



Student help guide for online learning

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

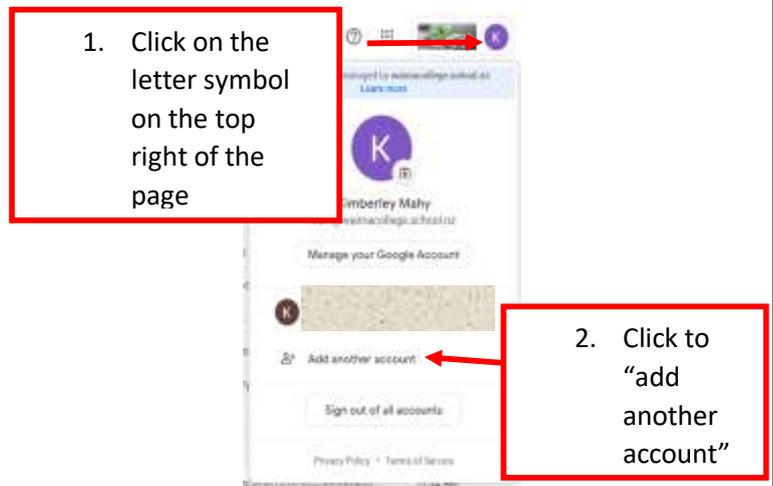
How do I log in to my school email?

Students should be checking their emails and Microsoft Teams page regularly as is the main way that their teachers will be contacting them.

Accessing school email:

- Go to Gmail in a web-browser: www.gmail.com and login using your school email address and password:
 - o **Email address:** The first part of the email address is the year the student started at Wairoa College, followed by the first 3 letter of their last name, then the first 3 letters of their first name. All emails end with @wairoacollege.school.nz
e.g. John Smith who started at Wairoa College in 2019, 19smijoh@wairoacollege.school.nz
 - o **Password:** Will be the password used for the student to access the school network

If you are already logged into another Gmail account you will need to add another account to your device:



How do I log in to Education Perfect?

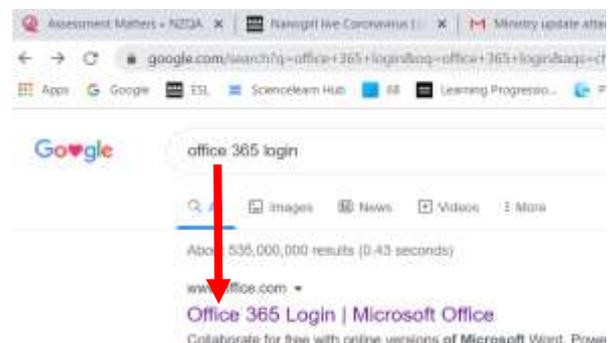
Visit: <https://epforlearning.com/>

Username: your school email address

Password: will be emailed to your gmail account

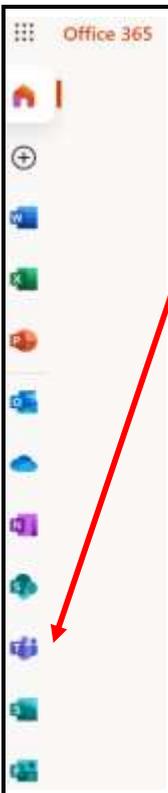
How do I log in to Office 365?

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



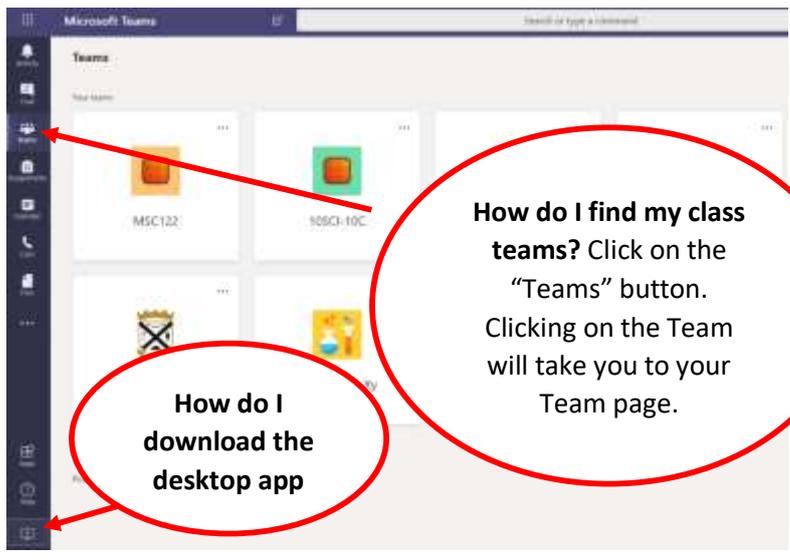
How do I find Microsoft Teams?

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




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

You will need to click on this symbol:  if the Teams icon is not there..



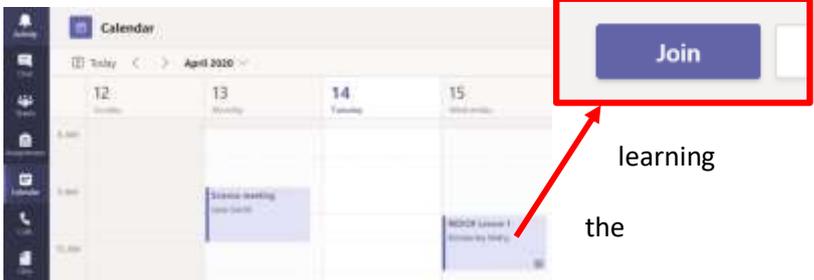
How do I find my class teams? Click on the “Teams” button. Clicking on the Team will take you to your Team page.

How do I download the desktop app

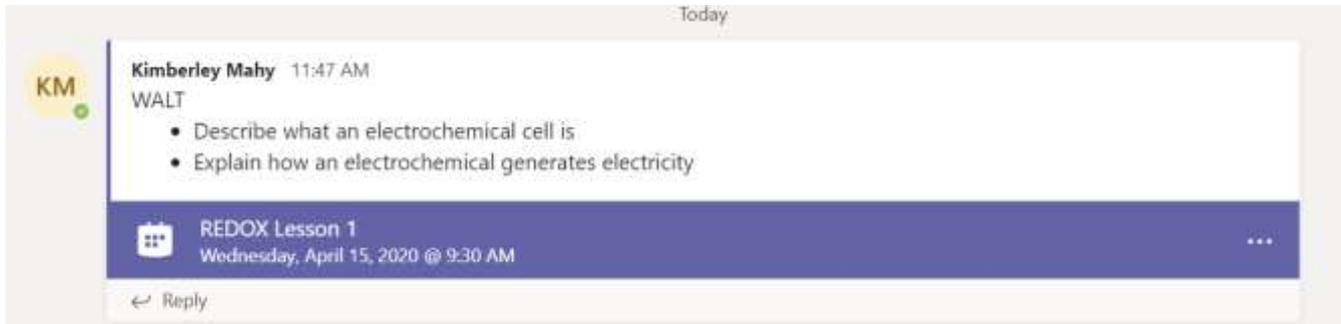
How do I join an online lesson/meeting in Microsoft Teams?

Your teacher may invite you to join a meeting with them in your scheduled timeslot.

You will see this in your calendar. Click on 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.



- 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 email account?** Contact Guy itsupport@wairoacollege.school.nz or 0211809199
 - **using Office 365?** You could email your teacher, Miss Mahy: ksm@wairoacollege.school.nz, or Mr Oosthuizen: jmo@wairoacollege.school.nz