Heritage Woods Digital Manual – Windows

- 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 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 (paitken@sd43.bc.ca) and Mr. Prensky (rprensky@sd43.bc.ca) who 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.
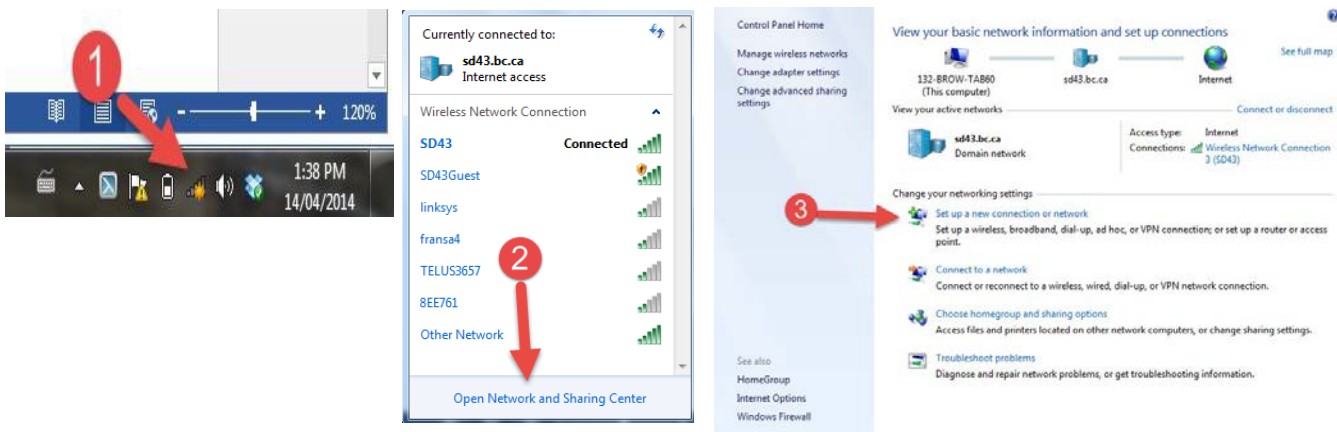
IT Support Contacts:

Mr. D. Blake – dblake@sd43.bc.ca

Mr. M. Schoenhals – MSchoenhals@sd43.bc.ca

Service Desk – servicedesk@sd43.bc.ca

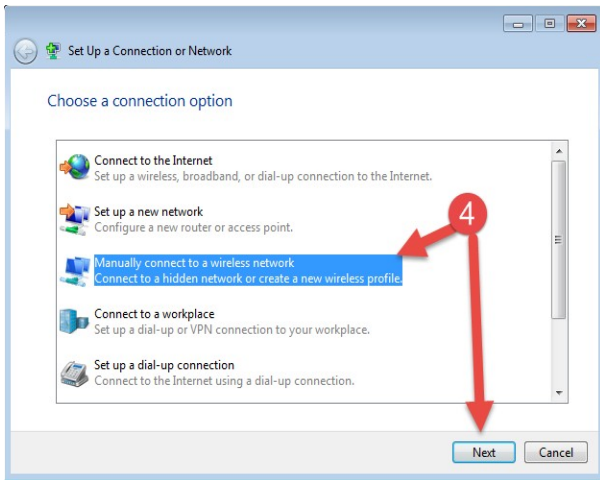## How to Connect to the SD43 Wireless Learn Network

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

Step 1: Right click on the network icon (or hold your finger), located on the bottom right hand corner of the page

Step 2: Click on Open Network and Sharing Center

Step 3: Click Set Up a New Connection or Network

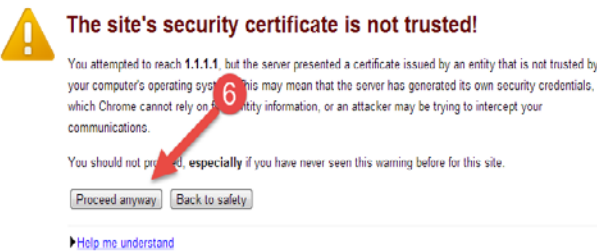**Step 4:** Click 'Manually Connect to a Wireless Network,' then click "Next"

Step 5: Fill in the information exactly as shown above, and click "Next"

Network Name: SD43Learn

Security Type: WPA2-Personal

Encryption Type: AES

Security Key: Secure4School

Step 6: Click Close or Click Proceed Anyway

Step 7: Log on using your school User Name and Password, and click Submit or select a web browser of your choice and proceed to enter your username and password

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
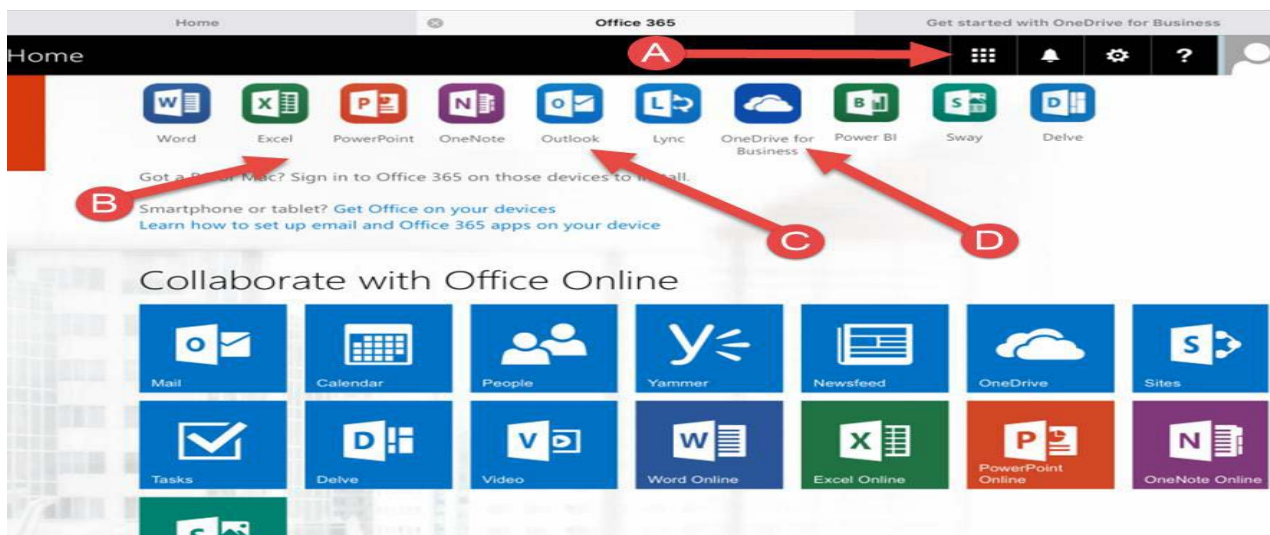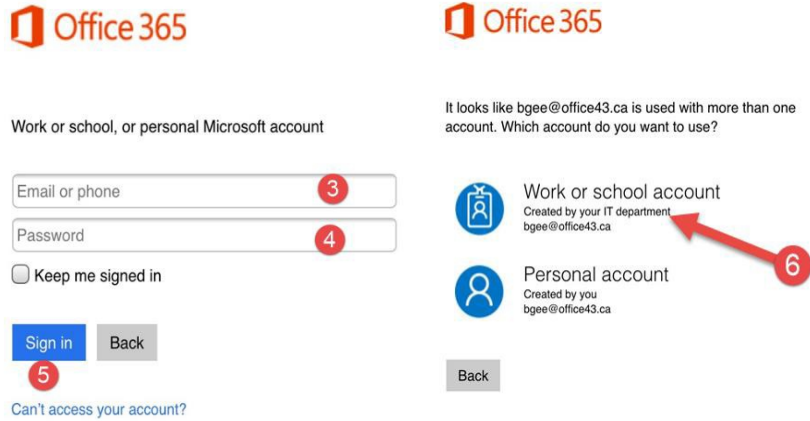
Step 2: Click on Office 356 located on the top right hand corner of the page

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

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.
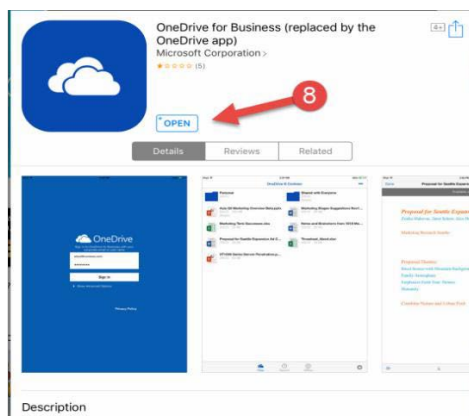
Step 8: Download OneDrive for Business application

Step 9: Enter your Office 43 Email and Password and click Sign In. When signing in you may be prompted as to select either tho 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 to Access and Use Your School Email

Step 1: Go to the Heritage Woods Secondary webpage

**Step 2:** Login to Office 365 and open the Outlook App

Once on your Outlook email interface, you can select to create a new message, move a message to a folder, delete an email, or move an email to a junk folder. You also have the option of searching your email folders and inbox for specific emails for people, by date, and by topic. At this point you also have the ability to create folders, and move and drag emails to specific folders that are found on the left side of the page.

Your Email:

    A.   Address – Place the email address here

    B.   CC/BCC Line – Use this if you want to 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

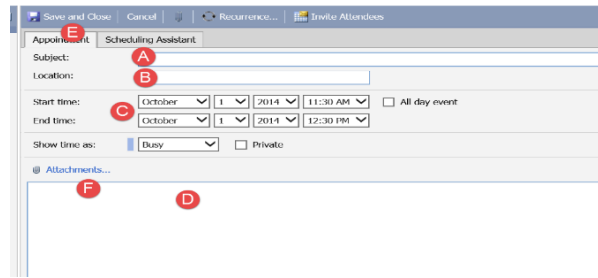   F.   The Attachment Button – Click here to add an attachment (will not work with iPads)

How to Access and Use Your School Calendar
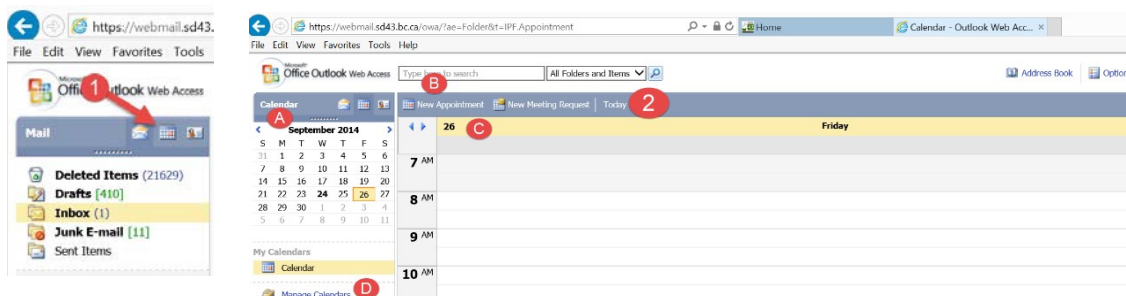
Step 1: From your school district email, select the calendar option on the top left hand corner of the page

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

A. The Calendar – Click here to pick a month
B. The Appointment Scheduler (see Step 3)
C. Calendar Styles – Pick single Day, Work Week (M-F), Week (includes weekends) and Month (shown above)
D. My Calendars – Create specific Calendars for your individual need

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

A. Subject Line – Enter the subject of your calendar entry
B. Location Line – Enter the location of the meeting or entry (many students use this to add the teachers room number or name)
C. Start and End Dates – Add the dates for the calendar entry (ex. this is where you would add the due date of your assignment)
D. Message Area – Add extra information here (copy and paste criteria, rubrics, etc…)
E. Save and Close – Once you are finished, click here
F. The Attachment Button – Click here to add an attachment (will not work with iPads)

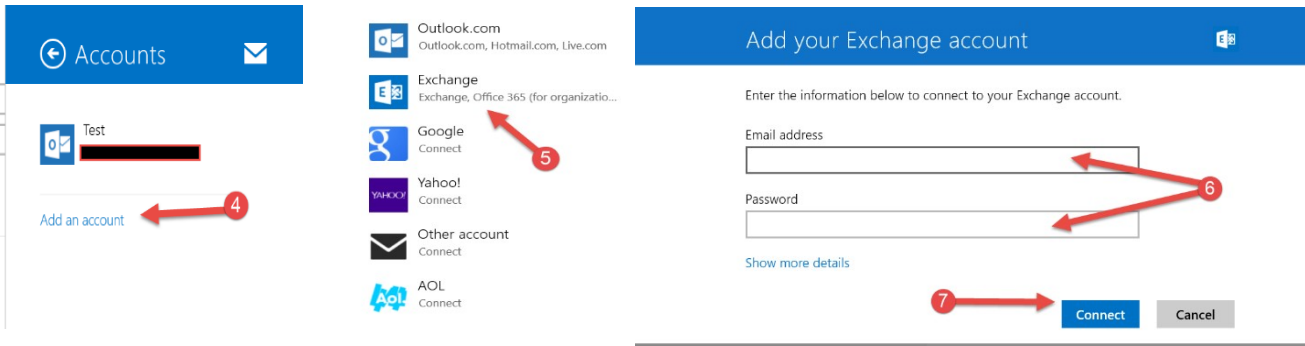# How to Add Your School Email and Calendar to Your Device

Email

Step 1: On the start menu, select Mail

Step 2: Swipe in from the right edge of the screen, and then select Settings. (If you are using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click Settings)
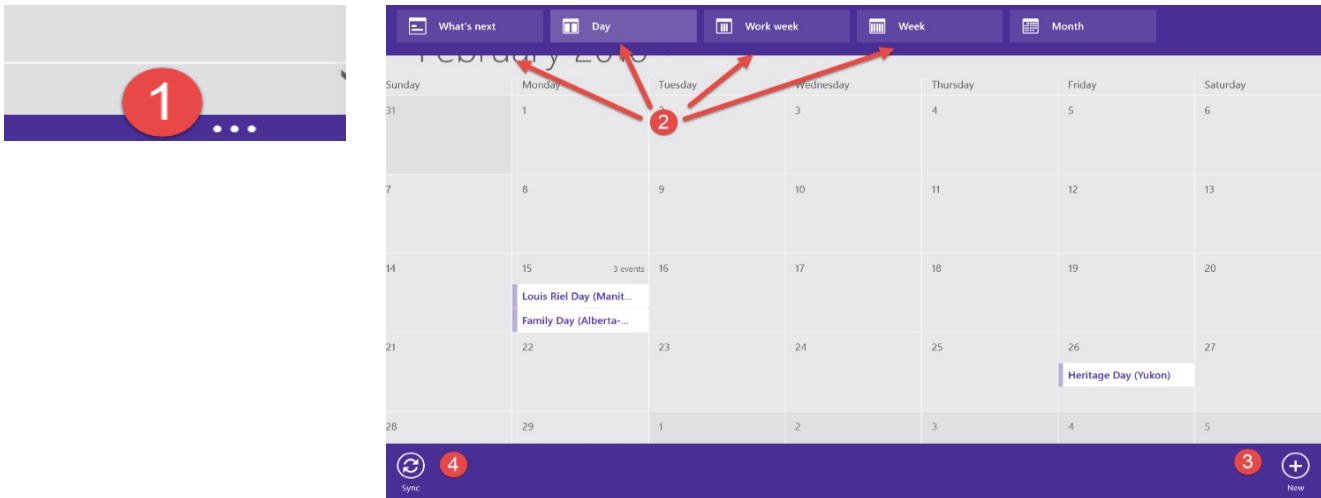
Step 3: Select Accounts

Step 4: Select Add and Account

Step 5: Choose the type of account you want to add, select Exchange for SD43 Email

Step 6: Enter your SD43 Email Address (127-jsmith@sd43.bc.ca) and Password

Step 7: Select Connect

Calendar

Step 1: Open your calendar application. Select the 3 dots at the bottom right hand corner of the page

Step 2: Select the view mode that you would like to use
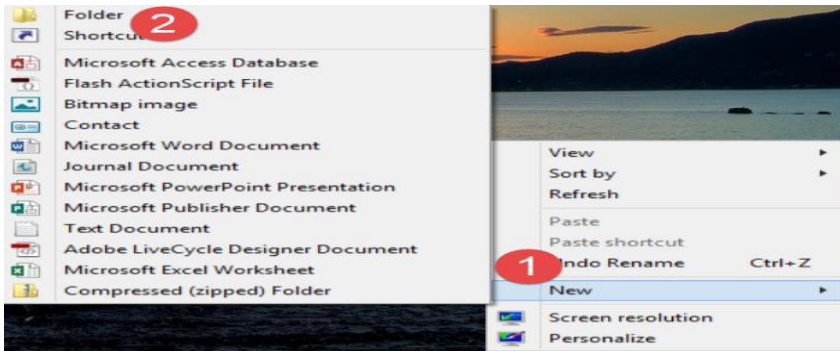
Step 3: Select to create a new event

When creating a new event:

- Select the calendar that you would like to use
- Select the start and end times
- Add a subject title
- Add a message
- Click the save button
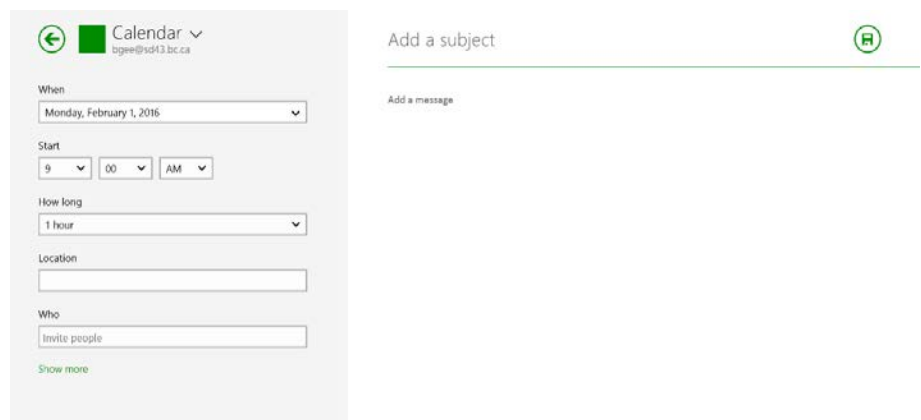
Step 4: Select Sync to update all of your calendar information

How to Manage Your Work

Step 1: Go to your desktop, right click your mouse, select New

Step 2: Select Folder. You can create folders to save all of your work from various classes.

Additionally you can also save your files into OneDrive by downloading the OneDrive app onto your computer. This will allow you to save work and continue to use it seamlessly on other devices through the use of your MS Office 365 account.