

5 vital steps that need to be taken to work from home

1. Upload any documents you will need to access to OneDrive so that you can access them from anywhere. If you are unsure of how to do this refer to the guide provided in this email.



2. If you are a lecturer you will need to have access to Microsoft Teams as this is how you will be able to assign work and contact your class from home. If you are unsure of how to work teams please refer to the document attached to this email.



3. Familiarize yourself with accessing the information on the "Staff hub" located at the bottom of the website Highbury.ac.uk as this is where you can access Canvas, EBS, Blu Qube, OneFile and the IT help desk.



4. You will need to forward any calls from your phone to your mobile number or the phone that you will be using while at home. To do this refer to the document provided attached in the email.



5. Any updates to the situation will be found on the college website (Highbury.ac.uk) or via your emails.