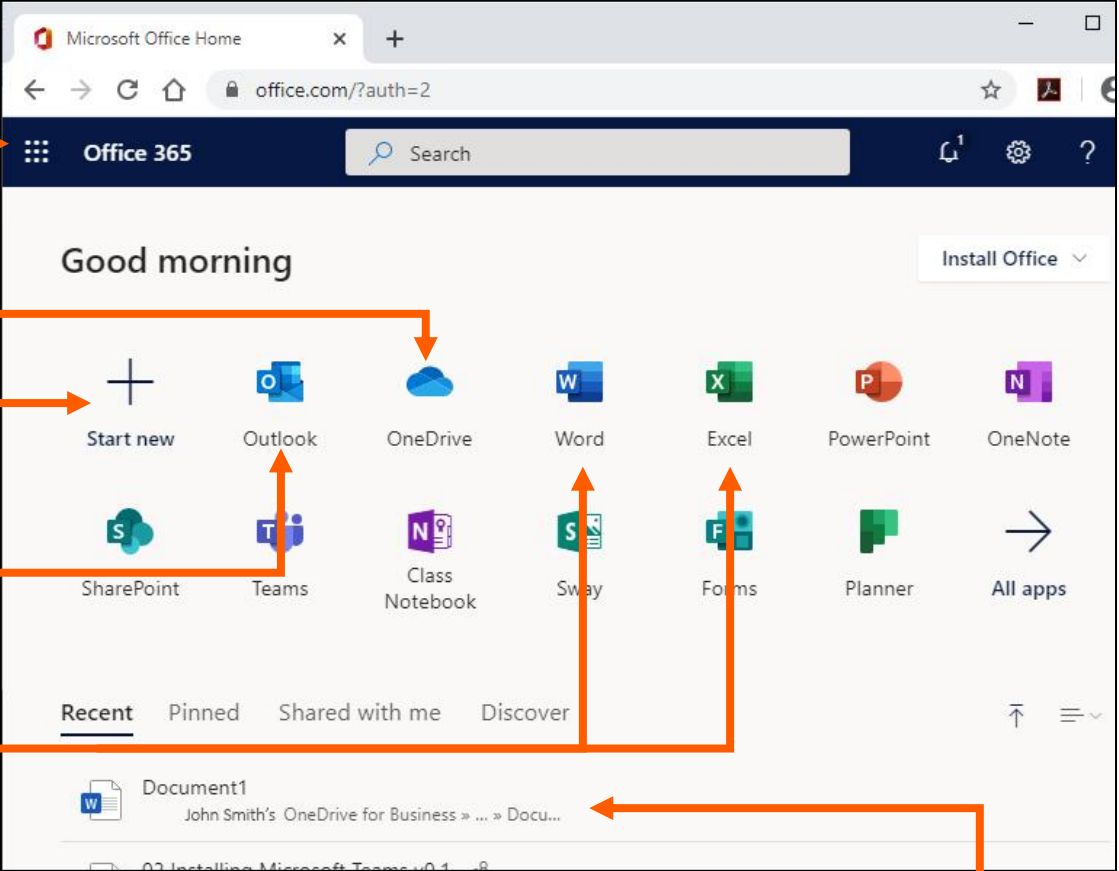


Enter your Oasis password.

Select Sign in.

## OasisZone Applications

Once your identity has been confirmed, you will be taken to the home page where your OasisZone applications will be shown:



Click the waffle icon to switch between OasisZone applications.

To see your personal files you have saved online click OneDrive.

To create a new document, click Start new.

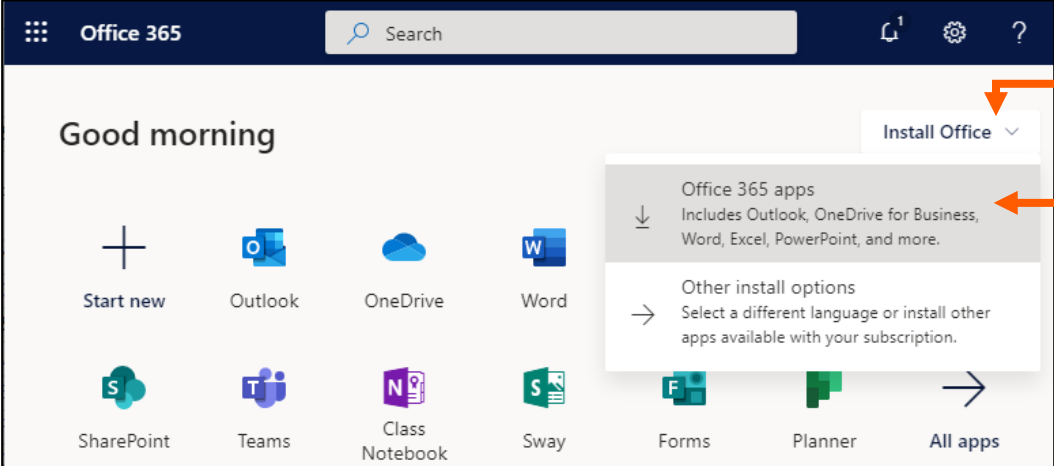
To get access to your emails and calendar click Outlook.

To use any Office application online through a web browser (e.g. Word) click the application you require.

To view Office documents you have recently used see this section.

## Downloading Office 365 to a personal device

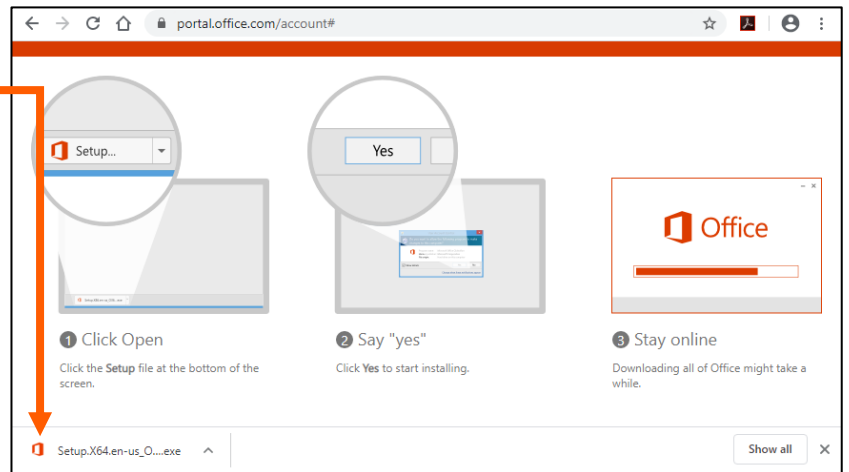
Office 365 (Outlook, Word, Excel...etc.) is available to download to your PC, laptop and mobile device. **You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.**



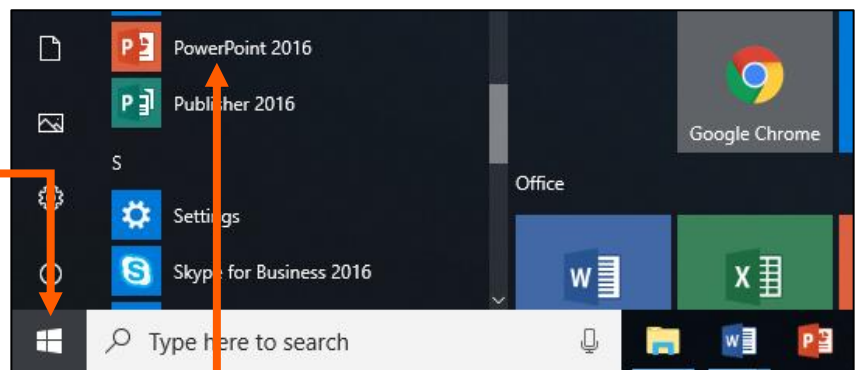
To download Office 365, from the home page (<http://portal.office.com>), select **Install Office**

Select **Office 365 apps**.

A file will be downloaded. Follow the instructions to begin installing.



From a windows PC or laptop, applications you have downloaded such as PowerPoint can be found by selecting the windows icon.



Scroll up or down in alphabetical order to find the application.

### Data Protection Alert!

**Remember not to save any Oasis information to a personal device - better to use OneDrive or SharePoint site as appropriate.**

Should you require additional help and support with accessing the OasisZone please contact the Oasis IT Service Desk on 020 7921 4330 or [servicedesk@oasisuk.org](mailto:servicedesk@oasisuk.org).