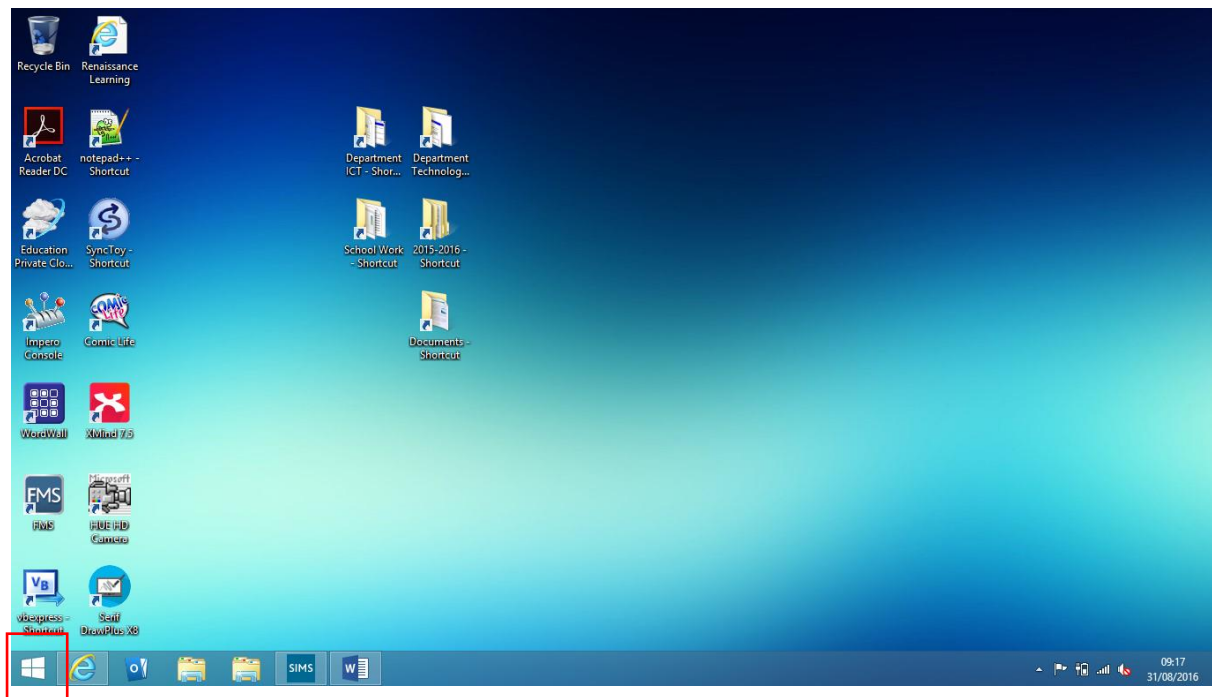


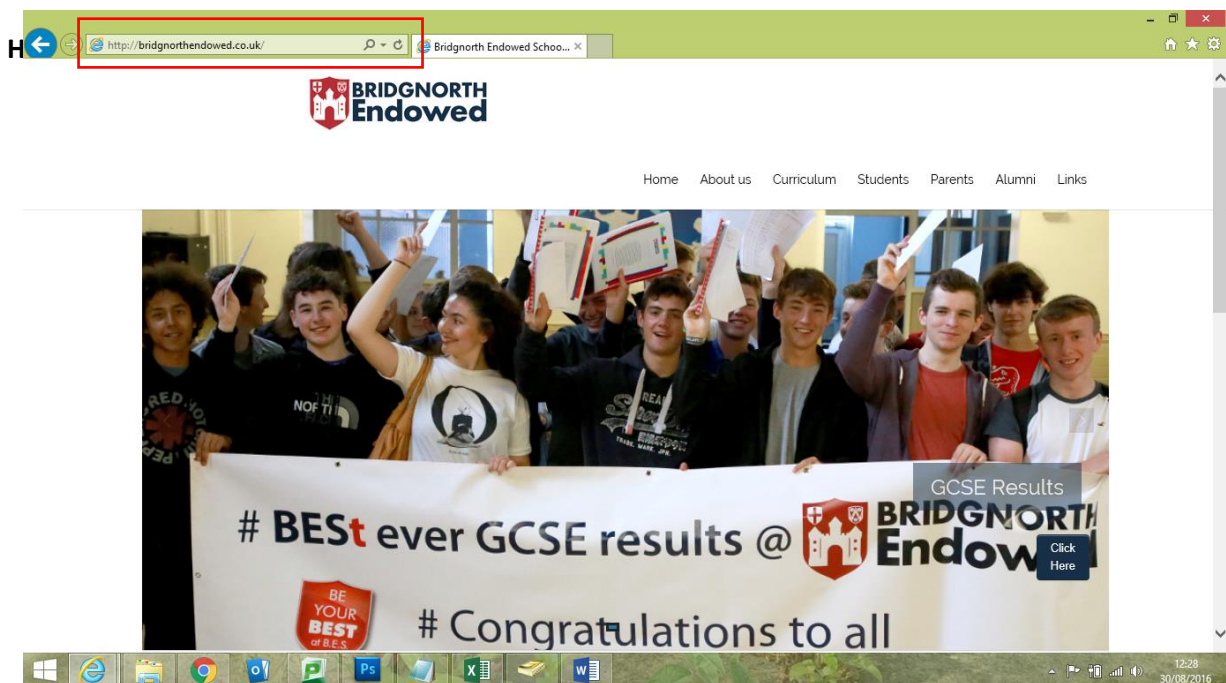
## How to access the new Landing Page with the Notice Board and emails.



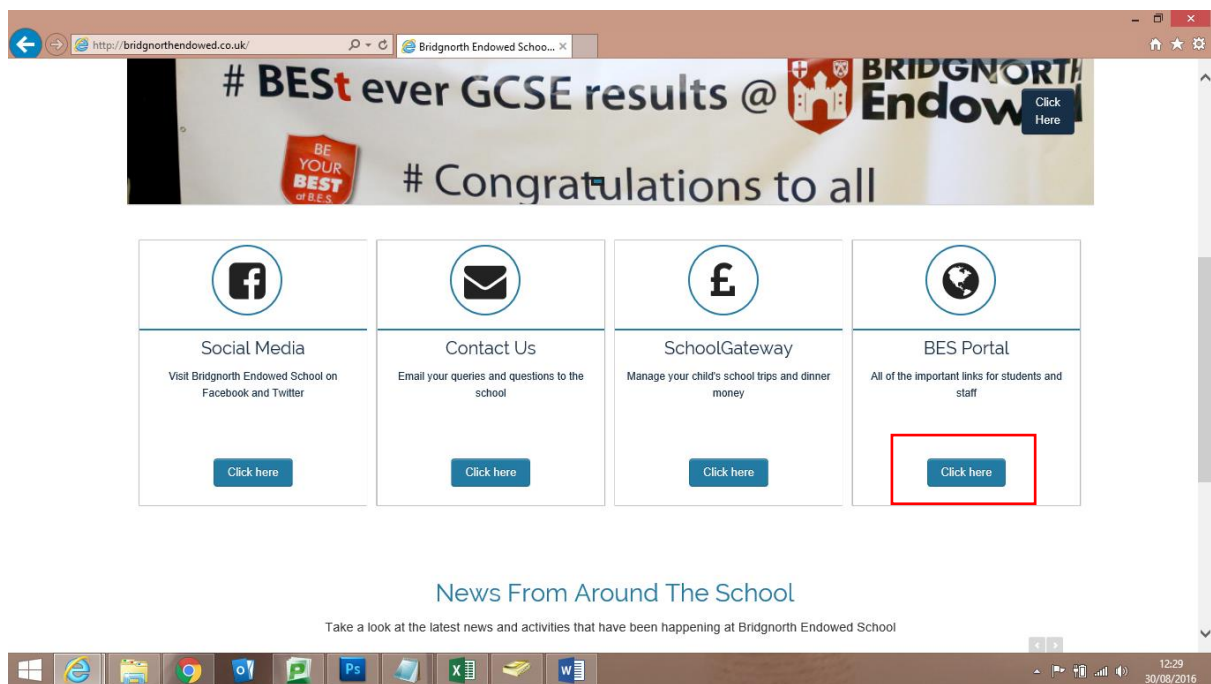
Click on the **Start** Menu



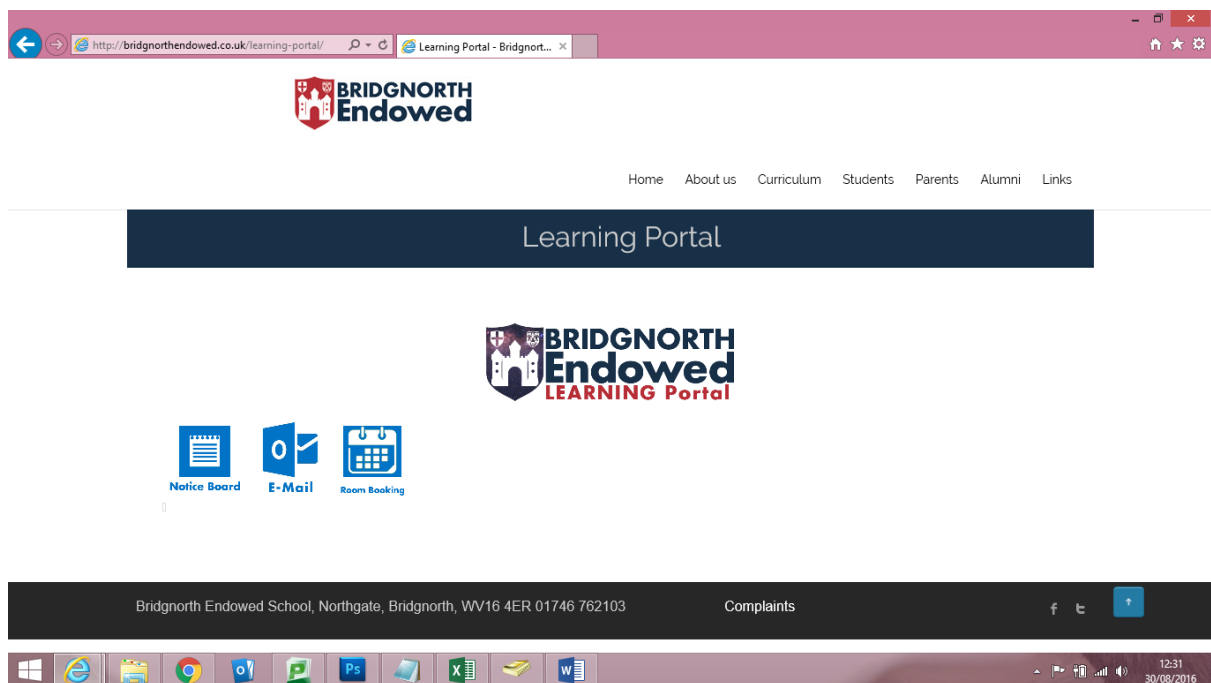
Click on Internet Explorer



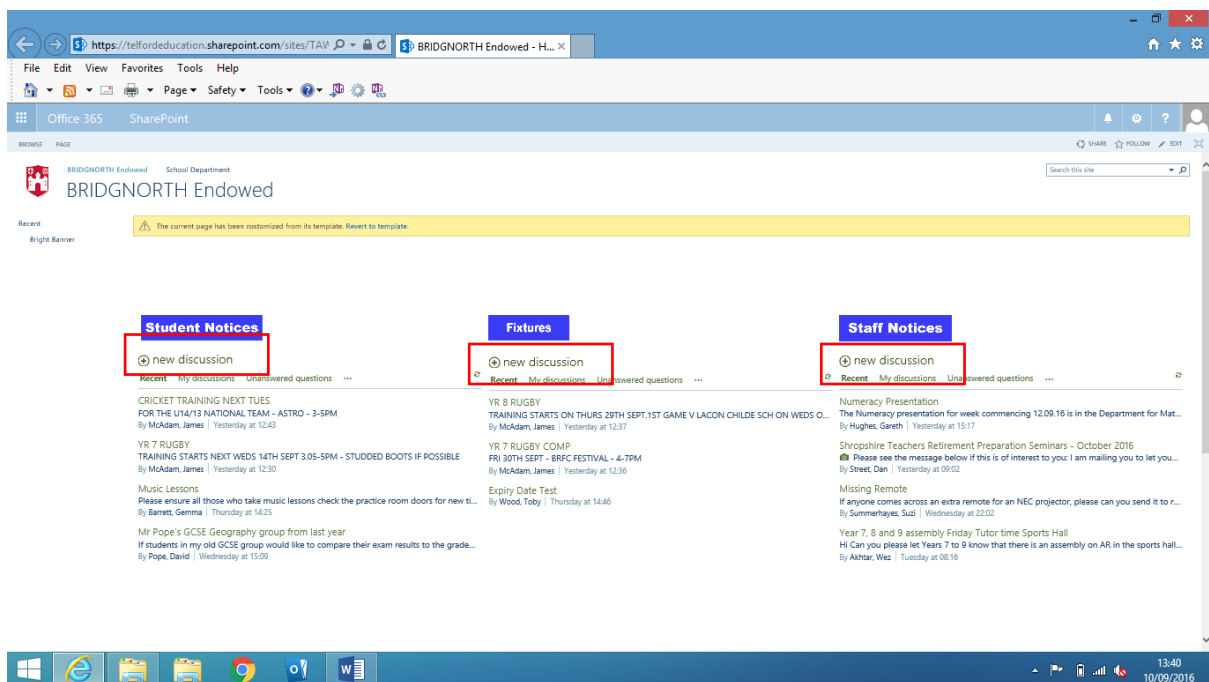
You should be on the school homepage – if not  
type in the top bar  
**www.bridgnorthendowed.co.uk**



Scroll down and click on the BES  
Portal 'Click here' button.



This is the new Learning Portal. From here you can follow links to access the Notice Board, Email and Room Booking System. Just click on the icon and it will take you there. Click on the Notice Board.



This is split into three areas; Student Notices, Fixtures and Staff Notices. Click on New discussion in either of the notice board sections to create a new notice.

## How to access the new Landing Page with the Notice Board and emails.

Staff Notices - New Item

Office 365 SharePoint

BROWSE EDIT FORMAT TEXT INSERT

Clipboard Font Paragraph Styles Spelling Markup

Recent  
Bright Banner

Subject \*

Body

IT Help sheets

Hi

IT helpsheets for using the new portal are availabel on.....

Created Date \* 10/09/2016

Expiry Date \* 19/09/2016

Save Cancel

Enter the details for the Subject, Body, Create date and Expiry Date. Click Save to create your notice.