

Getting started

Home Access Plus+

Introduction:

Home Access Plus+ is a system for accessing and downloading files from the college network. You can login to download files from various network areas including your Home Folder, Resources for Students and Department Shares etc. You can also upload new documents you have been working on through HAP to be able to access them on a college computer.

PLEASE NOTE: WHEN USING HAP, DO NOT CLICK OPEN ON A FILE YOU INTEND TO EDIT. IF YOU WISH TO EDIT THE FILE, **ALWAYS** DOWNLOAD IT FIRST AND THEN OPEN THE DOWNLOADED FILE.

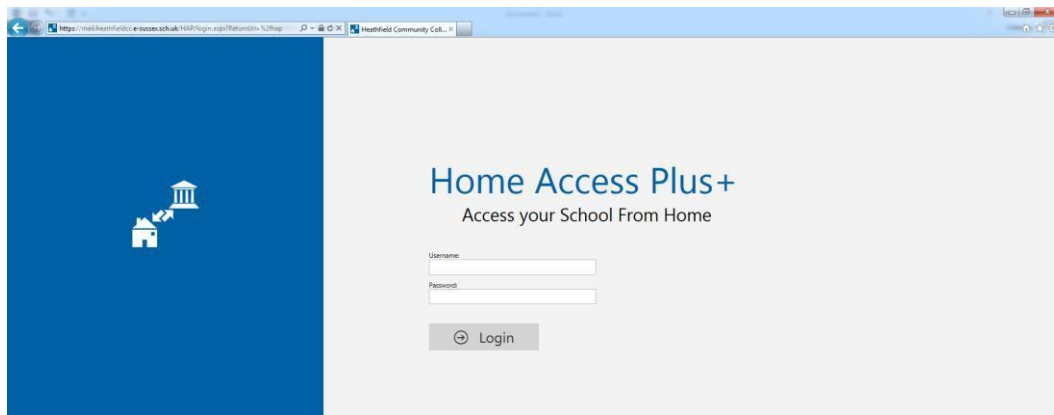
How to use Home Access Plus+:

Home Access Plus+ can be accessed by going to the following address:

<https://mail.heathfieldcc.e-sussex.sch.uk/HAP/>

There is also a link on the college website under the student menu.

You should then see the screen below:



You can login using your normal username and password. Once logged in you will see the following screen:



The "Me" tile will allow you to change your password.

The "My Files" tile will allow you to access files stored on the college network.

E-Mail on your device

In order to check your college emails from your own device, the easiest method is to use the Outlook Web App. In order to do this,

More detailed instructions will follow shortly but the following settings are generic and should work on any device providing you know how to add E-Mail accounts:

Type: Microsoft Exchange

E-Mail Address: yourusername@heathfieldcc.co.uk

Username: yourusername

Password: yourpassword

Domain: heathfieldcc

Mail Server: mail.heathfieldcc.e-sussex.sch.uk

We support android and iOS devices. These settings should work on other devices but we are unable to support them at this time.

If you have any difficulties then please E-Mail itsupport@heathfieldcc.e-sussex.sch.uk.