





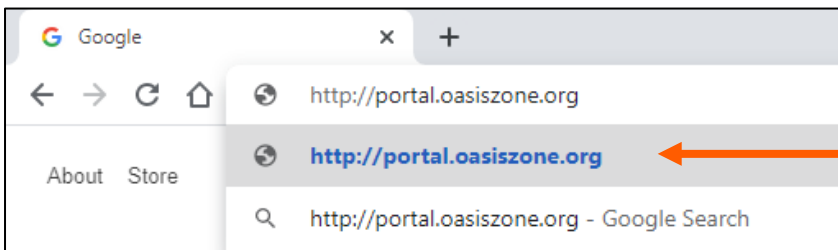
Accessing the OasisZone when not on the Oasis Network

Accessing the OasisZone

To access the OasisZone from home, or when not on the Oasis network, you will require:

- Internet access.
- A computer (PC / Mac), laptop, tablet or smartphone.
- MFA Security token or mobile phone (**staff only**).

The OasisZone can be accessed using a web browser (   ).

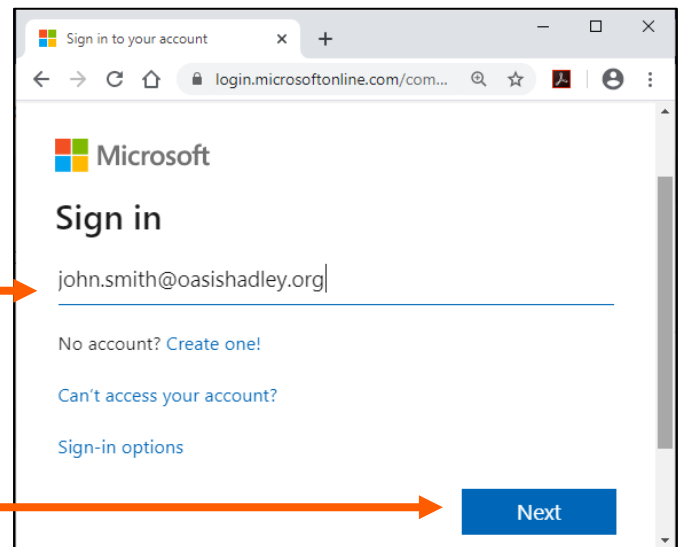


Open your web browser and in your address bar type:

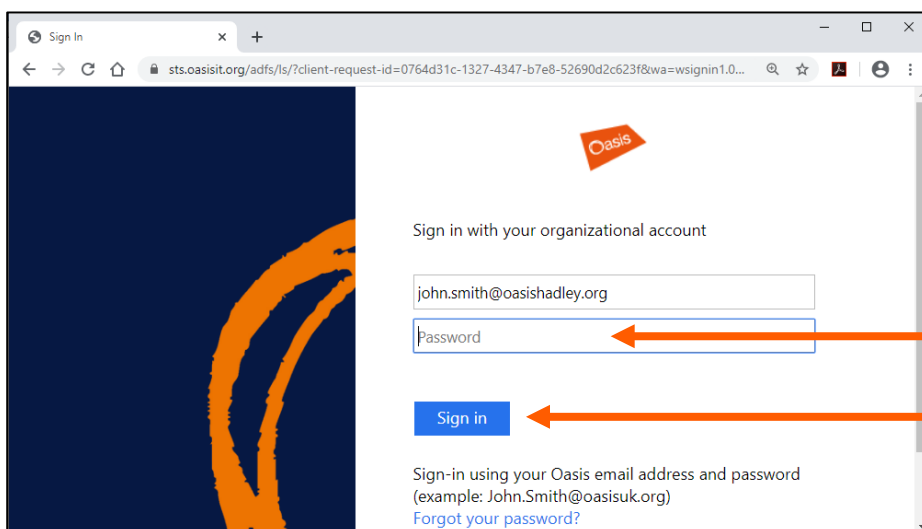
<http://portal.oasiszone.org>

Press **enter**.

Enter your Oasis username (this will usually be the same as your Oasis email address e.g. john.smith@oasishadley.org).

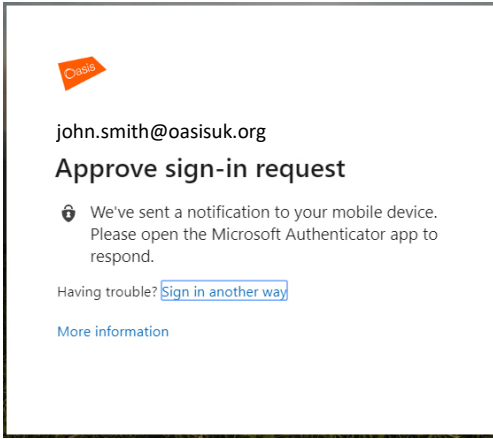


Select **'Next'**.



Enter your Oasis password.

Select **Sign in**.



Staff Only - You may be required to confirm your identify through a registered device.

This could be using your mobile phone.



Or MFA security token. For instructions on how to sign in using your MFA security token please see the guide '[MFA Token User Guide](#)'

OasisZone Applications

Once your identity has been confirmed, you will be taken to the OasisZone home page:

Select the waffle icon to switch between OasisZone applications.

To get access to your emails, select the **My Zone** menu and select 'My E-Mail'.

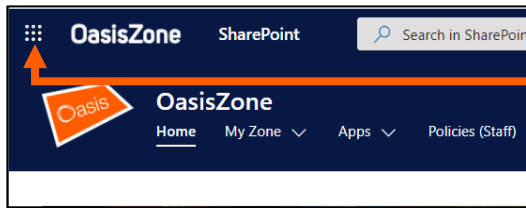
To see your personal files you have saved online, select the **My Zone** menu and select 'My Files on OneDrive'.

For help and support with using IT applications such as Teams select the **My Zone** menu and select **Help Centre**.

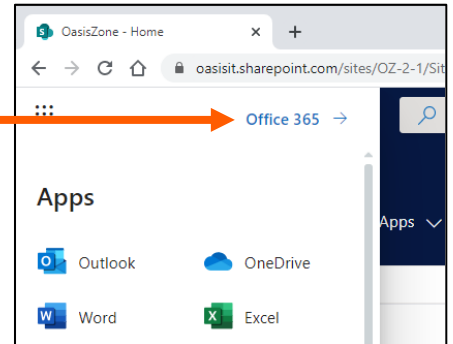
To view Office documents you have recently used see this section.

Downloading Office 365 to a personal device

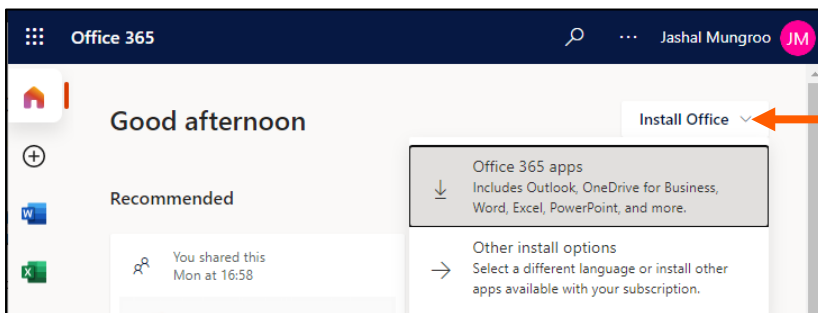
Office 365 (Outlook, Word, Excel...etc.) is available to install on your personal computers and mobile devices. **You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones for as long as you remain a student or member of staff at Oasis.**



1) To download Office 365, from the home page (<http://portal.oasiszone.org>) select the waffle (app launcher) icon.

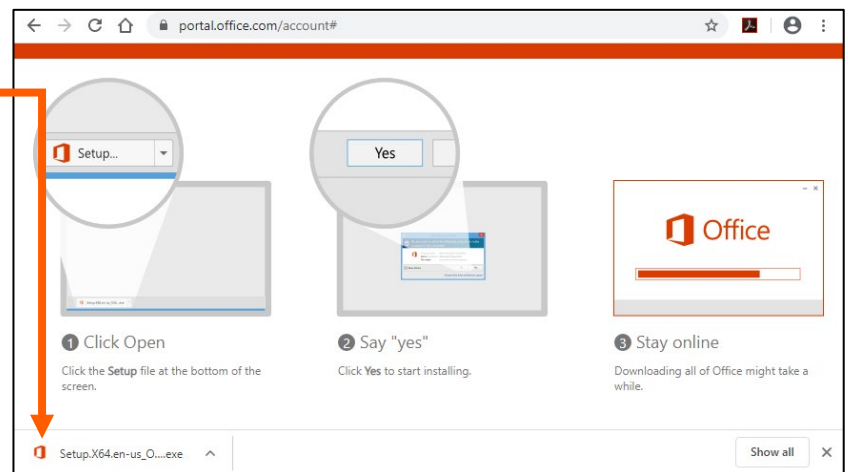


2) Select 'Office 365'.

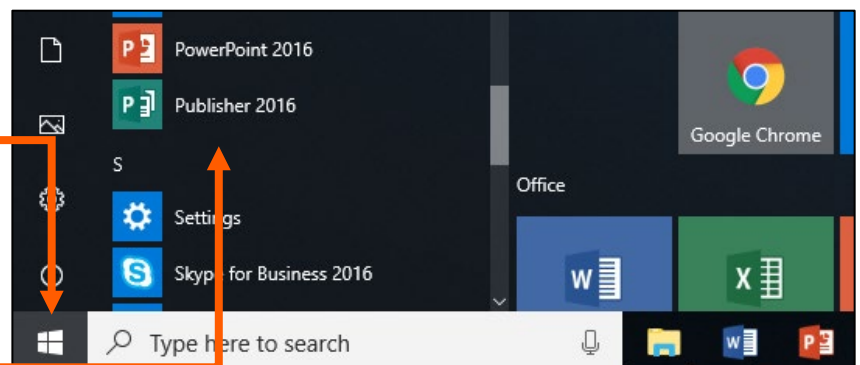


3) Select 'Install Office' and select 'Office 365 apps'.

A file will be downloaded. Follow the instructions to begin installing.



From a windows PC or laptop, applications you have downloaded such as PowerPoint can be found by selecting the windows icon.



Scroll up or down in alphabetical order to find the application.

Data Protection Alert! - Remember not to save any Oasis information to a personal device - better to use OneDrive or SharePoint site as appropriate.



For IT help and support please contact the IT Service Desk team on

Telephone: 020 7921 4330

Email: ServiceDesk@oasisuk.org