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.