

Microsoft Sharepoint

Sharepoint is an application for file management and storage.

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Instructions

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How to get Microsoft Sharepoint



Signing in

Regardless of how you use it, sign in to Sharepoint and other Microsoft cloud services as [userID@metropolia.fi](#) (not [firstname.lastname@metropolia.fi](#)). Read more about the [different forms of username](#) and how to sign in to [cloud services](#).

Use directly in your browser

- You can access your files stored in Sharepoint directly from your web browser at <https://forms.office.com/>
- Log in with your Metropolia username in the form [userID@metropolia.fi](#) (see also the more detailed instructions for [logging in to the cloud](#)).

Use the mobile app

- Download the Microsoft Excel mobile app from your phone's app store.

Targets of use

- web publishing
- intranet
- project management

[Suomeksi/In Finnish.](#)

Terms of Service

The application belongs to the authorized work and study tools in Metropolia.

Metropolia students and staff members use the service with their Metropolia accounts. [Links to guides.](#)

User support is provided by the Metropolia IT Services [Helpdesk](#). The user is responsible for backing up the files they store in cloud services. More information: [Saving Files](#)

[Terms of Service](#) of Metropolia cloud services must be applied by each user.

[Secure use of cloud services.](#)

