

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





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 <u>dblake@sd43.bc.ca</u>
- Mr. M. Schoenhals <u>MSchoenhals@sd43.bc.ca</u>
- Service Desk <u>servicedesk@sd43.bc.ca</u>

How to Connect to the SD43 Wireless Learn Network

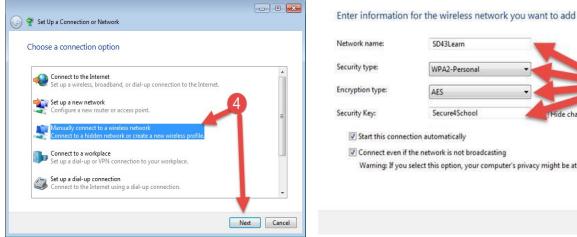
Prior to connecting to the Wi-Fi network you will require a user name and password provided by the school



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



| Network name: | SD43Learn | | |
|-------------------|--|-----------------|-------------|
| Security type: | WPA2-Personal | - | G |
| Encryption type: | AES | | |
| Security Key: | Secure4School | Hide characters | |
| Start this connec | tion automatically | | |
| | the network is not broadcastin select this option, your compu | | 1 |
| | | | 1 |
| | | | Vext Cancel |

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 Office 365 Office 365 top right hand corner of the page It looks like bgee@office43.ca is used with more than one Step 3: Enter your SD43 Email Address Work or school, or personal Microsoft account account. Which account do you want to use? Step 4: Enter your SD43 Password Email or phone Work or school account Created by your IT dep bgee@office43.ca Password Step 5: Click Sign In 6 Keep me signed in Personal account Step 6: Click Work or School Account, this Created by you bgee@office43.ca may prompt you to login in again Sign in Back 6 Back Can't access your account? 0 Office Home == 0 ? w 0 1 D XII N B S Excel ? Sign in to Office 365 on those de в Smartphone or tablet? Get Office on your devices Learn how to set up email and Office 365 apps on your device Collaborate with Office Online S 0 DF V D w

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.





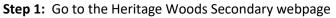
Step 8: Download OneDrive for Business application

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

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|-------------|--------------|------------------------------------|---|------------------|-----------------------------------|--------------|---------------|--------------|--------------|---------|
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| Hom | e Sch | ools 🖻 Program | s 🕾 Resources 🕾 Boa | ard of Education | District Offi | ice = News 8 | k Events 🕾 | 4 | | 60) |
| 550 P | oirier St. (| Coquitlam, BC V3J 6/ | 7 Phone: 604-939-9201 Fa | x: 604-939-7828 | Office Hours | Contact Us | Engage With | Us: 🔽 📑 | - č | |
| | | The import | nce of student wel | | 5.0° | | | | | |



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

| (<) (| 🗲 🛞 🏉 https://webmail.sd | 43.bc.ca/owa/?ae=Folder&t=IPF.Appointment | Р - 🔒 🖒 🚛 Ноте | 🧟 Calendar - Outlook Web Acc × |
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| | | 🛚 📠 New Appointment 🔛 New Meeting Request Today 🛛 2 | | |
| Mail 🖉 💷 🗺 | C September 2014 S M T W T F S 31 1 2 3 4 5 6 | 7 AM | Friday | |
| Deleted Items (21629) Drafts [410] | 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 23 | | | |
| Inbox (1) | 28 29 30 1 2 3 4 5 6 7 8 9 10 1 | 8 | | |
| G Junk E-mail [11] | My Calendars | 9 AM | | |
| | Calendar | 10 // | | |

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

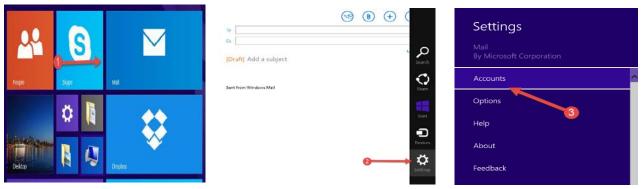
| Subject: | | |
|---------------|---|--|
| _ocation: | В | |
| Start time: | October V 1 V 2014 V 11:30 AM V All day event | |
| End time: | October V 1 V 2014 V 12:30 PM V | |
| Show time as: | Busy Private | |
| Attachments | | |
| • | D | |

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

| 🕤 Accounts 🛛 🖂 | Outlook.com Outlook.com, Hotmail.com, Live.com | Add your Exchange account | EB |
|----------------|---|--|--------|
| | Exchange Exchange, Office 365 (for organizatio | Enter the information below to connect to your Exchange account. | |
| Test | Google Connect 5 | Email address | |
| 4 | YAHOO! Connect | Password | 6 |
| Add an account | Other account Connect | Show more details | |
| | AOL Connect | Connect | Cancel |

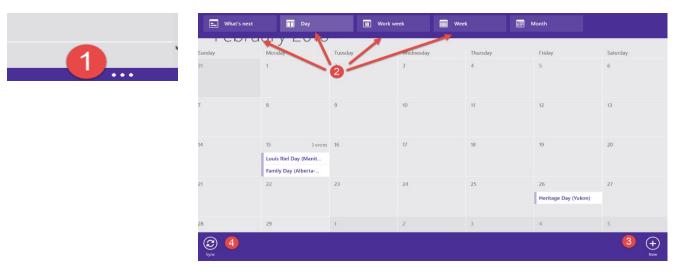
Step 4: Select Add and Account

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

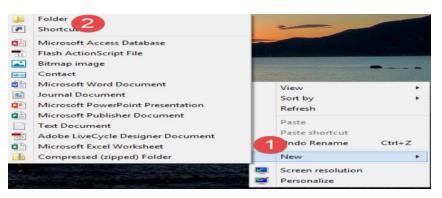
When creating a new event:

- 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

| Calendar ~ | Add a subject | |
|-------------------------------|---------------|--|
| When Monday, February 1, 2016 | Add a message | |
| Start | | |
| How long | | |
| Location | | |
| Who | | |
| Invite people Show more | | |
| | | |

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.