

Using OSA Cloud

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Overview

This guide shows how to connect to OSA Cloud on a Windows 7 PC.

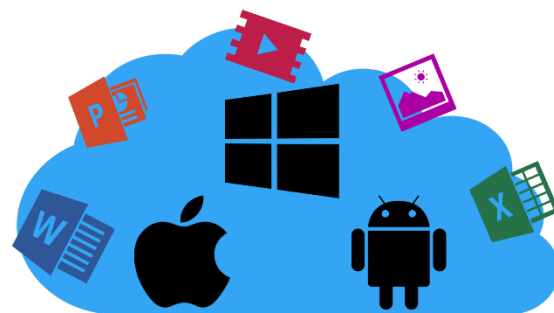
Further assistance

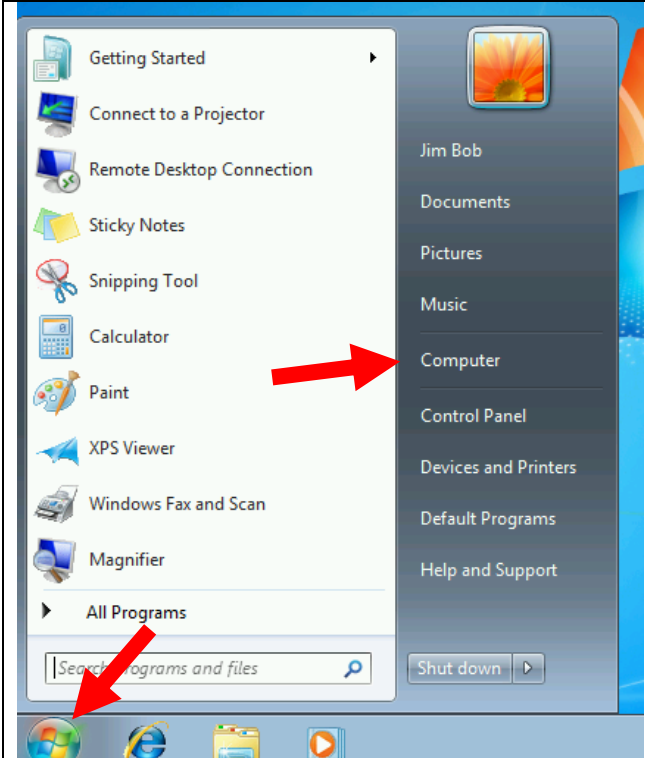
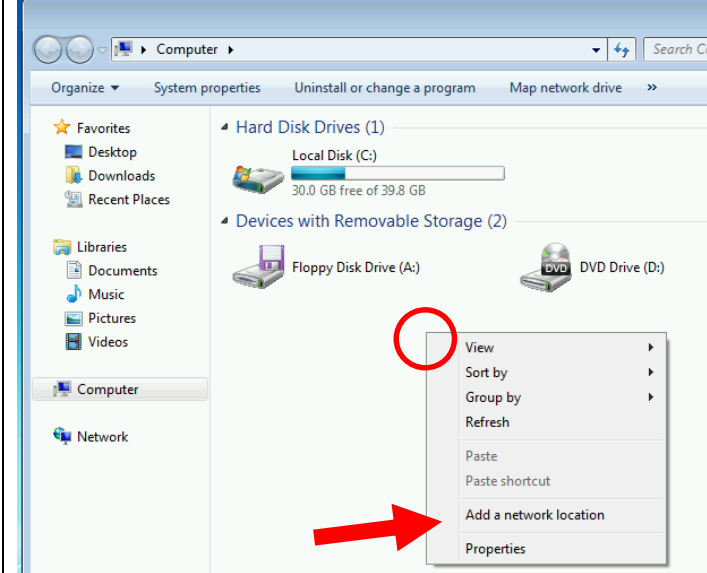
If after following this guide further assistance is required contact ICT Services on ictservicedesk@oxfordspiresacademy.org.

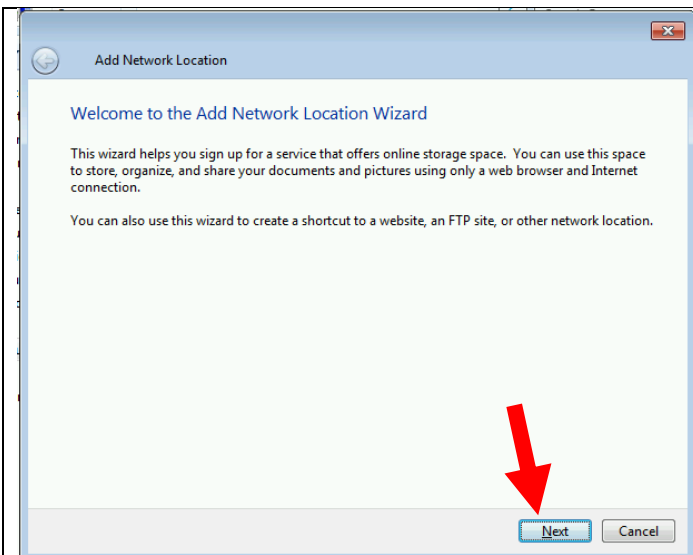
Prerequisites

You must have an active internet connection and a valid Oxford Spires Academy user account to be able to complete these steps.

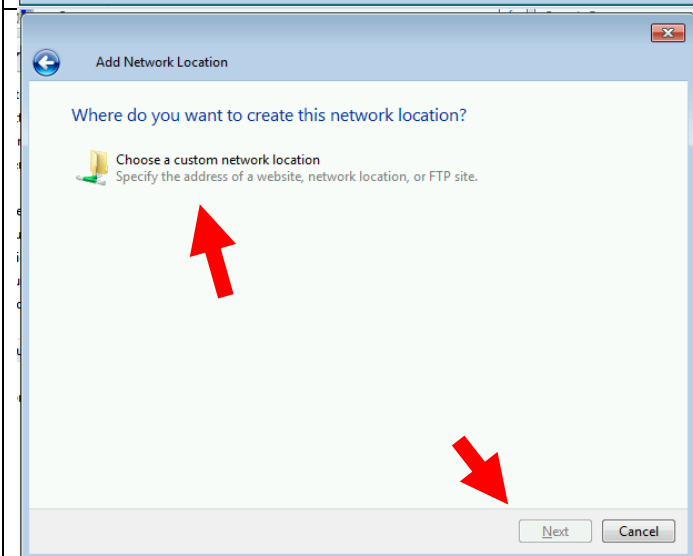
Guide



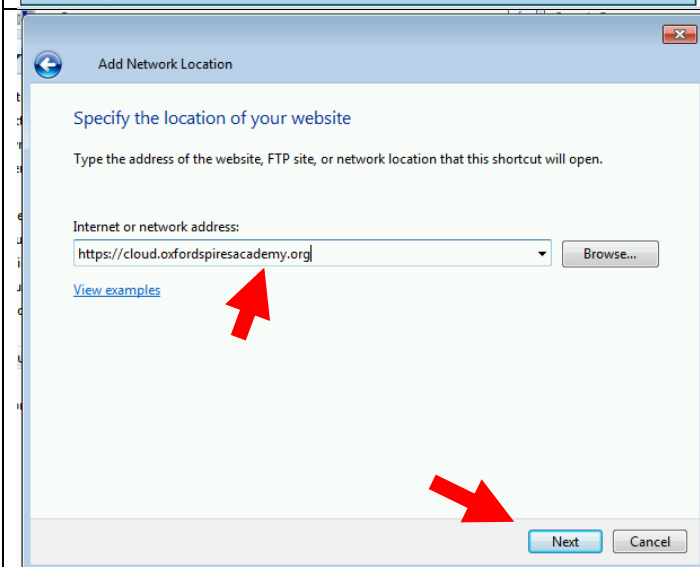
	Go to Start > Computer.
	Right click in white space and select Add a network location.



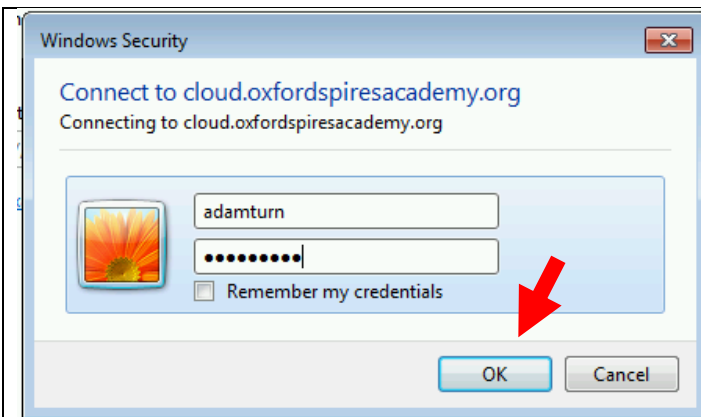
Press **Next**.



Select **Choose a custom network location** and then click on **Next**.



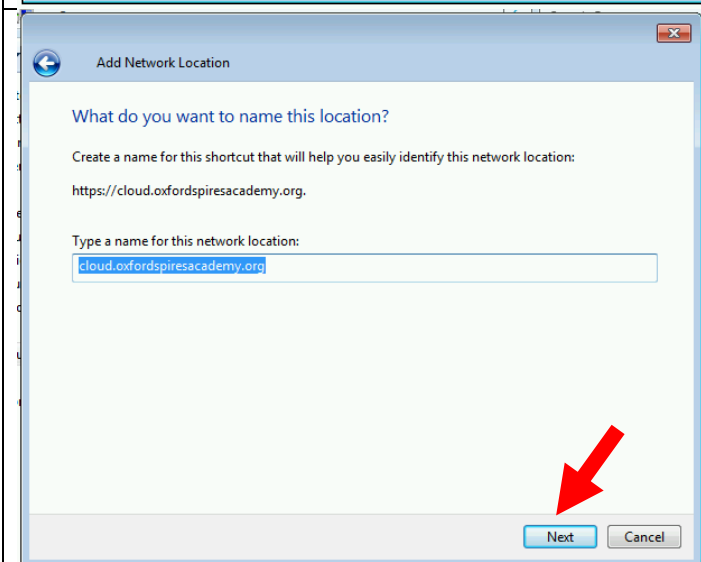
In the Internet or network address box type **https://cloud.oxfordspiresacademy.org** and then click on **Next**



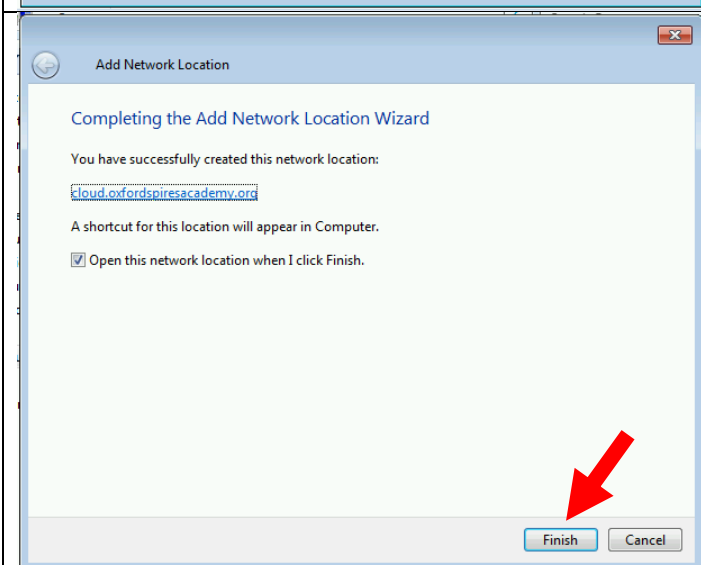
After a short pause you will be prompted for a username and password.

Enter the same username and password that you use to login to Academy computers.

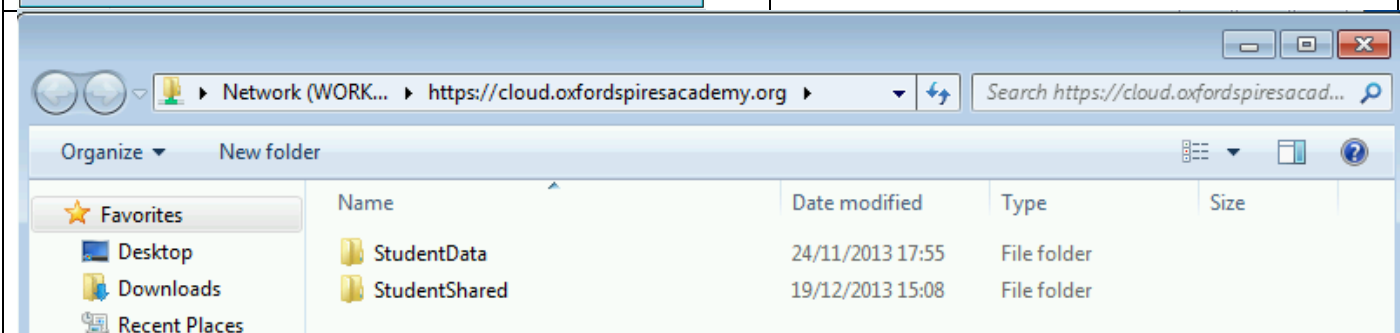
Then click on **OK**.



Click on **Next**.



Click on **Finish**.



You can then browse your personal documents (which will be listed under StudentData or StaffData) as well as access any of the shared drives you have permission to.