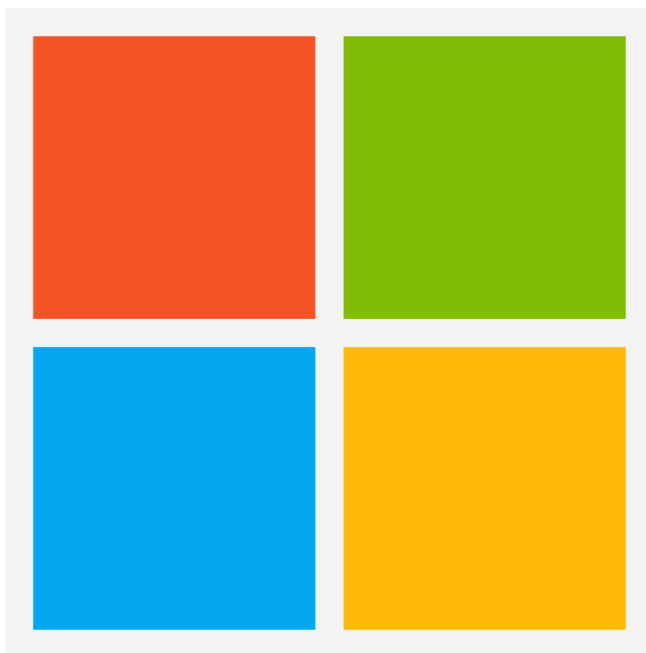


2021

# Cardinal Wiseman ICT User Guide Getting Started



# **Contents**

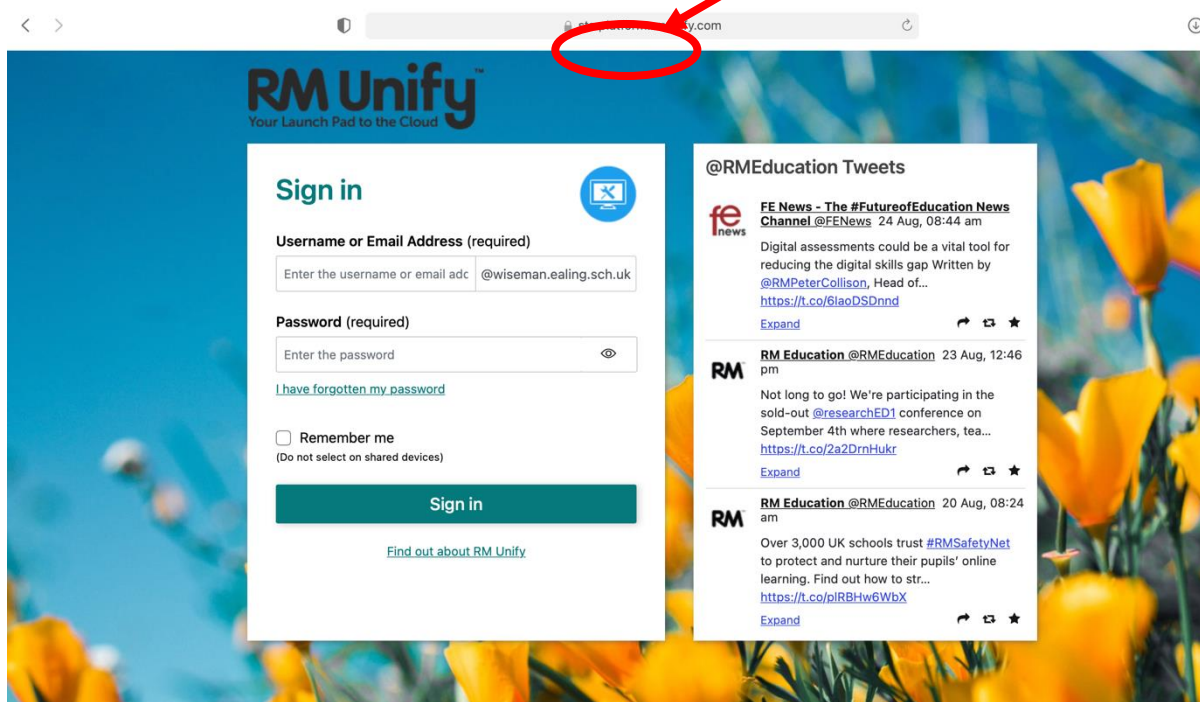
1. [How to sign into the school network](#)
2. [How to download Microsoft office for your home computer](#)
3. [How to access your school email account](#)
4. [How to open an attachment from your school outlook email account](#)
5. [How to send an email](#)
6. [Email etiquette](#)
7. [How to attach a document to an email](#)
8. [How to access Microsoft Teams](#)
9. [How to access your homework on Microsoft teams](#)
10. [How to access lessons if you are isolating](#)
11. [How to access SharePoint](#)
12. [What can you find on SharePoint?](#)
13. [Who to contact](#)

# School Outlook Email User Guide

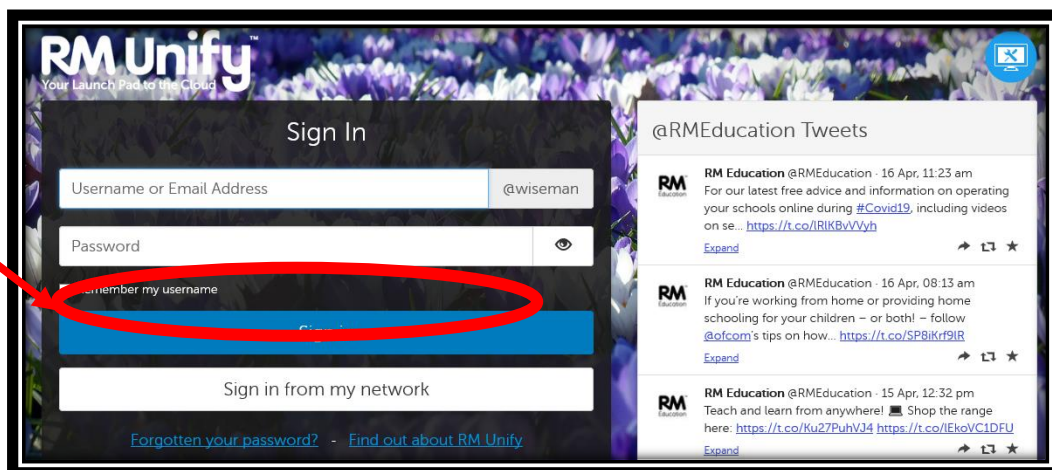
## Getting Started

### How to sign into the school network

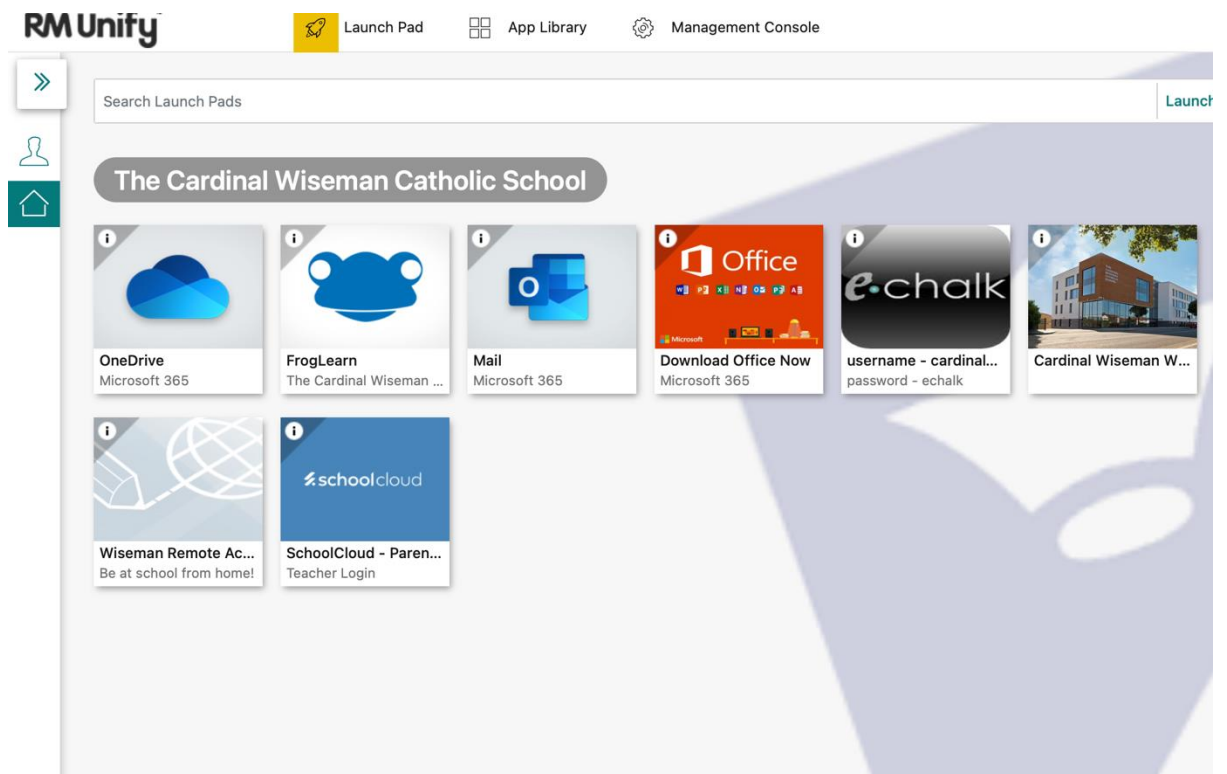
- Open a web browser and enter the website address  
www.rmunity.com



- You will be asked to log in
- Use your school username and password (the one you use to login into FROG or the school network.) *These details are on the name sticker at the front of your planner.*  
For example bloggsj@wiseman.ealing.sch.uk
- Click on the sign in button

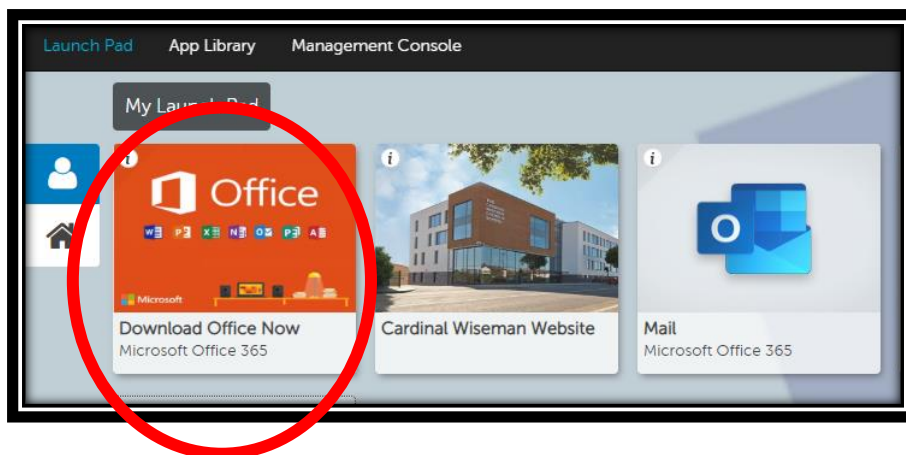


- This will open your Dashboard



## How to download Microsoft Office at home

- Click on Download Office Now. This will allow you to download Microsoft Office for free on up to 5 PCs, macs, tablets or smartphones (we would recommend downloading it onto a PC or a Mac).



# ↓ Office apps & devices

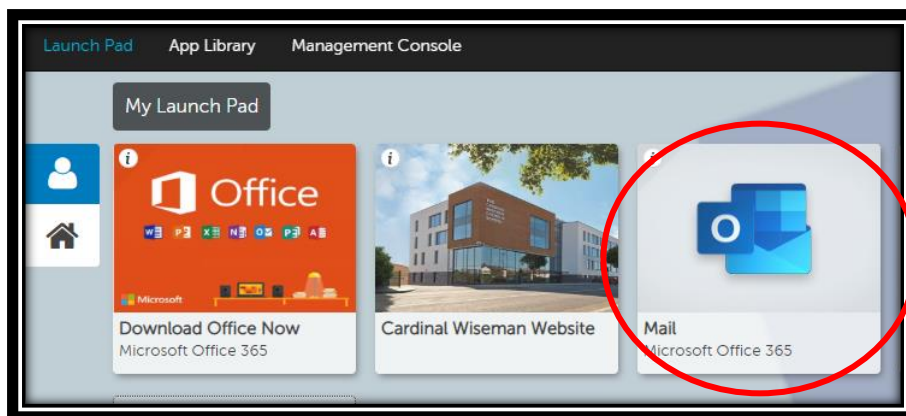
You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

**Install Office**

**View apps & devices**

## How access your school email account

- On your dashboard click Mail to open your email

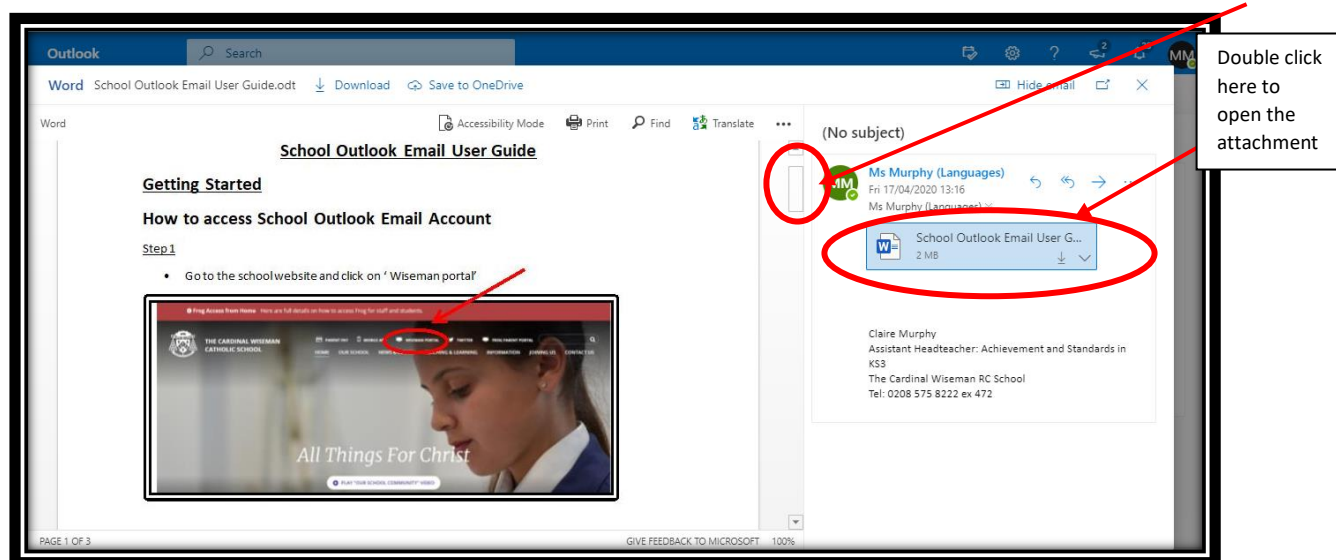


Double click  
here to  
scroll down  
the  
attachment

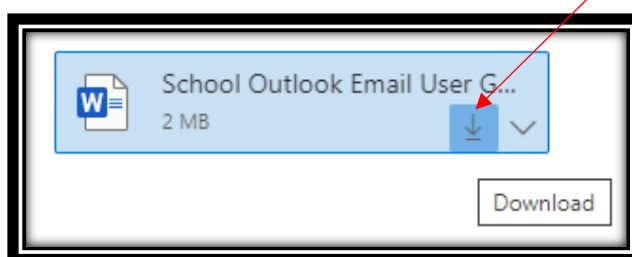
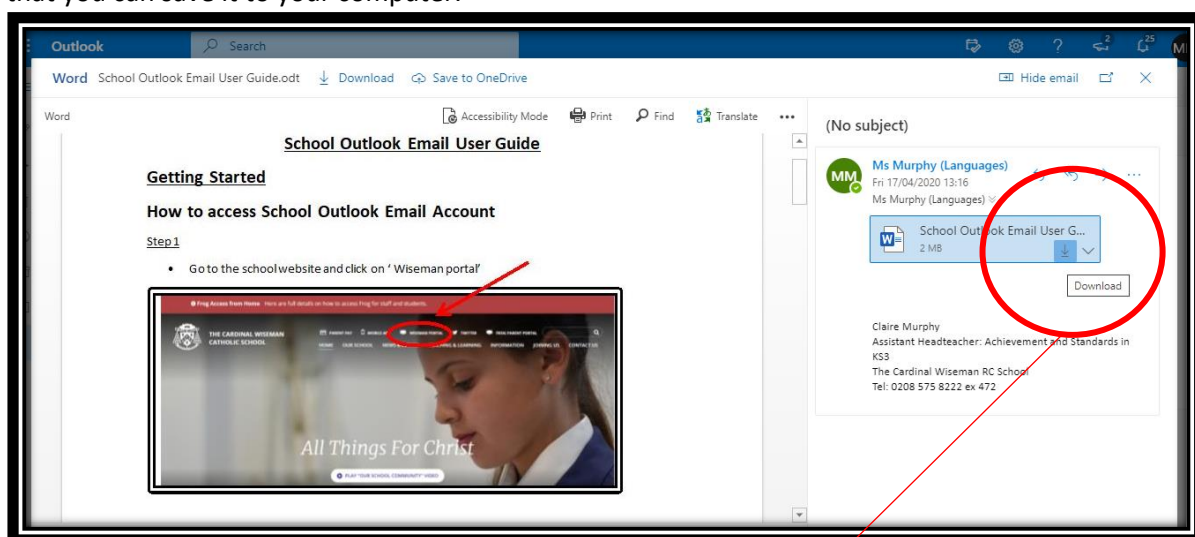
# How to access/download attachments that have been sent to you on email

There are 2 ways to open the attachment:

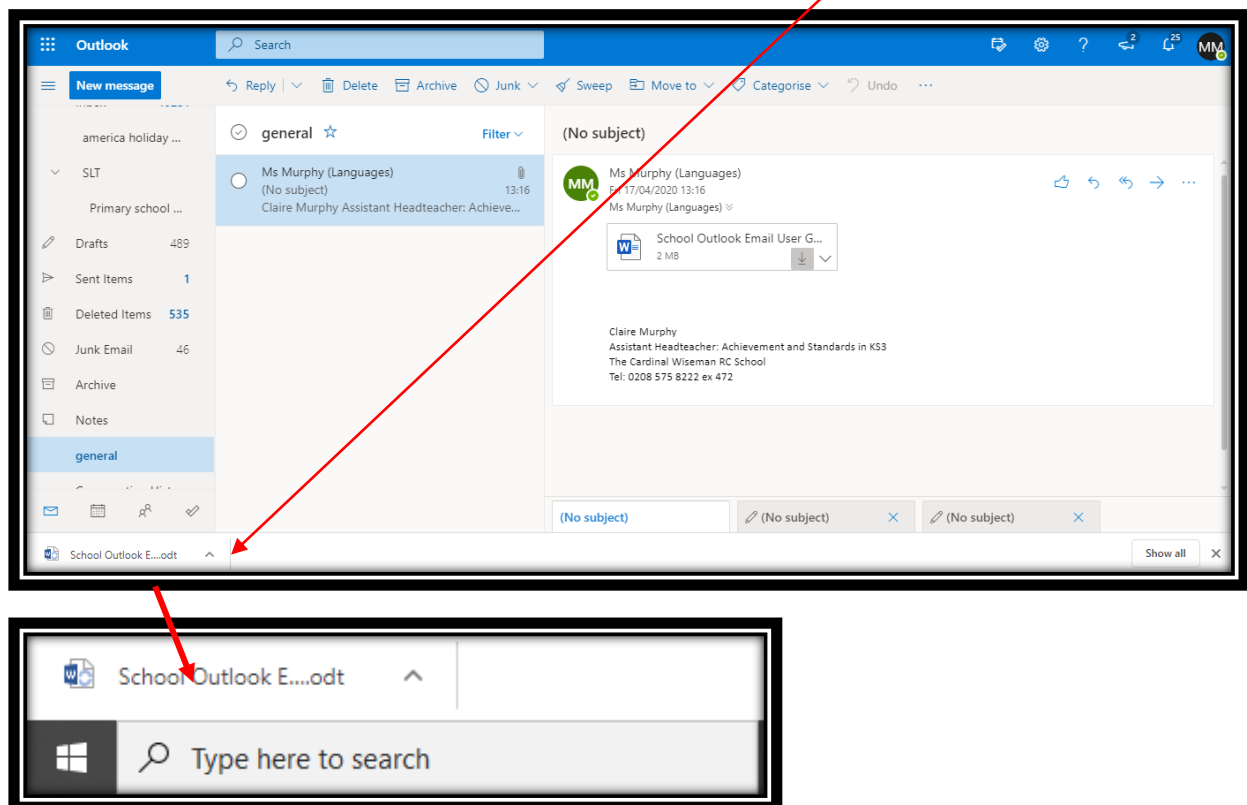
1. **First Method** - Double click on the attachment. The file will open in this view. You can scroll down using the slider to the right of the document. You can edit the document in this mode



2. **Second Method** - Click on the downward facing arrow. This will download the document so that you can save it to your computer.

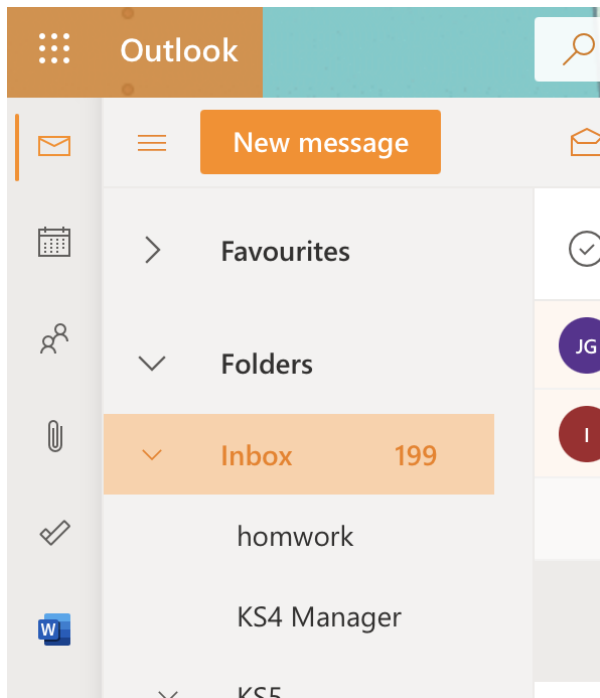


- The downloaded document may appear at the bottom of your screen.
- Double click on it. The document will then open on your computer

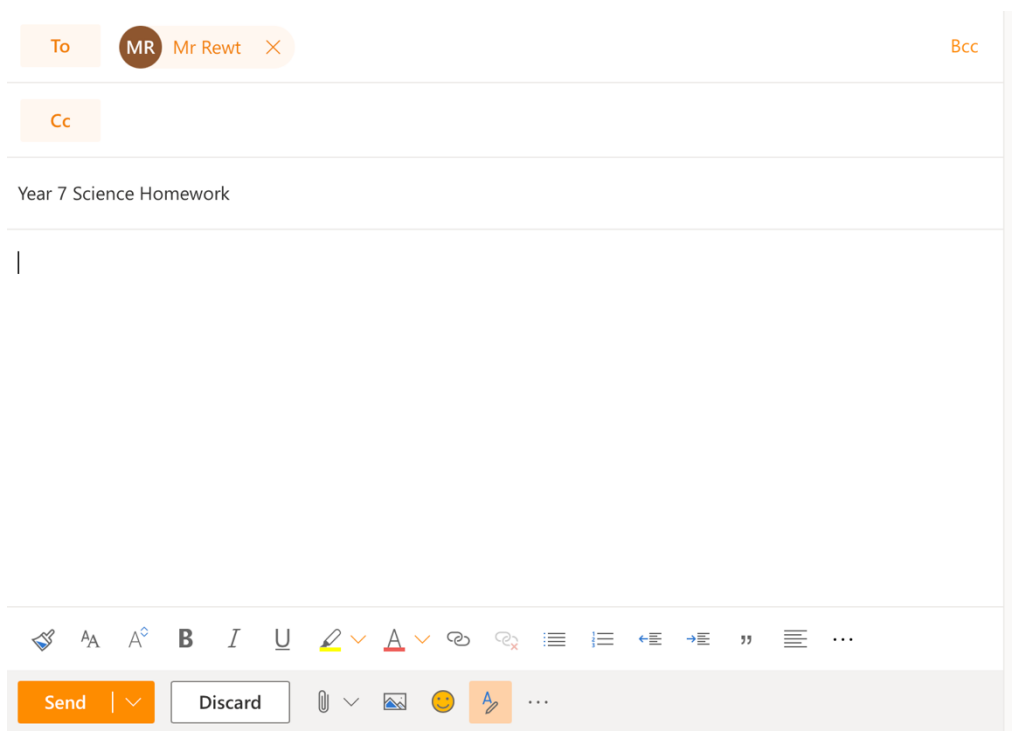


## How to send an email

- If you need to send an email click the new message button.



- Type in the required email address
- Give your email a subject (e.g. Year 7 Science Homework)
- When you type the message ensure you follow the guidance in the Email Etiquette section.
- When you are ready to send the email, press send.





## Email Etiquette

If you are emailing any of your teachers it is important to follow these simple rules:

1. Address the email to your teacher e.g. Dear Mr Rewt
2. Include an opening statement linked to well being: I hope you are well
3. Explain Why you are emailing: I am struggling with my homework, especially question 3, please can you provide some help.
4. Include a closing statement: Kind regards
5. Sign off the email by writing your name: Joe Bloggs

Mark as unread

MR

Mr Rewt

×

Bcc

Cc

Year 7 Science Homework

Dear Mr Rewt,

I hope you are well.

I am struggling with my homework, especially question 3.

Please can you provide some help?

























Kind regards,

Joe Bloggs|

Are the auto-complete suggestions above helpful?

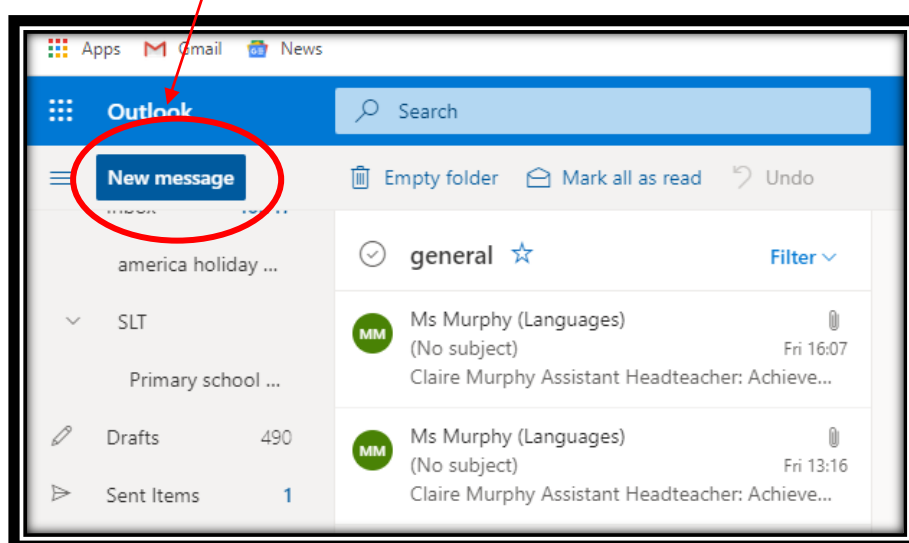
Yes

No

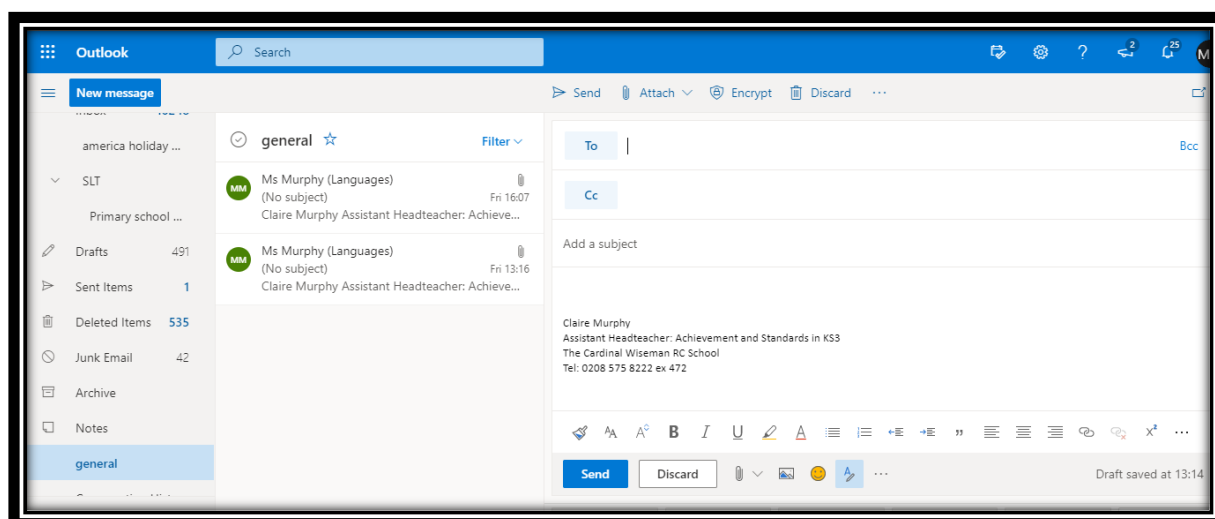
                          

## How to 'attach' (upload) a document in your school outlook email account

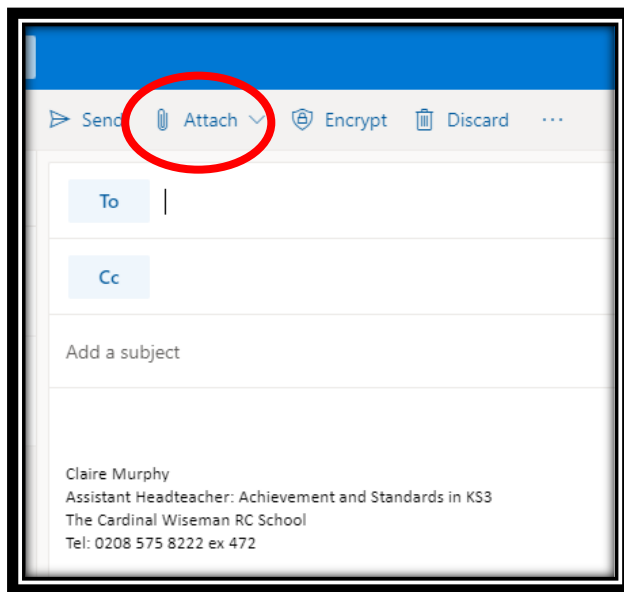
- If you have to create your own document to be sent back to your teacher to be marked (eg - write an essay, research something, create a poster, create a Power Point presentation), you may need to send it to your teacher via your school outlook email account or by teams. If your teacher wants the work by email you will have to 'attach' it (uploading it) to the email you send. **You should NOT send a photo of your work!**
- Click on 'new message'



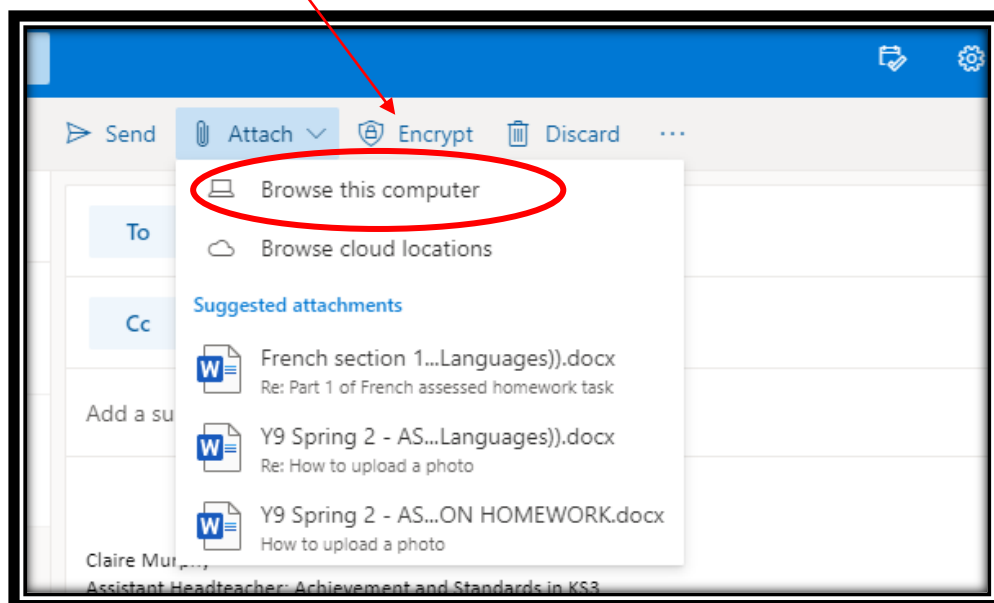
- This will bring you to the following page.
- Type in the teachers email address. Add the reason you are sending the email. Add a brief message (see email etiquette)



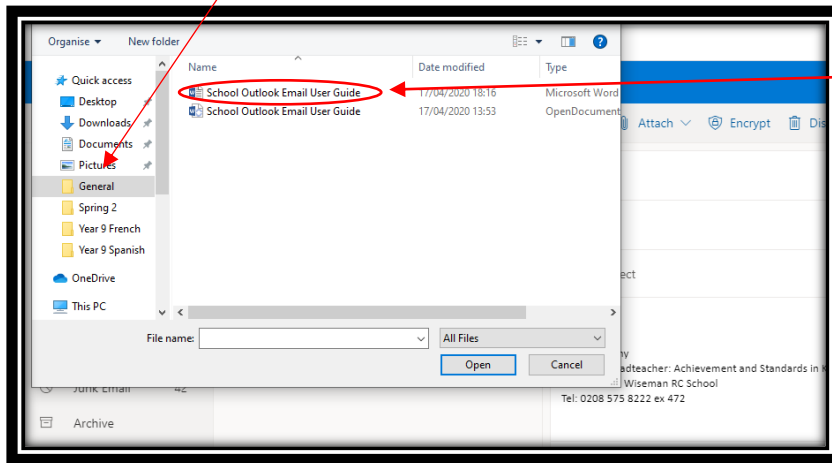
- Click on 'attach' at the top of the screen



- A drop down menu will appear.
- Click on 'browse this computer'. This will then open up your folders on your home computer.

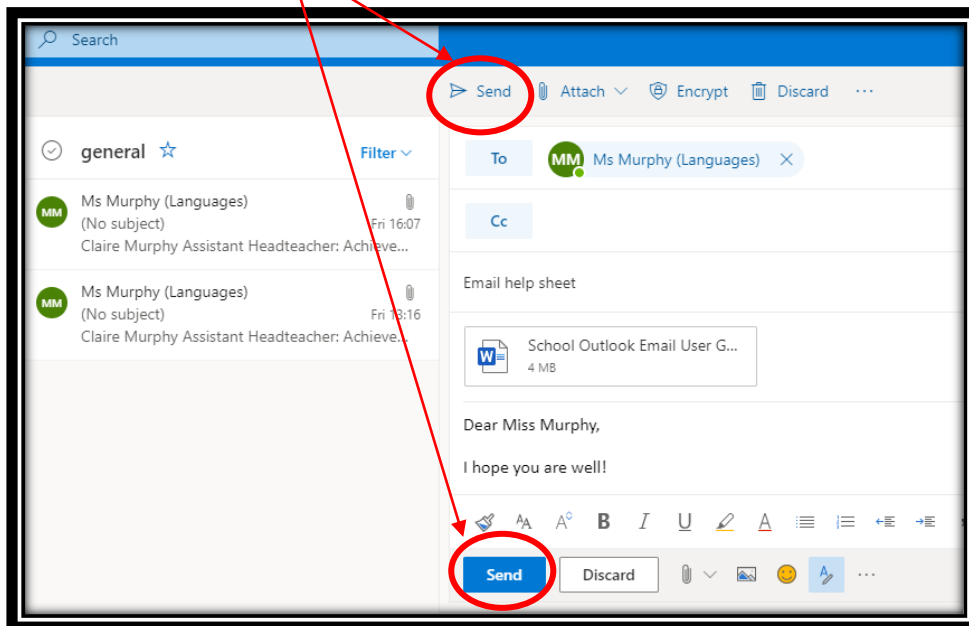


- Double click on the folder in which you have saved your document, from the list on the left hand side.



Then click on the file you want to 'attach' (send back to your teacher)

- This will automatically attach your document to the email. All that's left, is to press 'Send', either at the top or at the bottom of the screen.

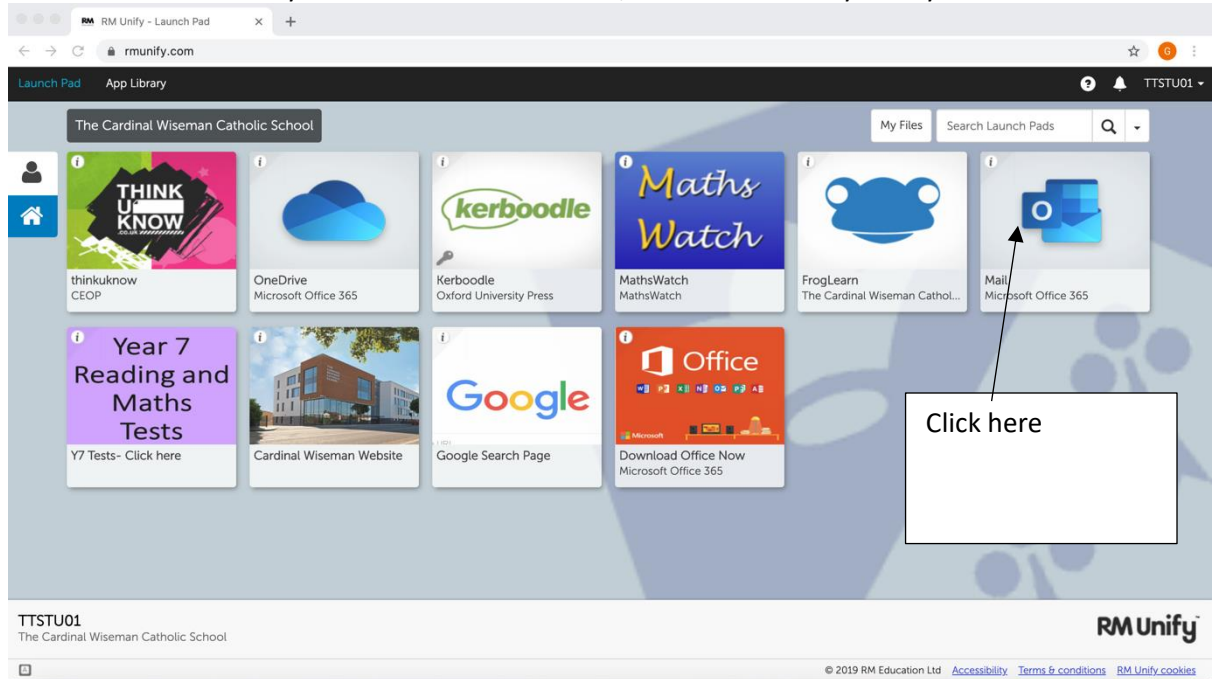


## Accessing Microsoft Teams

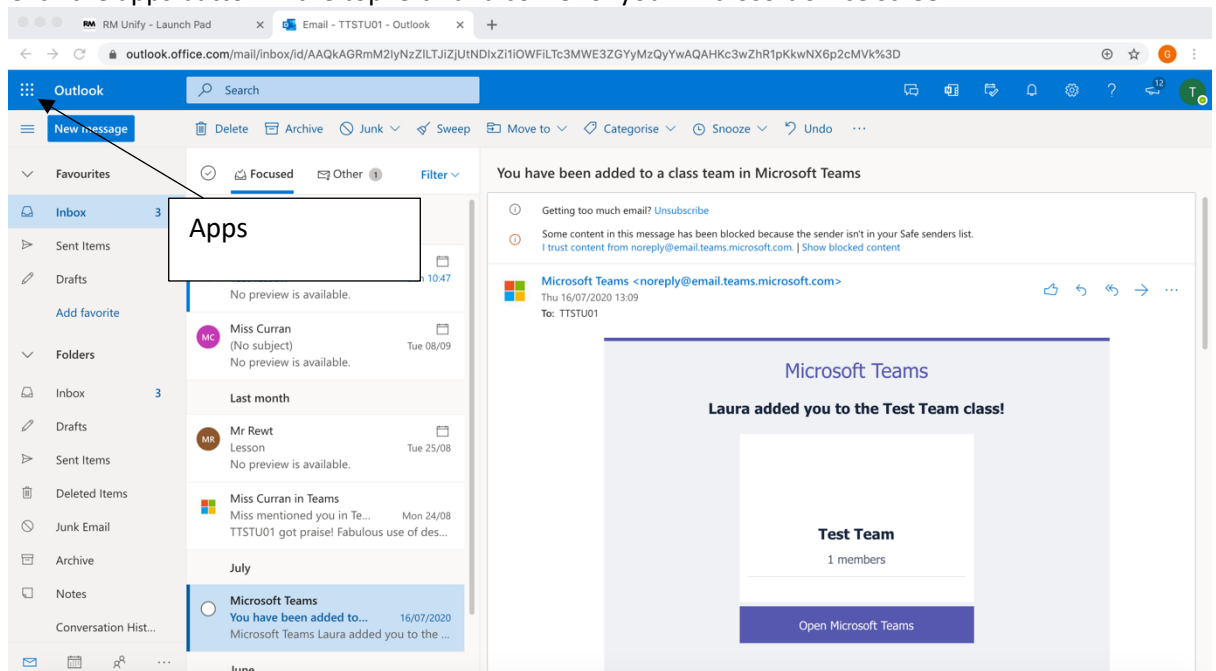
It is possible to access Microsoft Teams from the web browser and it has all the same functions available to use on it, however if possible we as the school advise using the downloadable app as part of the Microsoft 365 package (to see how to download this please see above) as it is more reliable.

To access Teams through the Web Browser follow the steps

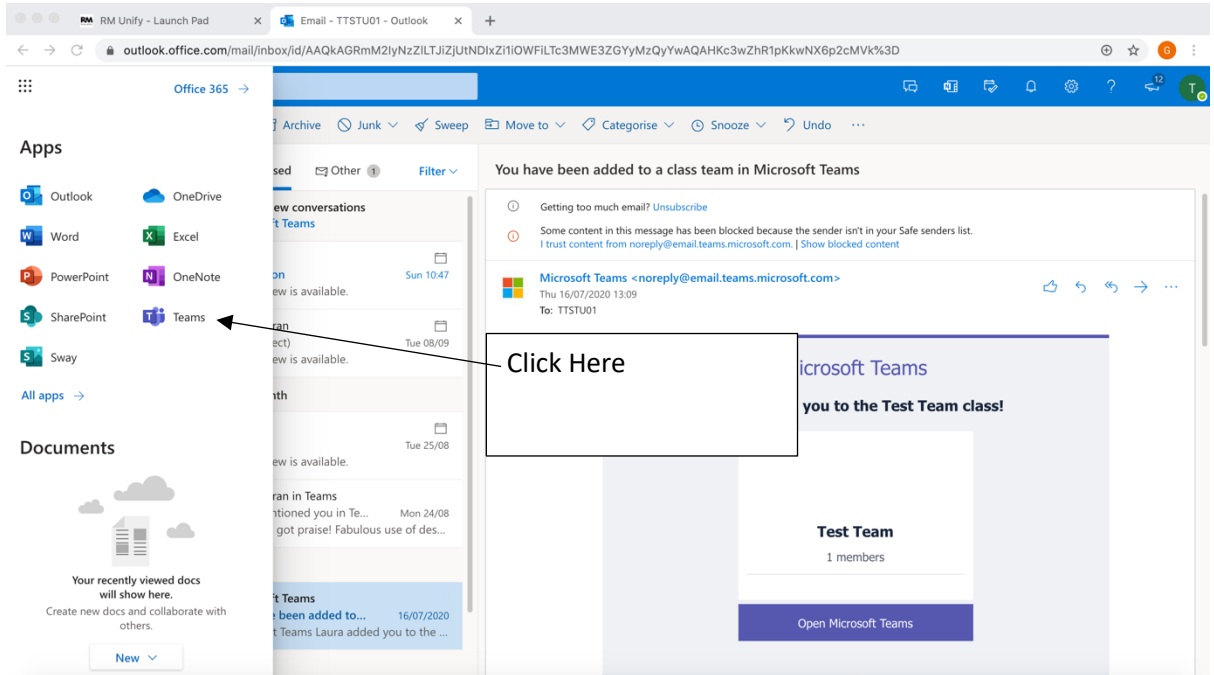
- Click the button that says Mail Microsoft Office 365, and this will take you to your emails



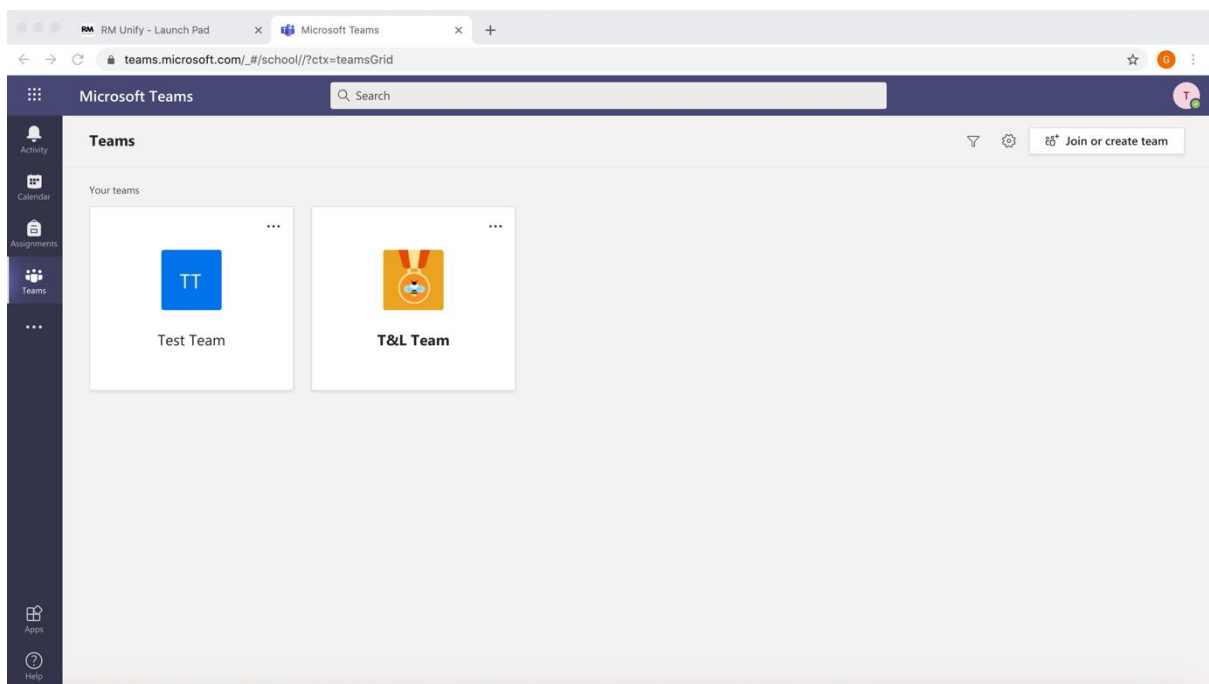
- Click the apps button in the top left hand corner of your Microsoft office screen



- Click on the Teams icon:

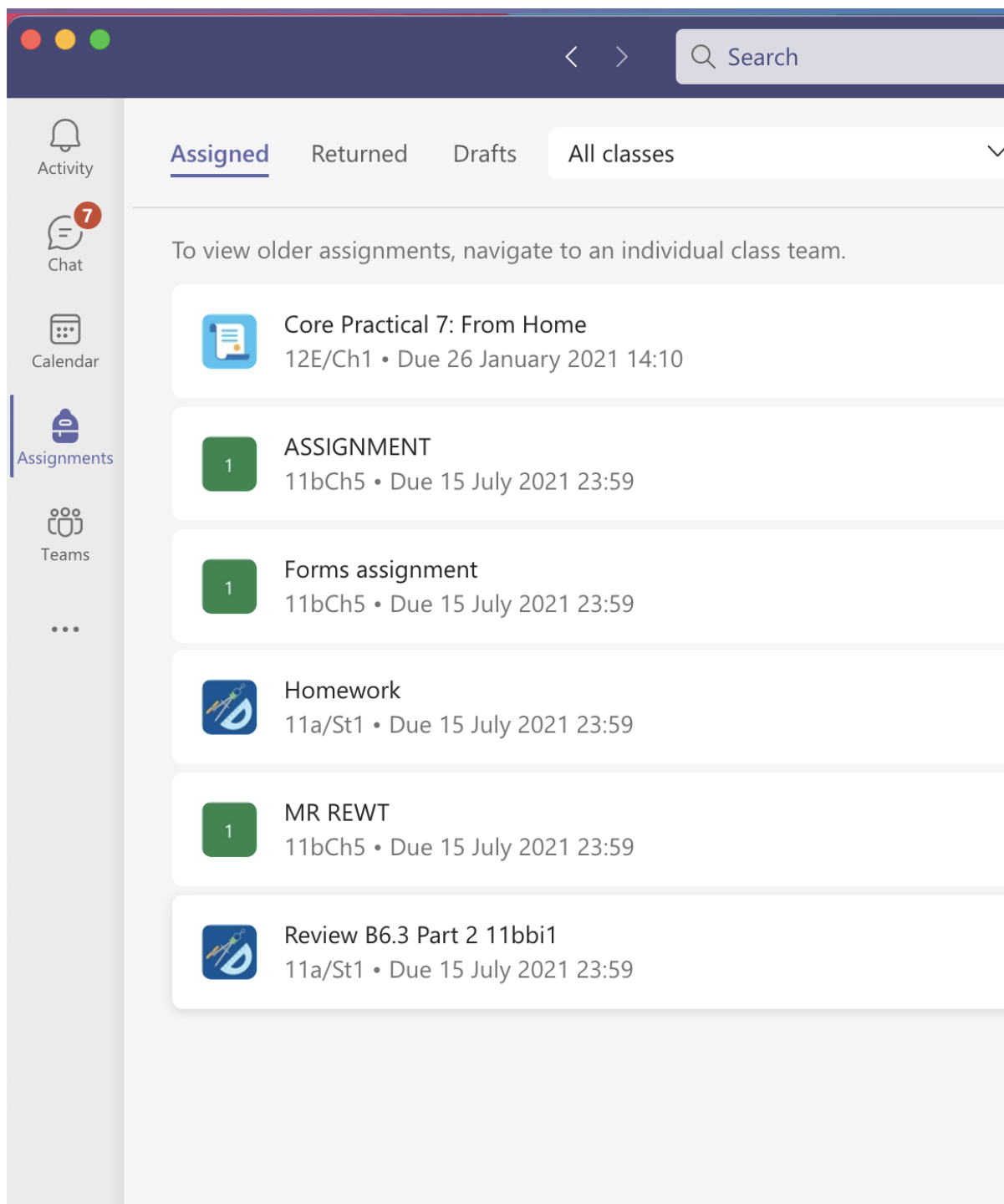


- You are now on Microsoft Teams



## How to access Homework on Microsoft Teams

- Your Teachers will be using Microsoft Teams to set you homework.
- You will receive notifications on any set homework via email and in the teams app.
- There will be information on your homework available on the assignments function and the deadline will be shown on the calendar function or in the assignments button



- By clicking the assignment you will be able to see exactly what your teacher wants you to do as well as how they want to receive it.

- The assignment also may have attached worksheets on it.

[< Back](#)

## Core Practical 7: From Home


Due 26 January 2021 14:10

### Instructions


Follow the instructions on the powerpoint to correctly identify the unknown inorganic compounds from the tests that are taken.

Write your answers on the attached word document and upload this completed.

### Reference materials

 core practical 7 - inorganic side at home.pptx

### Student work

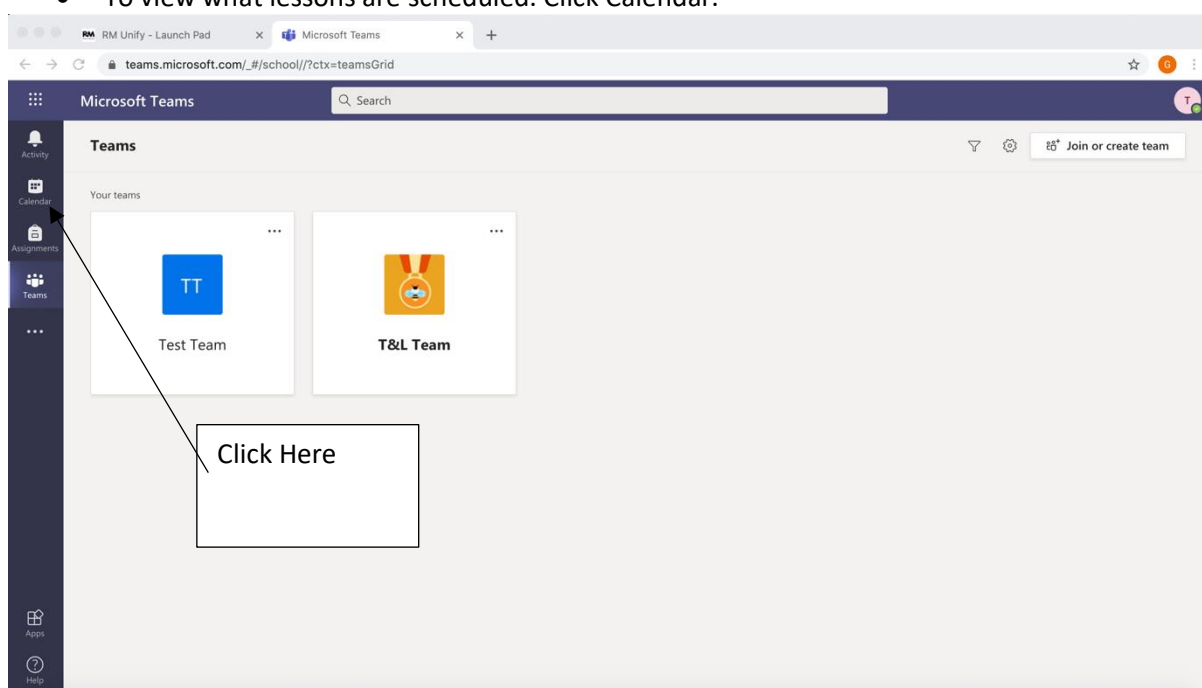
 answers to cp7.docx

## How to accessing lessons on Teams if you are Isolating

Due to the ongoing uncertainty surrounding the COVID-19 pandemic, it may be necessary for you to access your lessons from home.

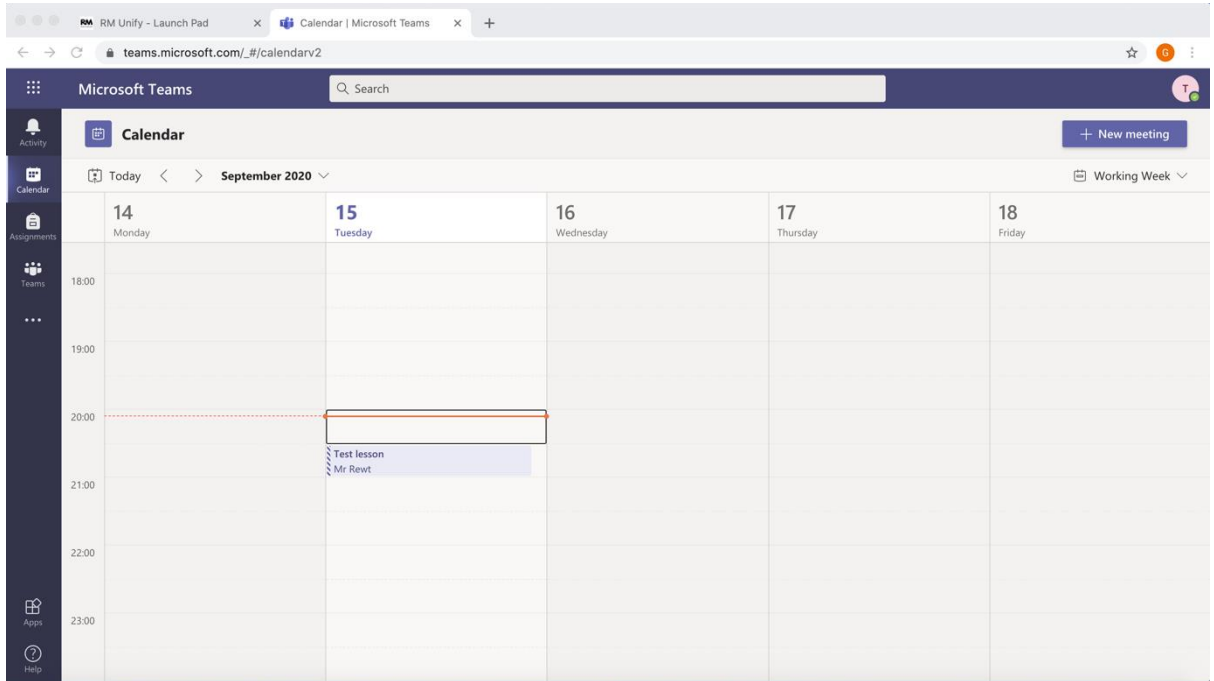
The next steps in this guide will show you how to access lessons from home if required.

- To view what lessons are scheduled. Click Calendar.

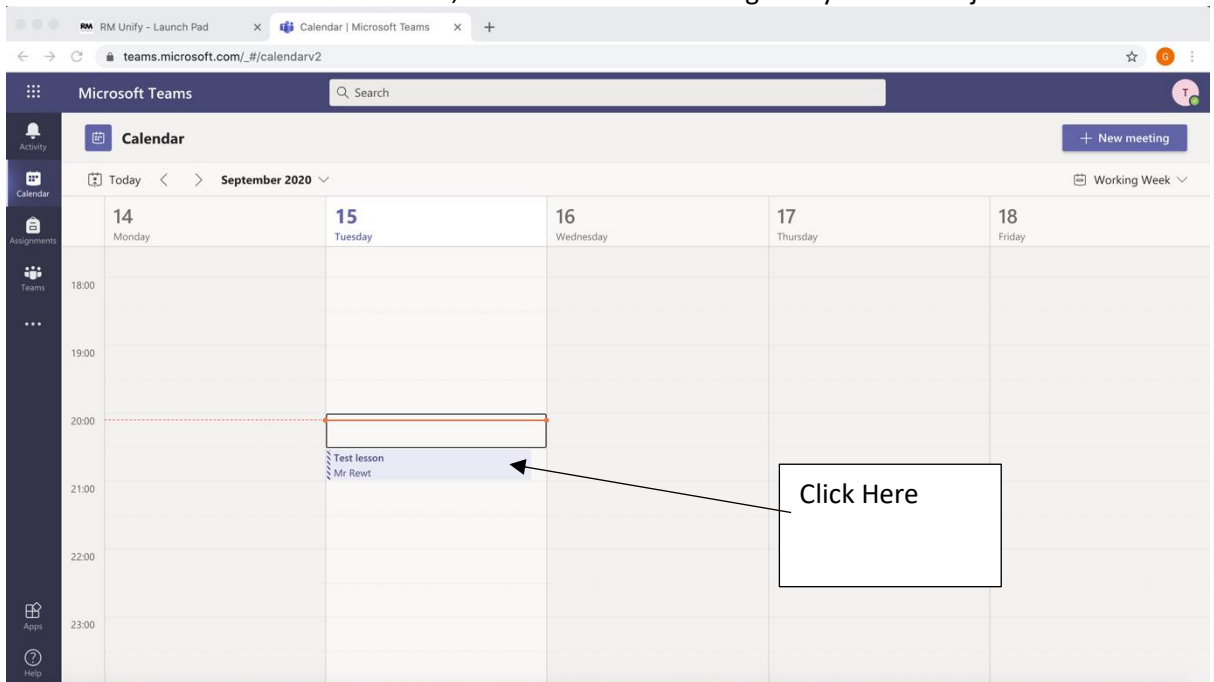




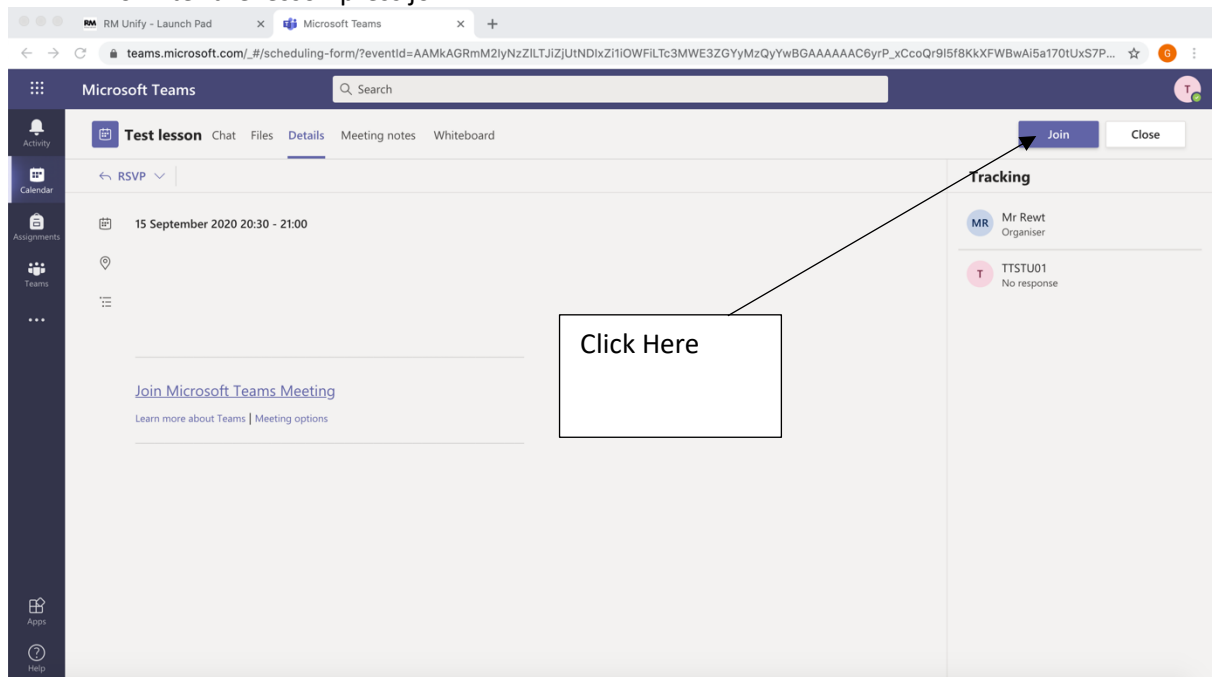
- You will be able to see all of your lessons (known as meetings on Teams) that are set for the week



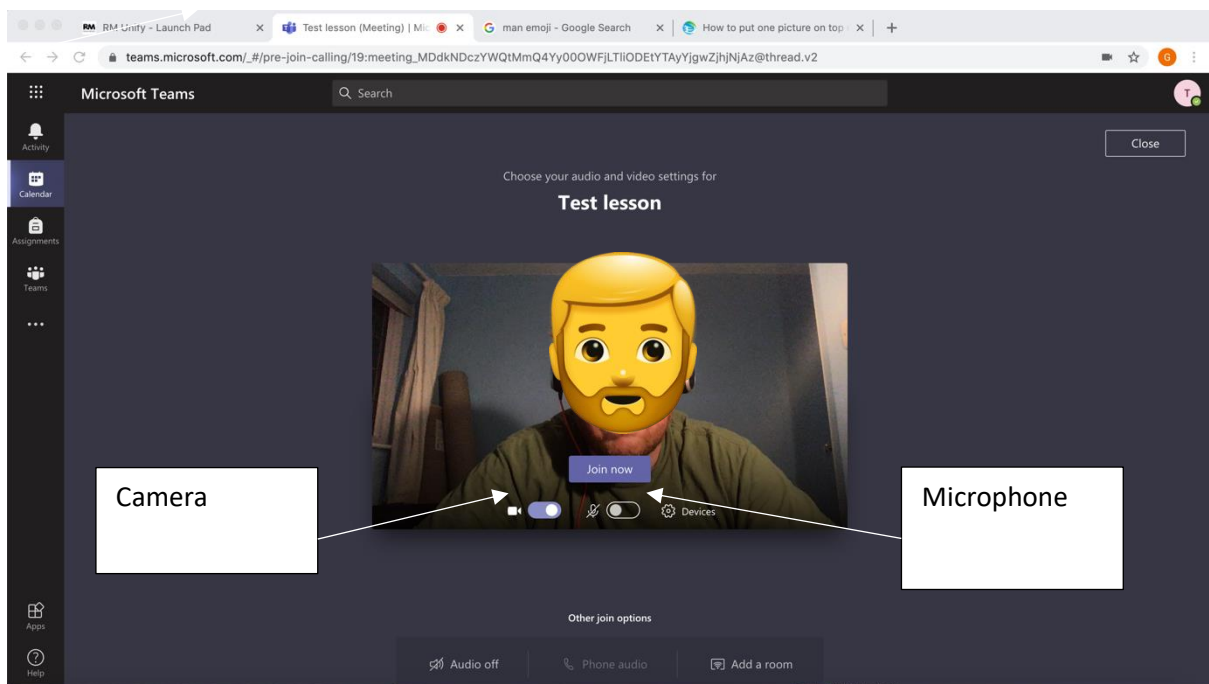
- When it is time for the lesson, double click the meeting that you want to join.



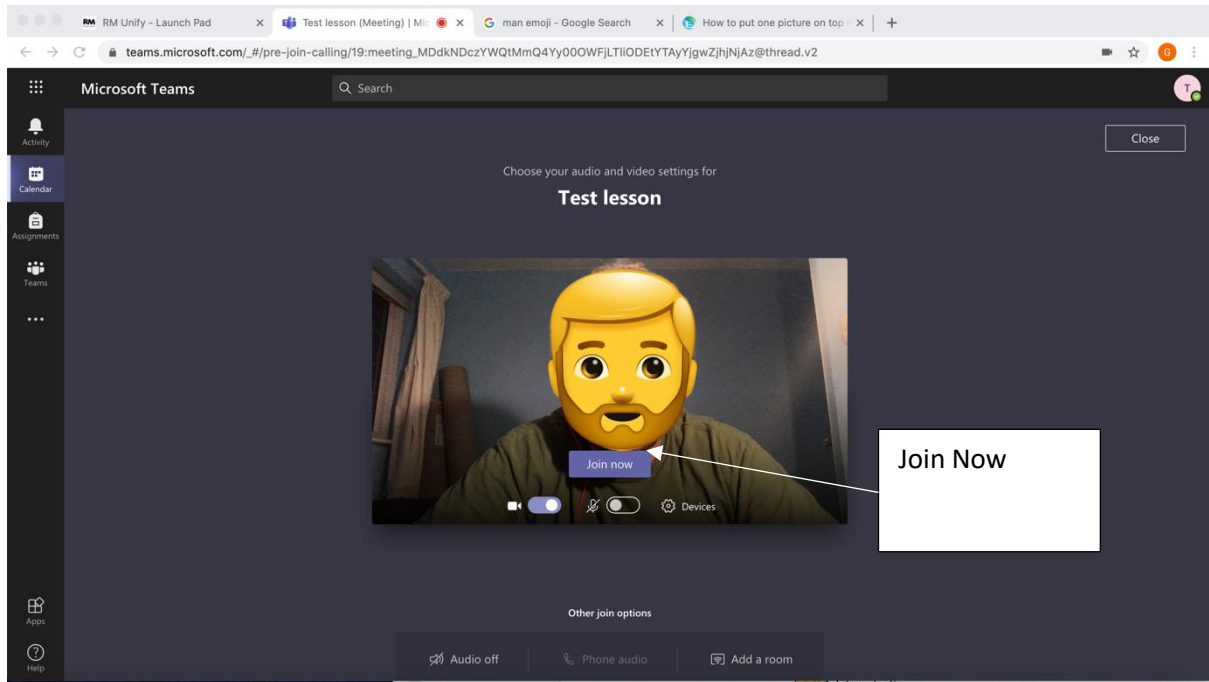
- To Enter the lesson press join



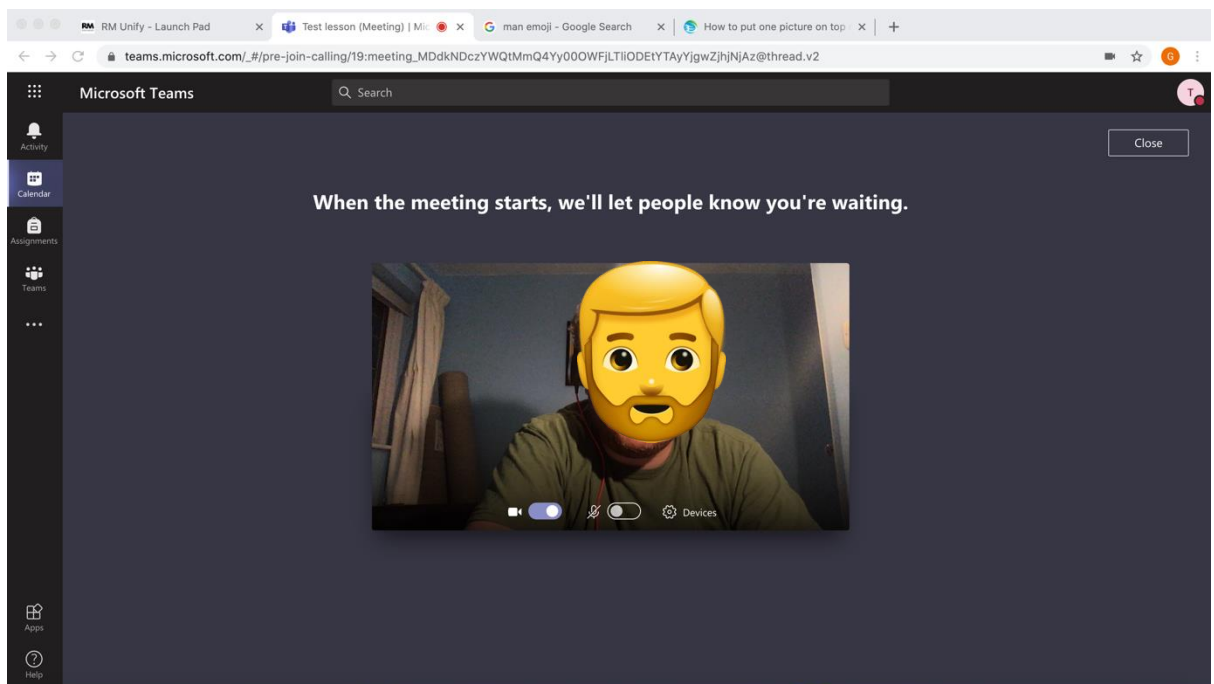
- Select to join with your camera on and microphone off, ensure the settings are shown as this picture .



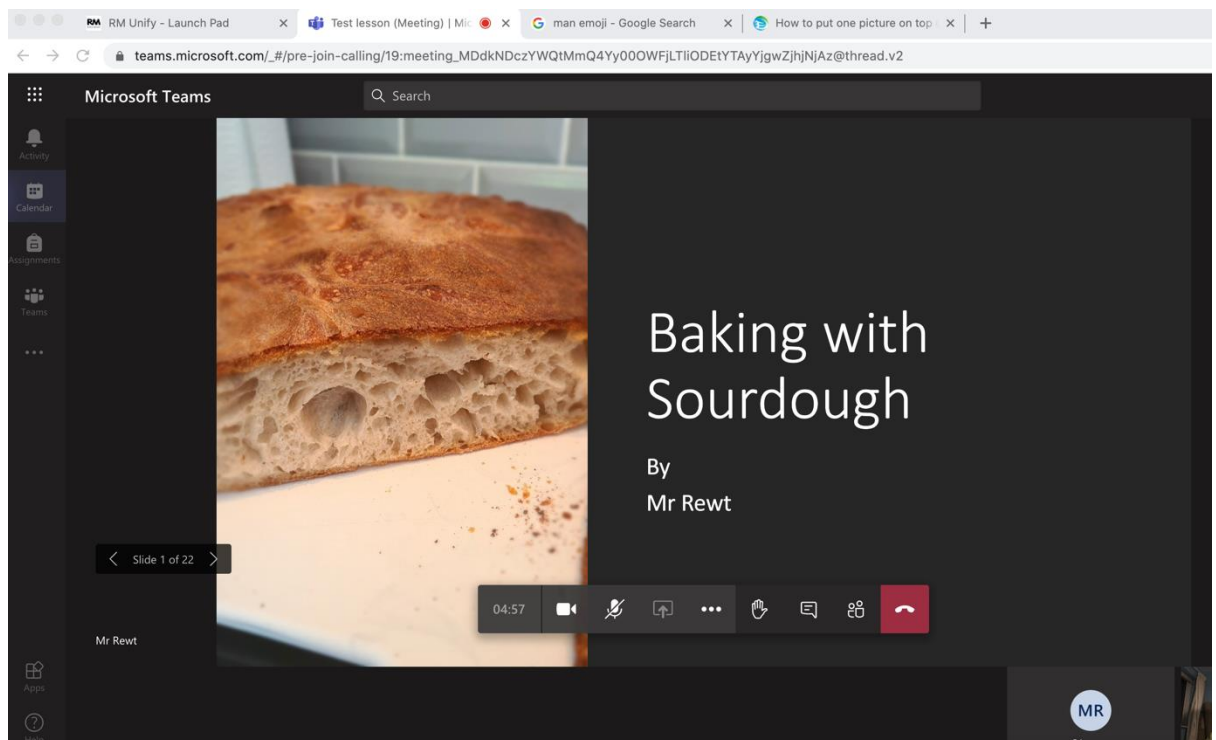
- When you are ready to join press join now



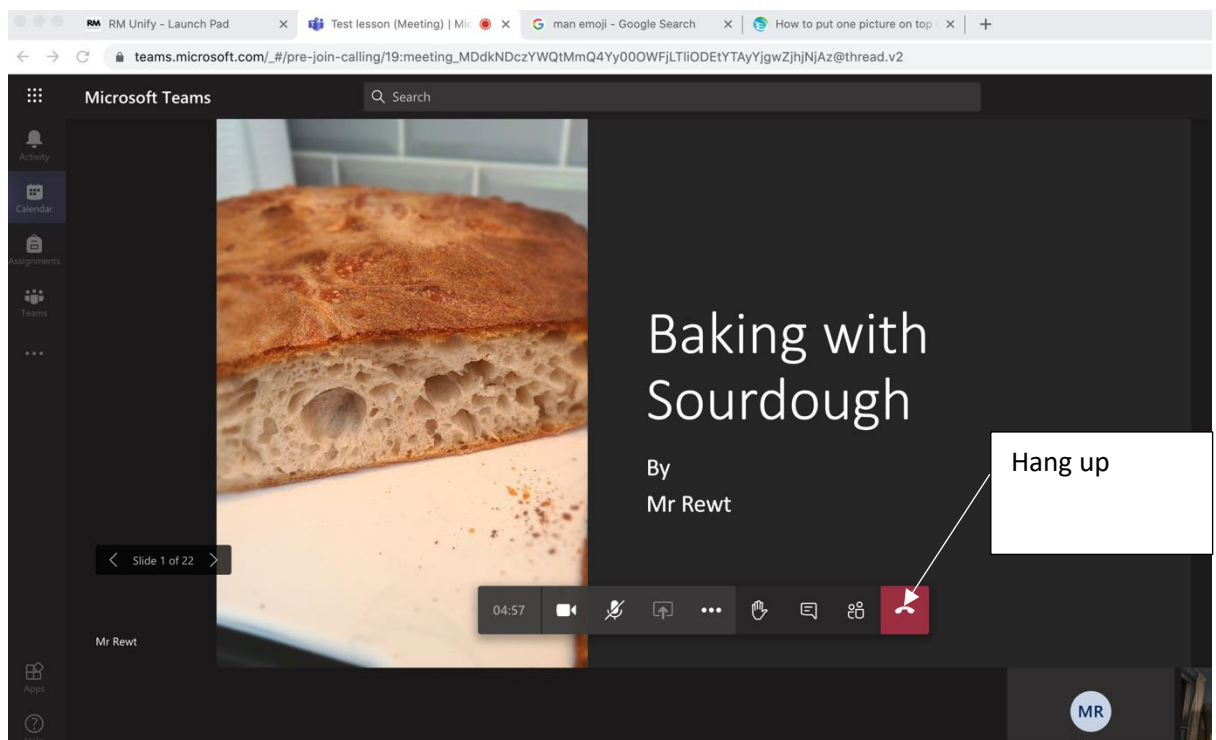
- You will then be held in a waiting room until the teacher allows you to join and view the lesson



- When you are admitted you will be able to watch the lesson



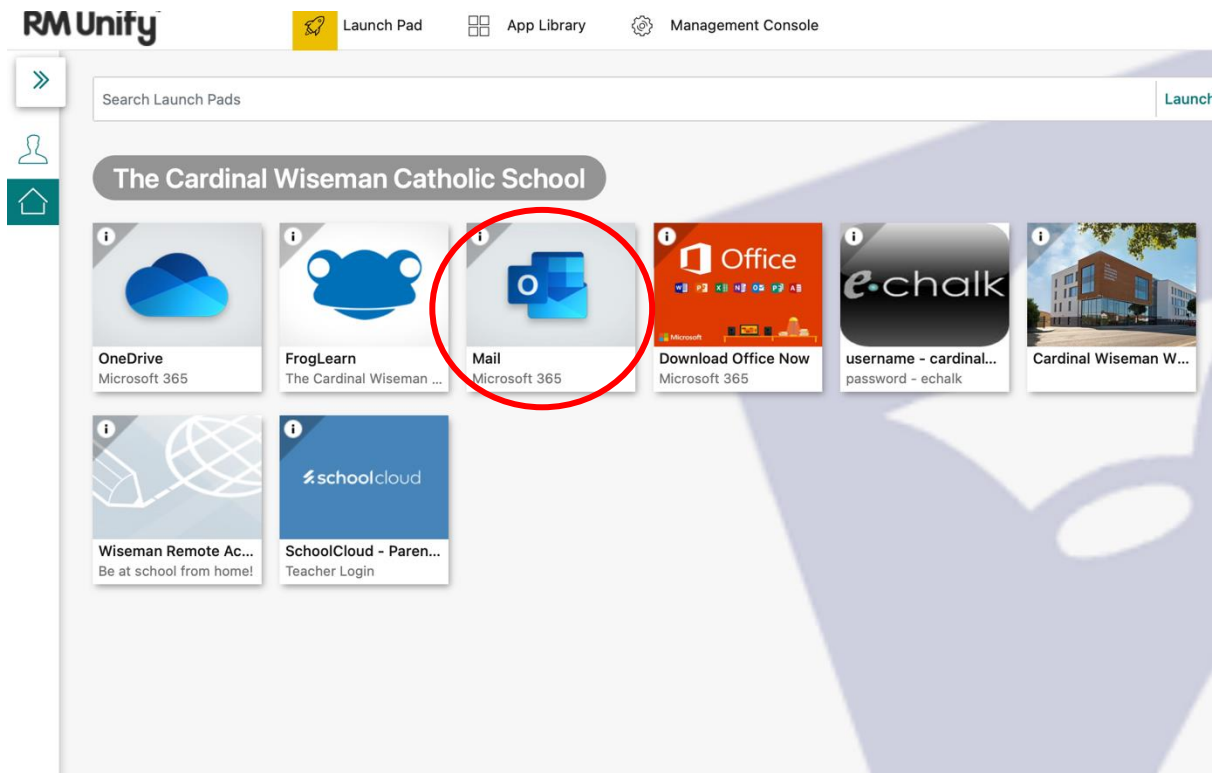
- At the end of the lesson, when you are instructed to you must leave the lesson by pressing Hang up.



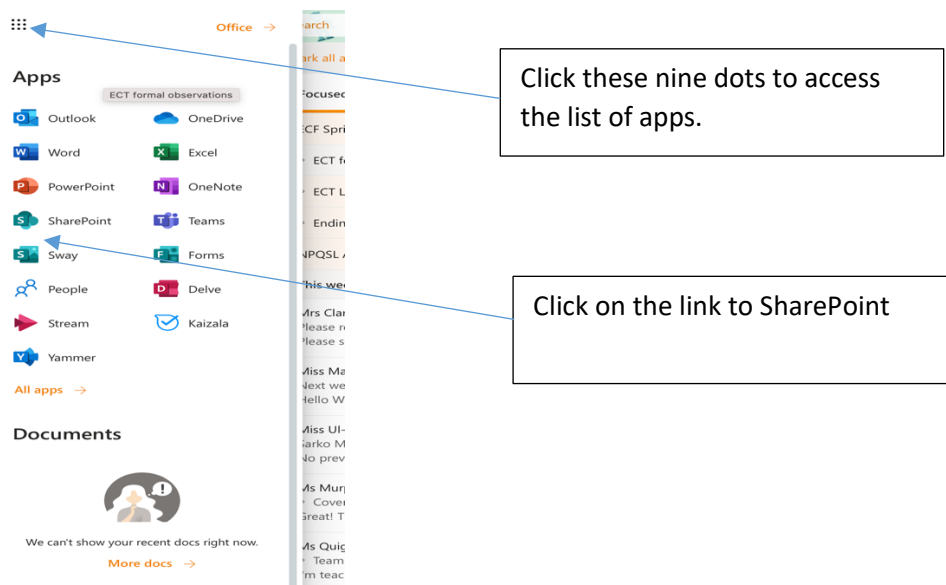
- You must only leave the lesson when instructed too by the teacher.

# How to access Microsoft SharePoint

1. Click on the mail button on the RUnify dashboard



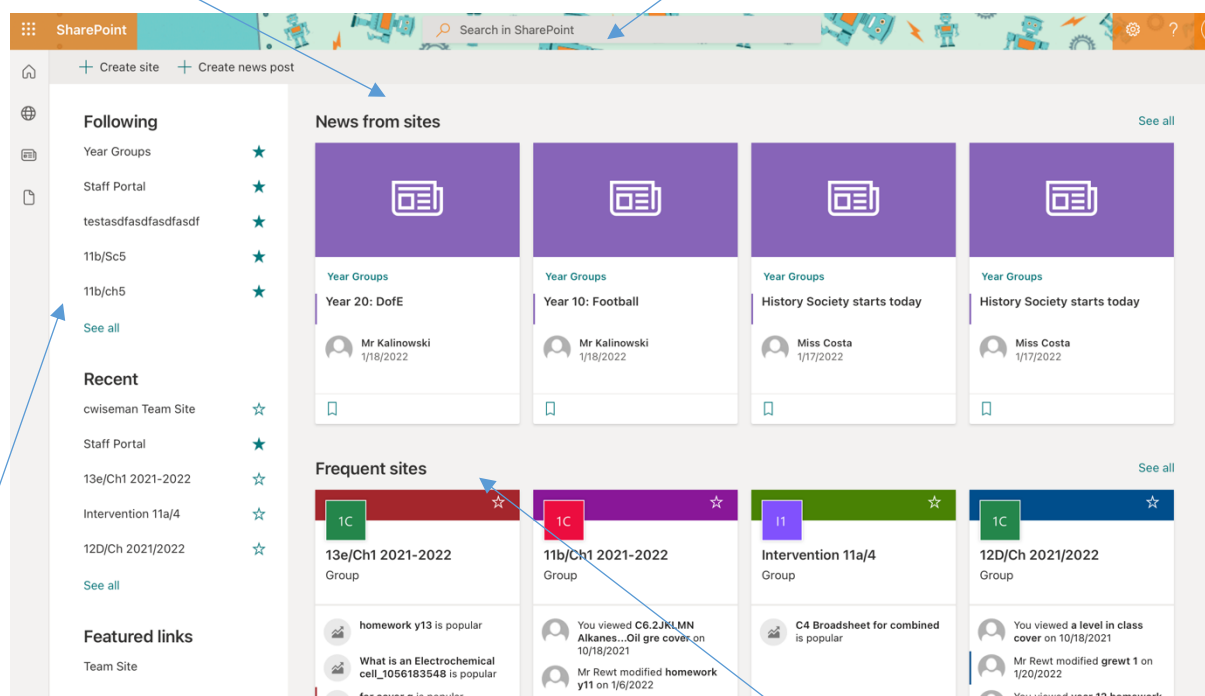
2. When you are on the mail page, click the nine dots in the top corner of the browser to open the list of apps and then select SharePoint.



3. You are now on the main SharePoint page, where you can search for groups, be able to access homework that you have been assigned to your team.

Updates from the teams you are a member of/ sites you are a follower of

Search for your teams



A list of all the sites you follow for easy access.

Your most visited sites

# What can you find on SharePoint?

1. All department areas have designed their own SharePoint pages. They all contain important information about the courses you study, news, important dates, useful links and revision resources.
2. Below is a screenshot of the Key Stage 4 Science SharePoint page.

Useful links

By clicking the star, you can begin following a page to give you easy access to it from the main page.

The screenshot shows the Key Stage 4 Science SharePoint page. The left sidebar contains navigation links: Home, Conversations, Documents, Notebook, Pages, Site contents, and Recycle bin. The main content area is divided into three sections: Quick links, Documents, and News. The Quick links section features three tiles: Kerboodle, Seneca Learning, and BBC Bitesize. The Documents section shows a list of folders: 1. Exam questions OCR GATEWAY, 2. Broadsheets, 3. Kerboodle assessments, and 4. Knowledge documents. The News section displays a news item titled 'Online mentoring for Y10s and Y11s from STEM Ambassadors' with a link and a date. A 'Key Stage 4 Science Dates' section shows 'No upcoming events'.

Important documents and revision resources

Important dates and news

# If you have any problems

If you have any problems with SharePoint please contact Mr Kastrati:

[kastratim@wiseman.ealing.sch.uk](mailto:kastratim@wiseman.ealing.sch.uk)

If you have any problems with Microsoft teams, please contact your tutor.