

Accessing the OasisZone when not on the Oasis Network

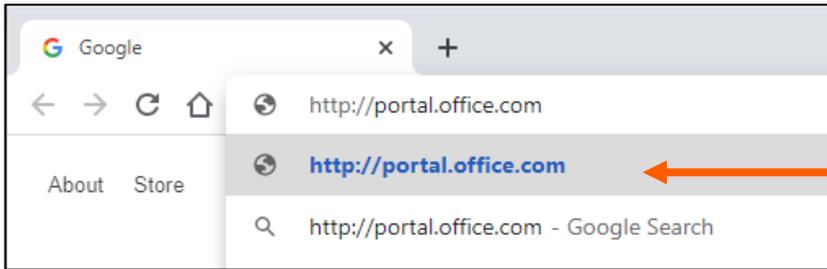


Accessing the OasisZone

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 (   ).

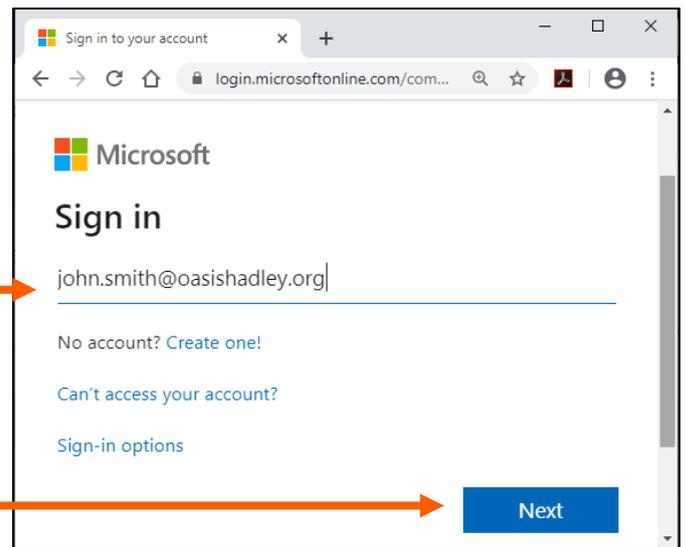


Open your web browser and in your address bar type:

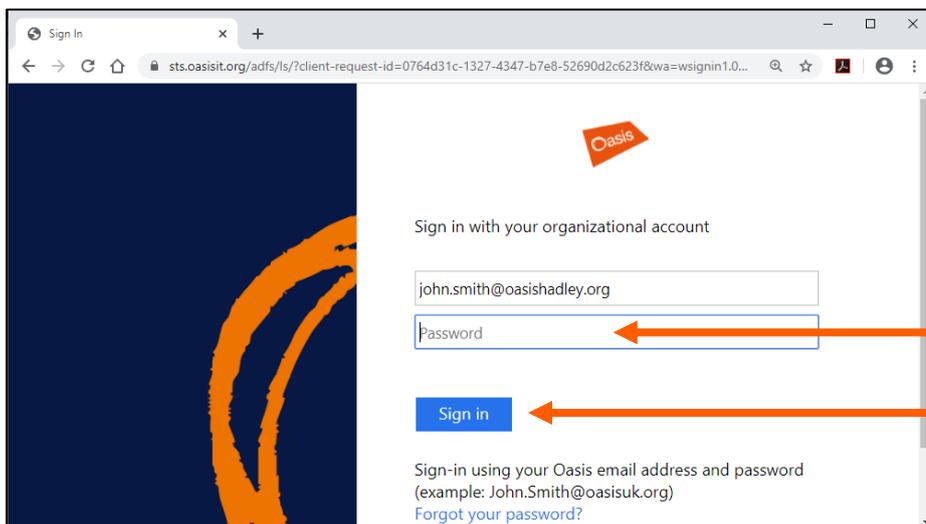
<http://portal.office.com>

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:

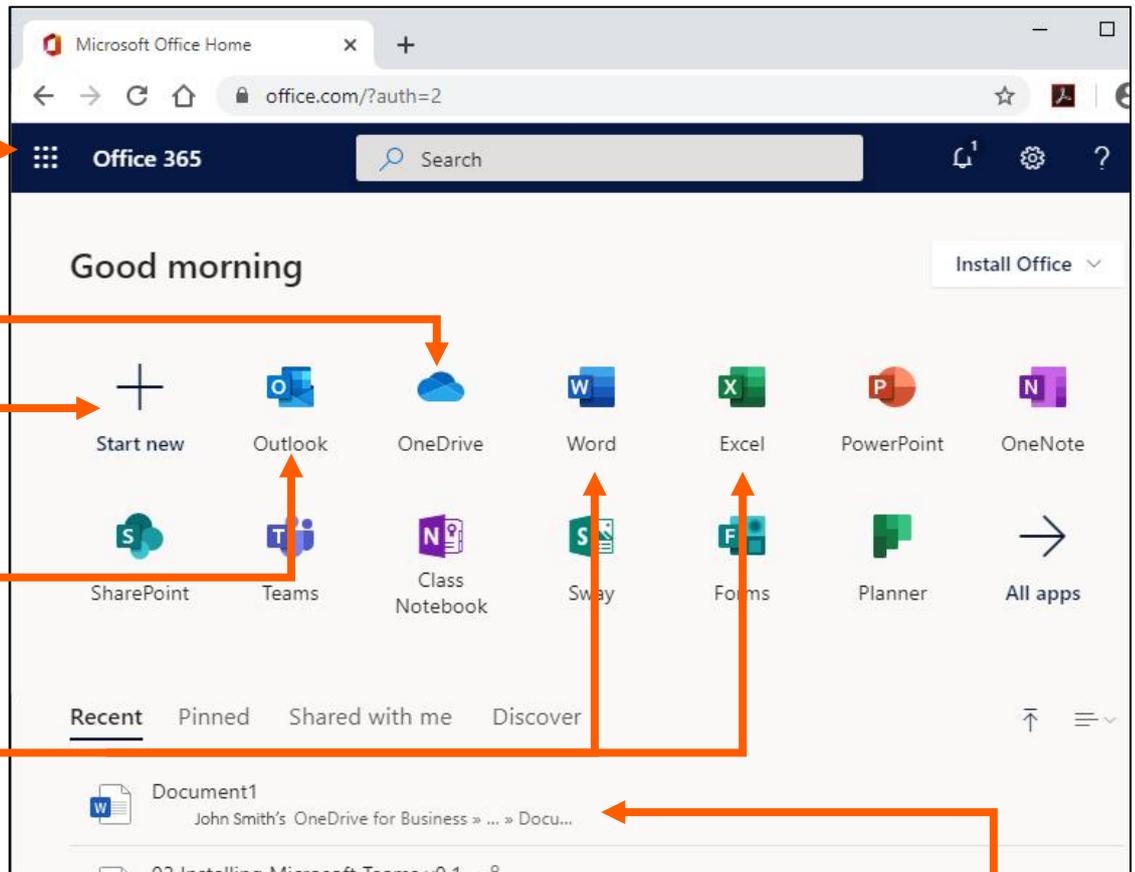
Click the waffle icon to switch between OasisZone applications.

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.

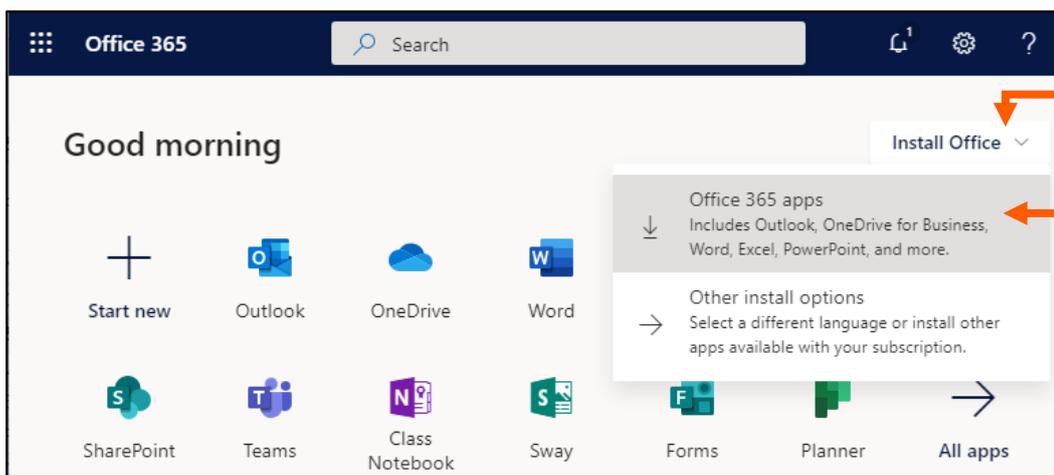
To use any Office application online through a web browser (e.g. Word) click the application you require.



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

Downloading Office 365 to a personal device

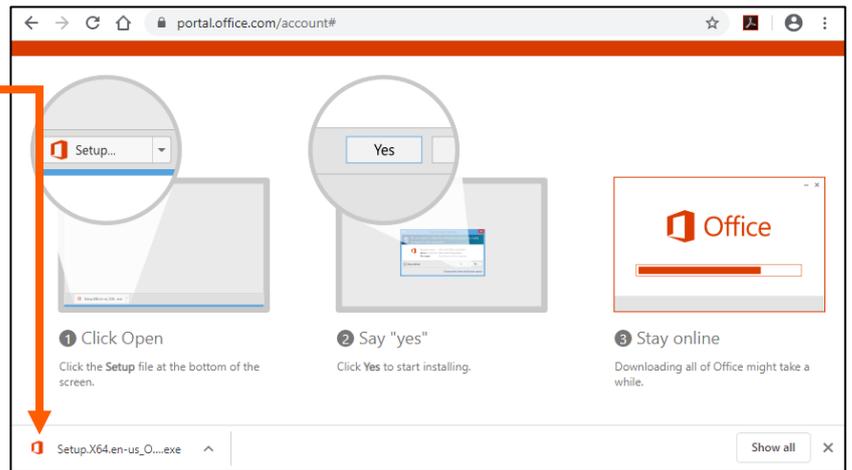
Office 365 (Outlook, Word, Excel...etc.) is available to download to your PC, laptop and mobile device. **You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.**



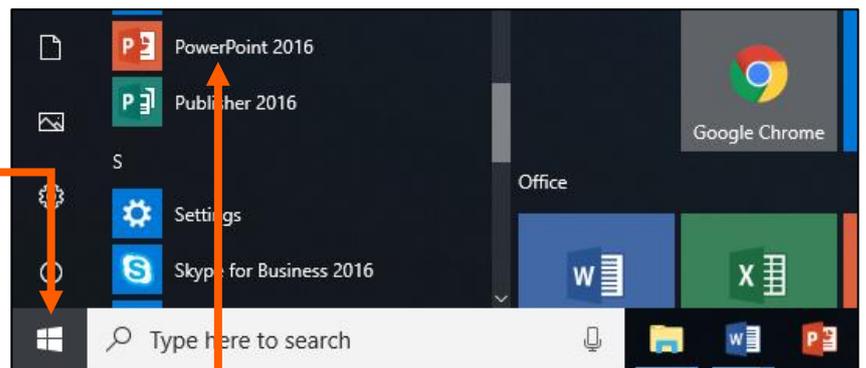
To download Office 365, from the home page (<http://portal.office.com>), select **Install Office**

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.