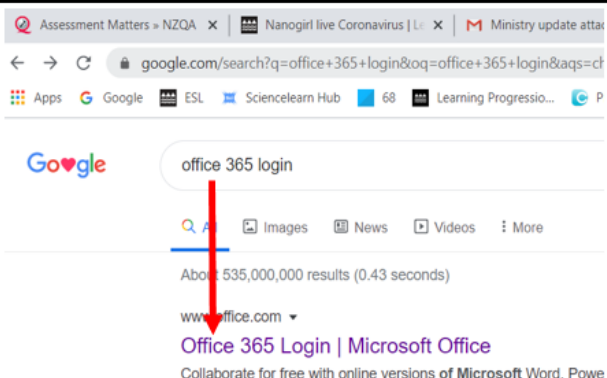


## Help Guide for Online learning

Student learning programmes will be delivered in Microsoft Teams (an Office 365 app) and Education Perfect for some subjects. This guide will help students to get started.

### How do I log in to Office 365?

1. In a web-browser search: Office 365 Login
2. To sign-in:  
**Username:** School email address  
**Password:** The password you use to login to the school network
3. This will take you to your Office 365 homepage with links to all of the Office 365 Applications

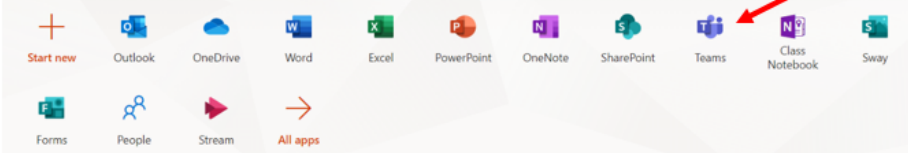


### How do I find Microsoft Teams?

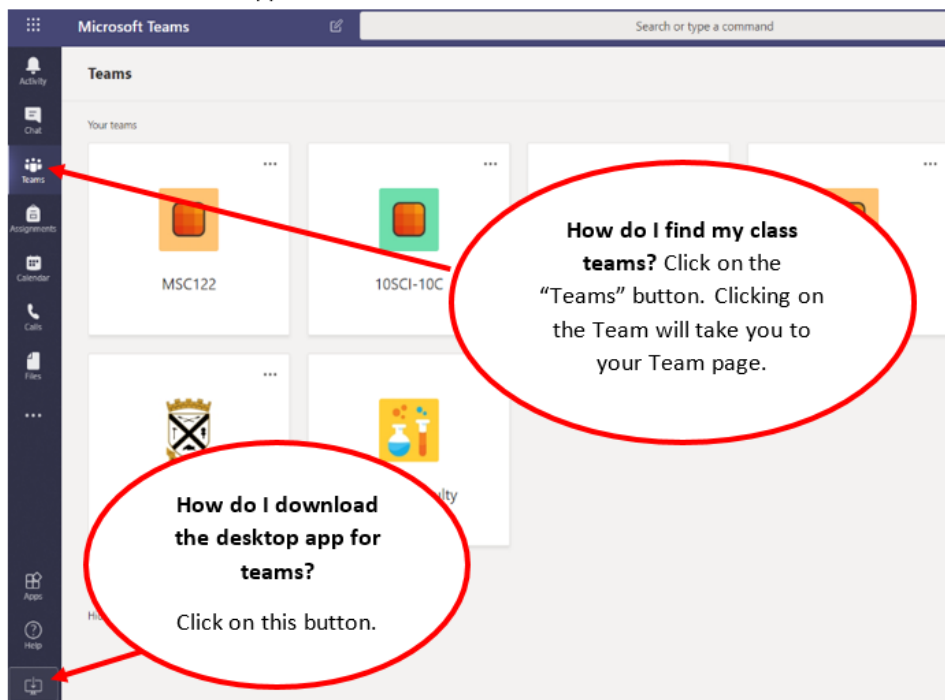
Once you have logged into Office 365 look for this icon on your homepage:



Good morning

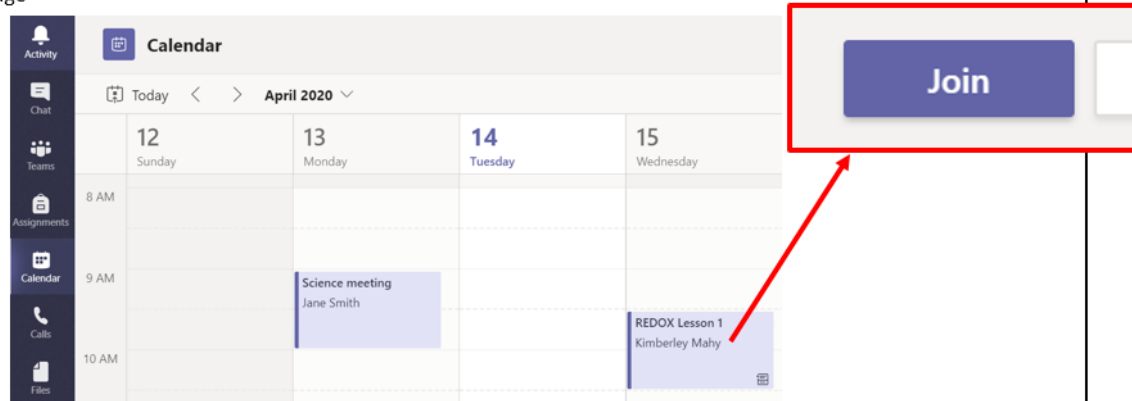


You will need to click on **All apps** if the Teams icon is not there. Clicking on the icon will open Teams in your web browser. **Downloading the Desktop App** will give you more tools to use. Try and use the Desktop App where possible for all of the Microsoft Apps.

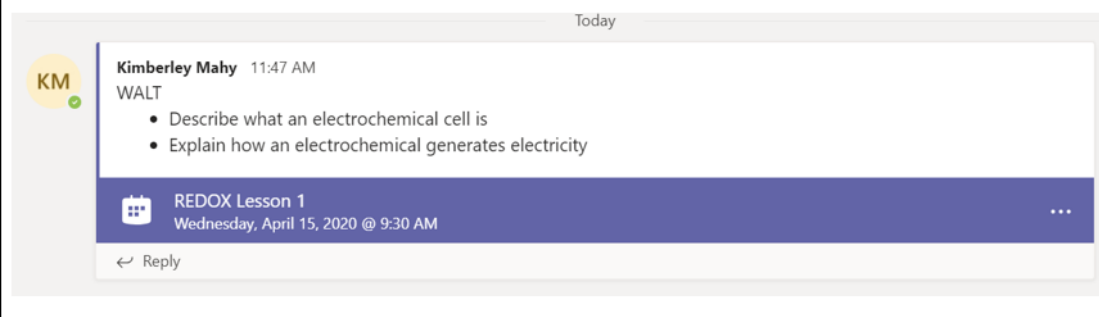


## How do I join an online lesson in Microsoft Teams?

Your teacher may invite you to join a meeting with them in your scheduled learning timeslot. You will see this in your calendar. Click on the meeting and it will give you the option to join on the top right of the page



OR The meeting will show as a "Post" in your Team feed. Clicking on this event will also give you the option to join on the top right of the page.



## How do I log in to Education Perfect?

Visit: <https://epforlearning.com/>

**Username:** your school email address

**Password:** your first name (unless you have re-set your password)

**Where do I go if I need help with:**

- **my learning?** Contact your teacher by email or send them a message in Teams
- **my Office 365 account/log in?** Contact Guy itsupport@wairoacollege.school.nz or 0211809199
- **my Education Perfect login?** Contact Ms Akers lmc@wairoacollege.school.nz
- **using Office 365?** You could email your teacher, Miss Mahy: ksm@wairoacollege.school.nz, or Mr Oosthuizen: jmo@wairoacollege.school.nz