

## How to access SharePoint from Home:

The easiest way to access from home is via the academy website at <https://horbury.accordmat.org>.

Alternatively, just search in Google for Horbury Academy to access the website.

On the website, click on Student Links then click on Accord SharePoint.

When prompted to log in, you will need to use your academy email address and password.

Your email address is based on your login username and password within the academy along with the email domain, like below:

[yourusername@horburyacademy.com](mailto:yourusername@horburyacademy.com)

If you wish to add the site to your favourites/bookmarks at home then make sure you add the following URL:

<https://accordmat.sharepoint.com/sites/HA-Home>

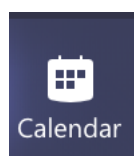
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## How to access Teams from Home:

Once your child has logged into Sharepoint, click on the Teams button on the right-hand side of the screen.



Once in Teams, if you go to the calendar area, your meeting with a member of the Senior Leadership Team should be there.



Click on the 'Meet Now' button on the top right of the screen and you should be in your meeting.

