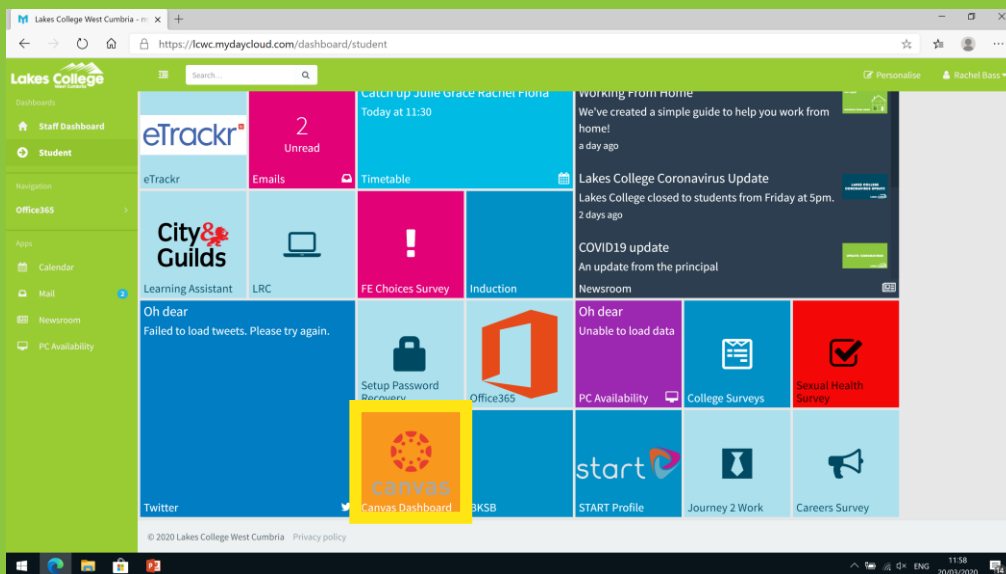


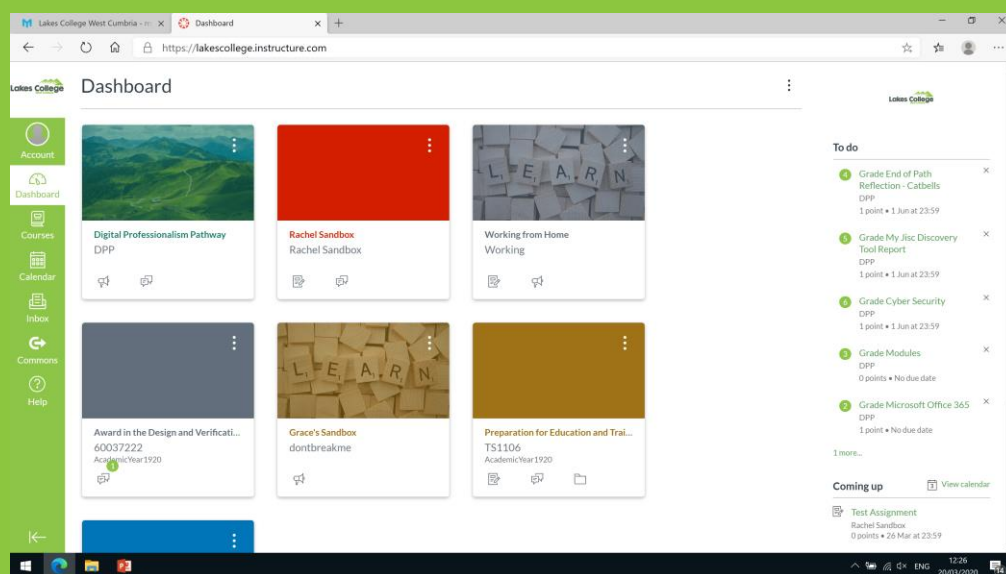
# Working from home

For these tutorials you will need to be logged in. To do this, follow the tutorials that can be found on the Lakes College website: [www.lcwc.ac.uk](http://www.lcwc.ac.uk)

## Accessing Canvas



To access Canvas, click the Canvas Dashboard logo on your MyDay homepage (highlighted in yellow).



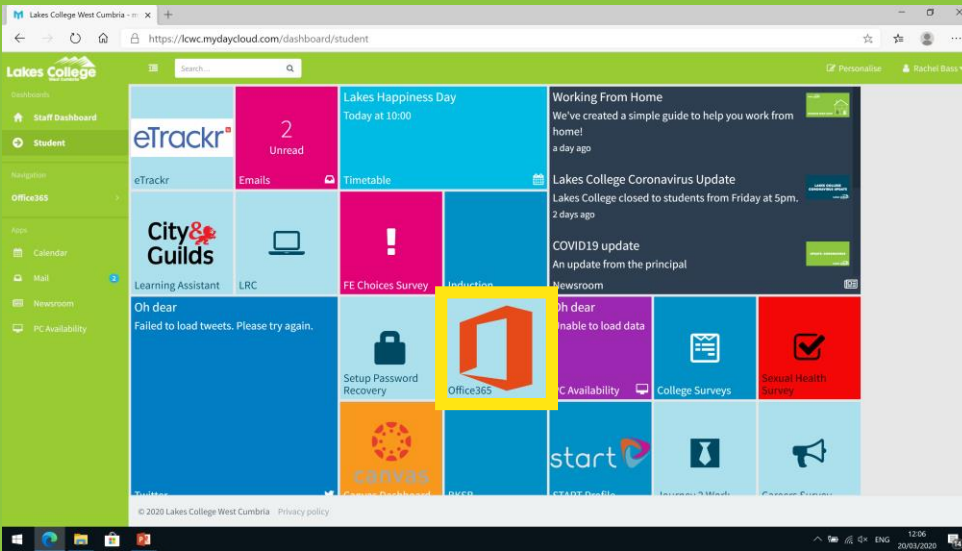
From here you will be able to access your course modules. There will also be a module called Working from Home. Here you will be able to learn about how Canvas works.

# Working from home

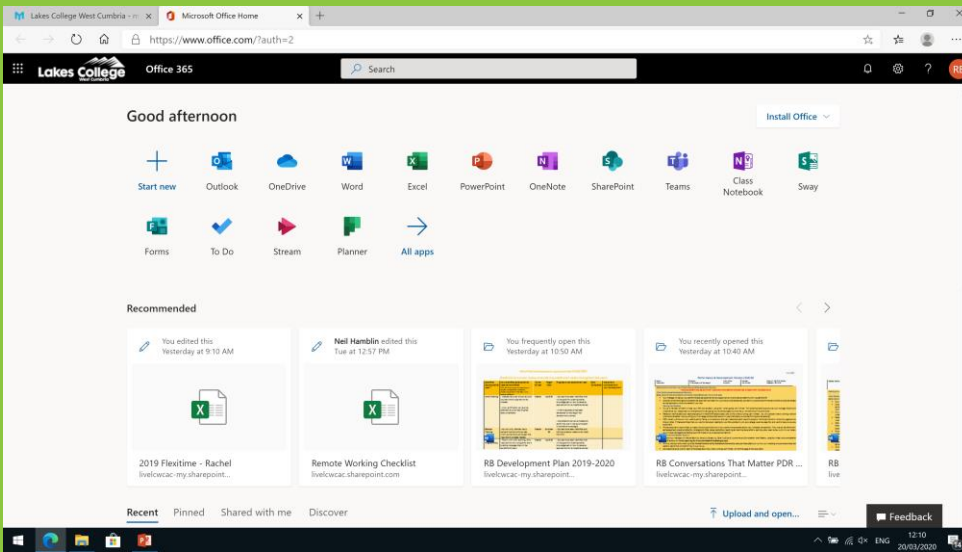
For these tutorials you will need to be logged in. To do this, follow the tutorials that can be found on the Lakes College website: [www.lcwc.ac.uk](http://www.lcwc.ac.uk)



## Accessing your emails, OneDrive and other Microsoft Apps (Word, Powerpoint, Excel etc.)



To access your emails first you need to click on Office365 on your MyDay homepage (highlighted in yellow).



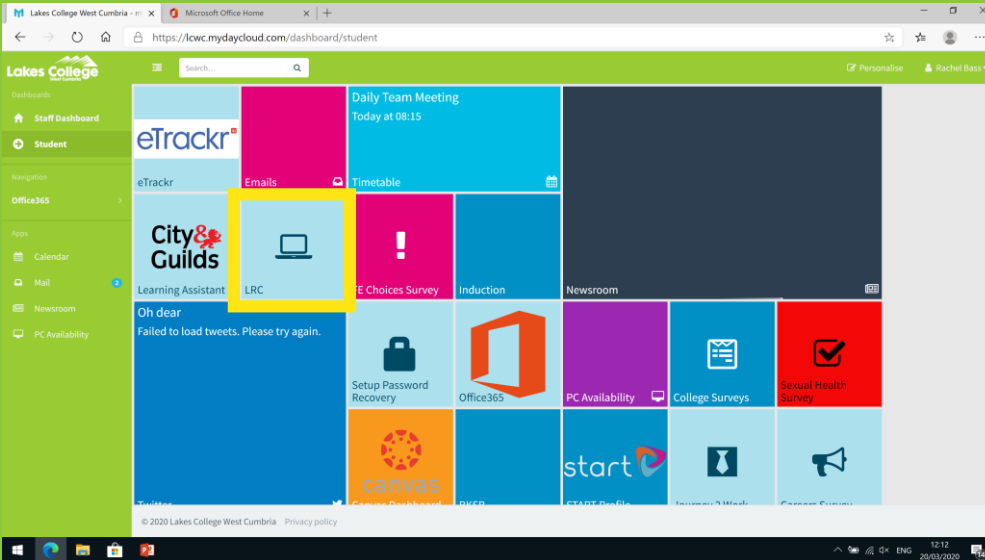
From there you will be able to access all your Microsoft apps such as Outlook (emails), Word, Powerpoint and Excel. You will also be able to access OneDrive where you can access your personal files.

# Working from home

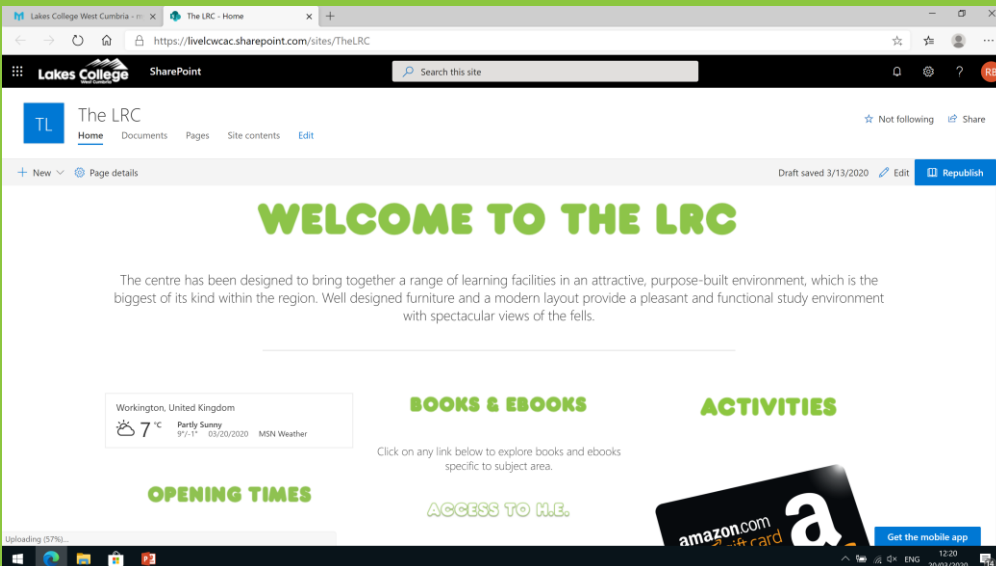
For these tutorials you will need to be logged in. To do this, follow the tutorials that can be found on the Lakes College website: [www.lcwc.ac.uk](http://www.lcwc.ac.uk)



## Accessing LRC information and eBooks



To access LRC information and eBooks click on the LRC tile on your MyDay homepage (highlighted in yellow).



Once in, you will be able to view the latest LRC information. You will also be able to access eBooks form here.