

## Heritage Woods Digital Manual – IOS Device

- Support Staff and Help
- Essential Apps
- Connecting to SD43 Learn Wi-Fi
- Accessing Office 365 Applications – Email, Calendar and others
- How to Use School Email and Calendar
- How to Add Additional Email Addresses and Use of iPad Calendar
- File Management



## Where to go?



## Who to Contact for 1:1 Support

In order to ensure the success of our Digital Literacy program, Heritage Woods Secondary has put in place a large infrastructure to support both student and teacher learning. Classroom teachers and students are supported by the COL teachers Mr. Aitken ([pairken@sd43.bc.ca](mailto:pairken@sd43.bc.ca)) and Mr. Prensky ([rprensky@sd43.bc.ca](mailto:rprensky@sd43.bc.ca)) who support the implementation of technology in the classroom, through the education of students and staff and providing in-class technology support for device issues. Mr. Aitken and Mr. Prensky will be around the school during the day to provide you with assistance for tech related issues. We will also be available in FLEX. If you need help with passwords, or have forgotten your school password you can also check with Mme. Ferrer in the Library. Additionally, the school has two IT support teachers that are available throughout the entire day to provide a deeper layer of technical support for device malfunctions, and the implementation of large scale programs in the school.

### IT Support Contacts:

Mr. D. Blake – [dblake@sd43.bc.ca](mailto:dblake@sd43.bc.ca)

Mr. M. Schoenhals – [MSchoenhals@sd43.bc.ca](mailto:MSchoenhals@sd43.bc.ca)

Service Desk – [servicedesk@sd43.bc.ca](mailto:servicedesk@sd43.bc.ca)

## Essential Apps

For a List of Essential Apps: [Click Here](#)

## How to Connect to the SD43 Wireless Learn Network

\*Prior to connecting to the Wi-Fi network you will require a user name and password provided by the school\*



**Step 1:** Click on Settings, then on Wi-Fi

**Step 2:** Under Wi-Fi, click on "Other..."

**Step 3:** Name the network SD43Learn then click on Security

**Step 4:** Choose WPA2 and go back via 'Other Network' located on the top left hand corner of the page



**Step 5:** Enter the password: Secure4School (case sensitive for both, capitalized 'S' in Secure4School)

**Step 6:** Click Join

**Step 7:** Click on SD43Learn and wait till the next screen appears

**Step 8:** Click Continue

**Step 9:** Enter your User Name and Password and click Submit

## How to Access Office 365 Applications



**Step 1:** Go to <http://www.sd43.bc.ca/school/heritagewoods/Pages/default.aspx> or Google Heritage Woods Secondary School and click on the school link

**Step 2:** Click on Office 365 located on the top right hand corner of the page

**Step 3:** Enter your SD43 Email Address

**Step 4:** Enter your SD43 Password

**Step 5:** Click Sign In

**Step 6:** Click Work or School Account, this may prompt you to login in again



Work or school, or personal Microsoft account

Email or phone (3)

Password (4)

☐ Keep me signed in

Sign in (5) Back

Can't access your account?

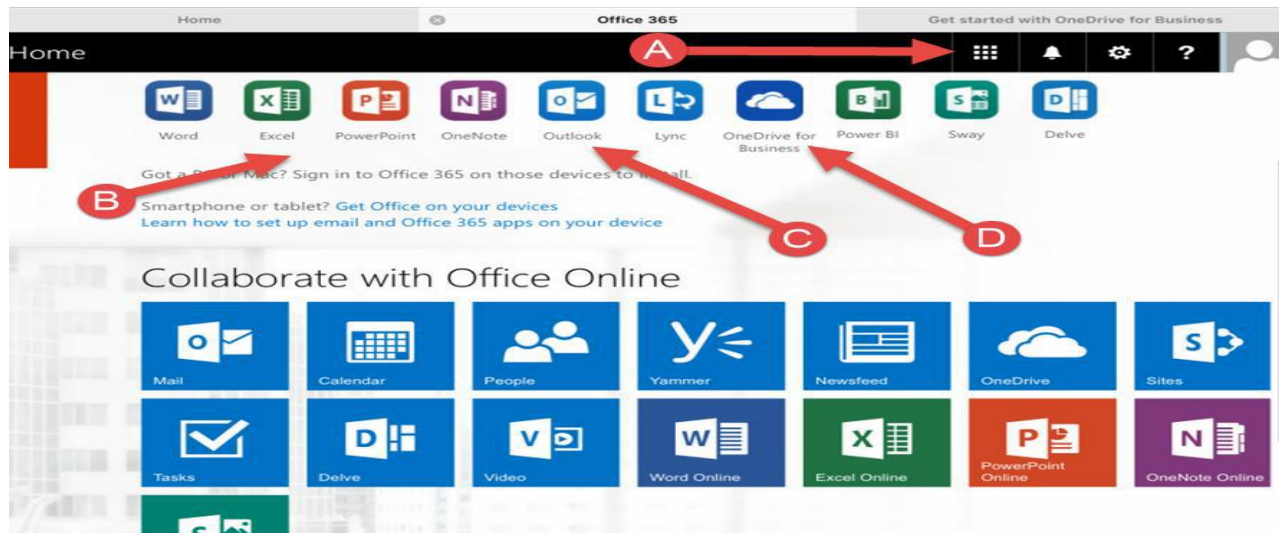


It looks like bgee@office43.ca is used with more than one account. Which account do you want to use?

Work or school account (6)  
Created by your IT department  
bgee@office43.ca

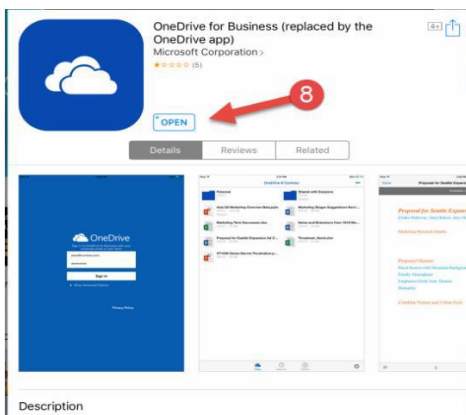
Personal account  
Created by you  
bgee@office43.ca

Back



**Step 7:** Download Microsoft apps for your iPad and get familiar navigating the page

- A. Click here to access all of your online Microsoft programs, from here you can access everything online without using an application.
- B. Download all of the Microsoft applications that you would like to use
- C. Download the Outlook application to access your email
- D. Download the OneDrive for Business application to access all of your work. This is a free cloud storage space where students have 1 TB of space.

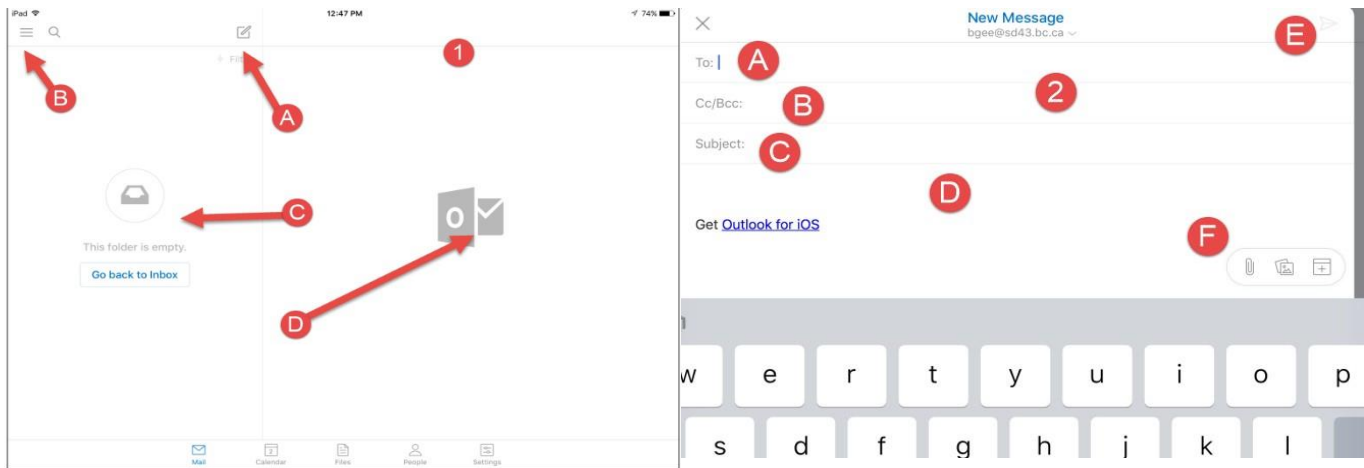


**Step 8:** Download OneDrive for Business application

**Step 9:** Enter your Office 43 Email and Password and click Sign In. When signing in you may be prompted as to select either the old or new app. At this point please select the old app.

**\*Please add any Microsoft Applications that you would like to use, please remember that when logging on to an application always sign in using the Work Account or Professional Account options\***

## How Use Your School Email



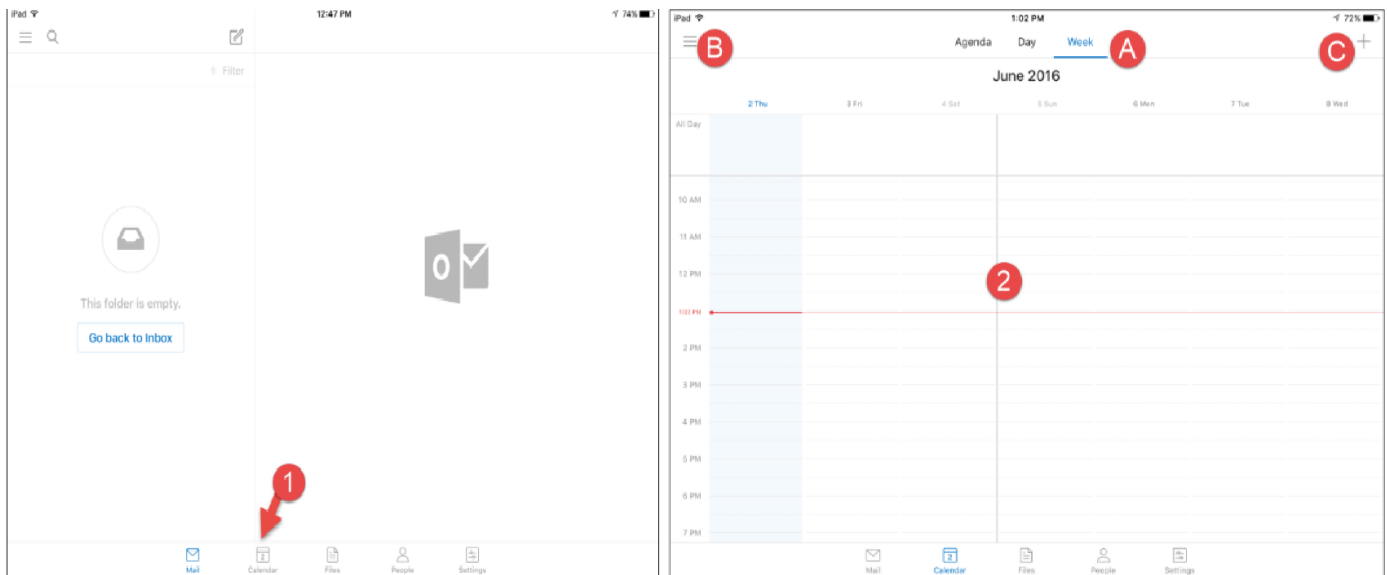
**Step 1:** Click on the Outlook application and open it

- A. Click on this icon to create a new email
- B. Click on this icon to view your email accounts
- C. A list of all of your incoming emails
- D. A preview of your emails

**Step 2:** Create a new email

- A. Address – Place the email address here
- B. CC/BCC Line – Use this if you want to copy or blind copy the message to someone
- C. Subject Line – Place the subject here
- D. Content Area – Type your message in here
- E. Send Button – Click here to send your email
- F. The Attachment Button – Click here to add an attachment (will not work with iPads)

## How to Use Your School Calendar



**Step 1:** Click on the Outlook application and select Calendar

**Step 2:** The Calendar Interface – How to Access and View Your Calendar

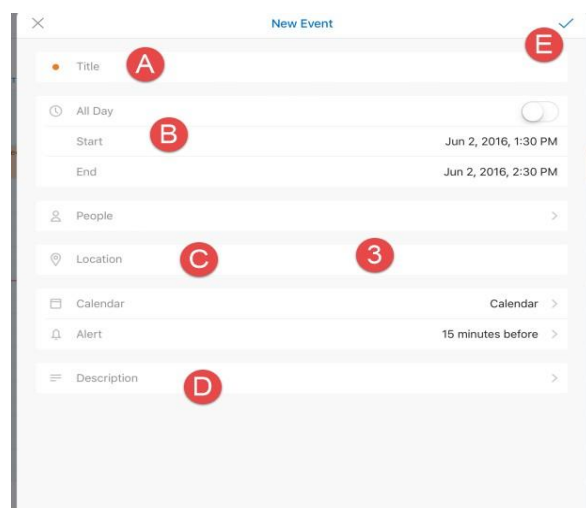
- A. Click here to select the view



- B. Click here to view the different calendars
- C. Click here to create a new event

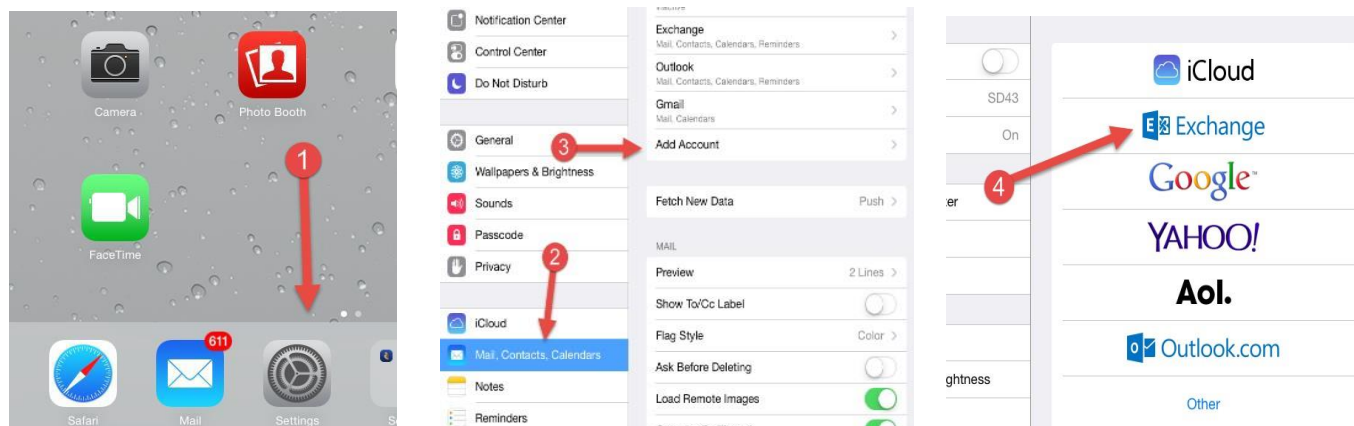
### Step 3: The Appointment Scheduler – How to Create an Appointment

- A. Title Line – Enter the title of your calendar entry
- B. Start and End Dates – Add the dates for the calendar entry (ex. this is where you would add the due date of your assignment)
- C. Location Line – Enter the location of the meeting or entry (many students use this to add the teachers room number or name)
- D. Description Area – Add extra information here (copy and paste criteria, rubrics, etc...)
- E. Save and Close – Once you are finished, click here



## How to Add Additional Email Addresses to Your Device

### Email

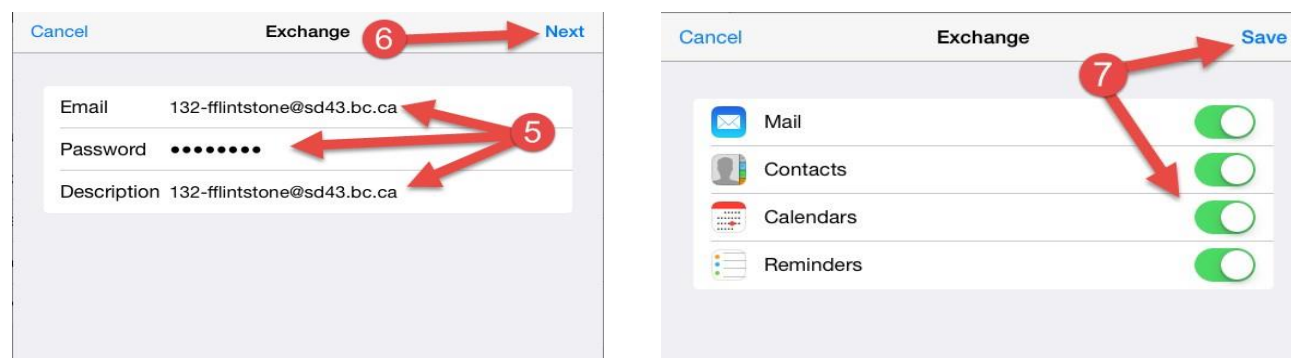


**Step 1:** Click on Settings

**Step 2:** Click Mail, Contacts, Calendars

**Step 3:** Add Account

**Step 4:** Click Exchange



**Step 5:** Enter your email, password and description, exactly. (Remember that the school code for Heritage Woods Senior Secondary is 127-)

**Step 6:** Click Next

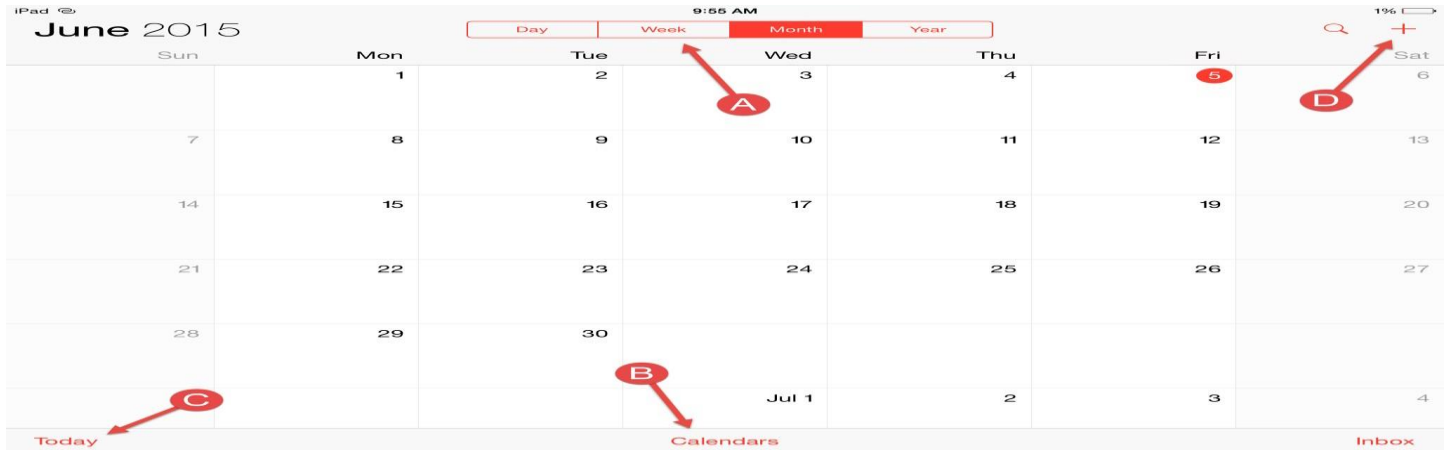
**Step 7:** Select the options that you would like to sync with your device and click Save.

## How to Use the iPad Calendar

### Calendar



**Step 1:** Open your calendar application.



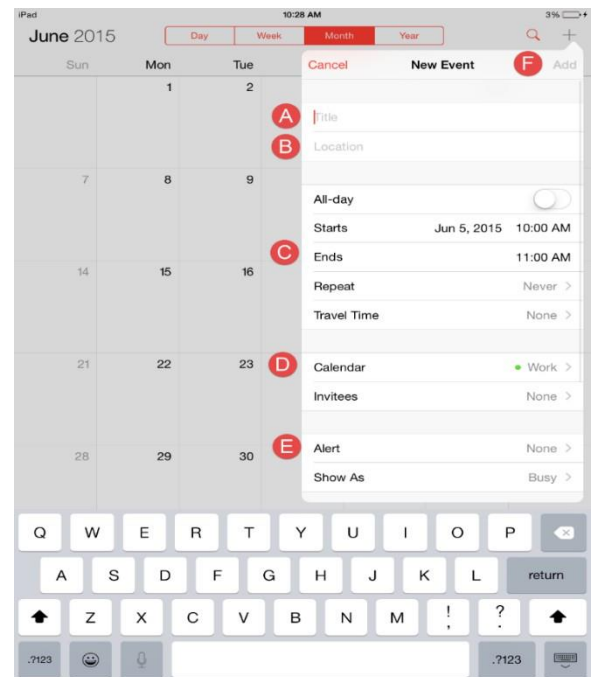
**Step 2:** Calendar View

- A. View – Select how you would like to view the calendar
- B. Calendars – If you are using multiple calendars, you can control which ones appear on your personal calendar
- C. Today – See what your schedule is today
- D. Event – Select this to create a new event

**Step 3:** Select to create a new event

When creating a new event:

- A. Add a subject title
- B. Add a location
- C. Adjust the dates
- D. Select which calendar you would like it saved on
- E. Set a reminder for yourself
- F. Select Add when you are done



## How to Manage Your Work

\*Managing your work on an IOS device is App based, you need to get comfortable navigating through specific Apps and learning how to organise and manage your work\*

\*We suggest the following Apps as a starting point: Adobe Reader, Keynote, Pages, and Notability\*