**Accessing the online document sharing website for WTS**

The WTS document sharing website is accessed via this link, after you have received your initial invitation email from Alex Hulse (Operations Manager, Prince Henry's High School):

https://princehenryshighschool.sharepoint.com/sites/WTSSSIF/Shared%20Documents/

You can also follow the link from the front page of the WTS website—"WTS Shared Docs"

To log in, you will need to use your Microsoft Account. You probably already have one if your school uses Office 365 for its email or other services, otherwise you will be prompted to create one as part of your first login. This is a free service and will allow the website to verify that you are the person addressed in the original email.

After login in, you will see a site similar to this:
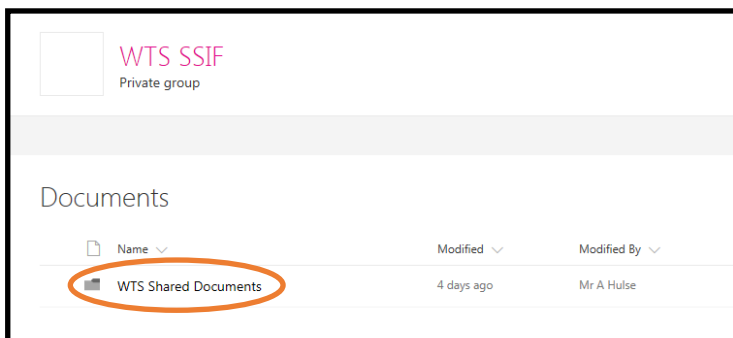
Clicking the WTS Shared Documents folder will take you to a list of Teaching Schools, and clicking a name will take you a list of attached schools. Within each school folder, you will find the documents relevant to you:
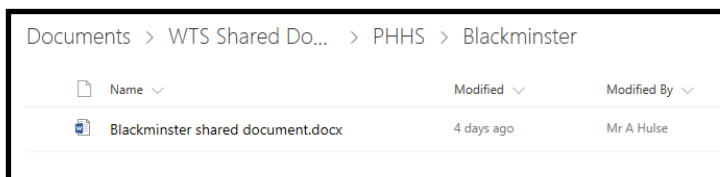
Opening each document is achieved by clicking the document name, which allows you to view the contents of the document. You can make changes to the document by clicking the Edit Document button in the top right and opting to Edit Online for minor changes, or Open in Word if you wish to use the full power of Word. When editing online, your changes are automatically saved as you work. Editing in Word will save your changes back to the website when you click Save or close the document. If two people are working on the document simultaneously you will see their changes in real-time. Don't be concerned by this—the website is tracking all the changes and saving them.

When you have finished working on a document, either close the browser, or click the links at the top left to return to the file view:
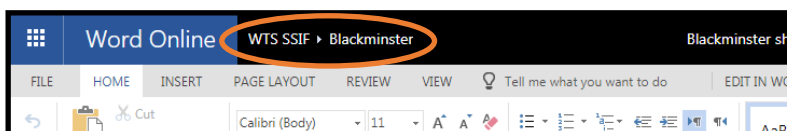
If I can assist further, please get in touch—ahulse@princehenrys.worcs.sch.uk