

# HOW TO FOLLOW YOUR SCHOOL'S SHAREPOINT SITE

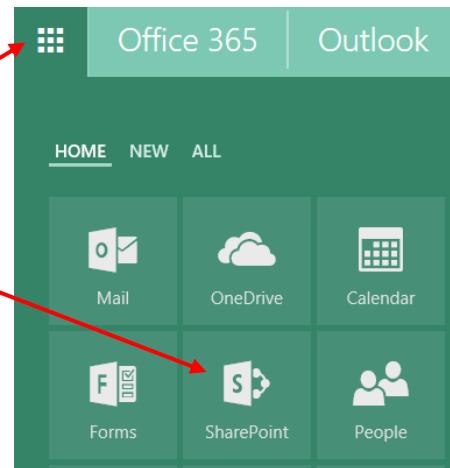
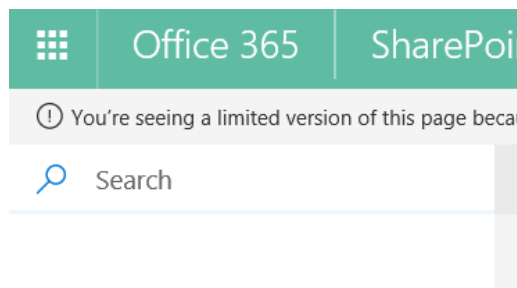
While you have an icon on your desktop, you may need to access your SharePoint site away from your desk. Once you follow your school's SharePoint site, you can access it from anytime, anywhere, through O365.

Step 1: Open your O365 account (e-mail)

Step 2: Click on your Apps Launcher (the Waffle)

Step 3: Click on SharePoint

Step 4: Enter your school's name in the Search bar



Step 5: Click on your School when it pops up. This should bring your page with your school's banner across the top. At the top right hand corner, in yellow, is a star, followed by the word FOLLOW. Click this star.



You are now following this site! Now, when you click on SharePoint from your Waffle, your school will be listed under "Following" for easy access.

