

You are provided with access to these for free while you are a student enrolled at a state school.

OFFICE 365 AND EMAIL



Harristown State High School

At Harristown you will find an abundance of opportunity, strengthened even further by our rich community ties. Not only do we excel in academics, but we also tear up the sporting field, shine on the stage, build and design with enthusiasm and creativity, reach out to the world in search of experience and open our arms to share and celebrate cultural diversity. No matter what your passion, we have a program here at Harristown that will fulfil your needs and allow you to perhaps exceed your own expectations.

We welcome you whole-heartedly to join with us, become a Harristown Hawk and take part in what could be one of the most dynamic and memorable experiences of your lifetime.

News

- Back to School 2019**
25 Jan 2019
Welcome back to all students, staff and parents. Key information for the start of school.
- Information Evening**
06 Dec 2018
Darling Downs Secondary Principals invite parents to a special information evening with Maree...
- Formal Photos**
20 Nov 2018
Focal Point photography details for access to the formal photos.
- Farewell Year 12 Students**
19 Nov 2018
We wish our Year 12 students all the best. Notes from the Changeover Assembly.

Partners:

Facebook news feed

What's happening

- 08 FEB HSHS Interhouse Swimming Carnival
- 08 FEB Friday Night Basketball Round 1
- 11 FEB The New QCE System - Information Session for Parents of Year 10 Students
- 12 FEB Meet & Greet BBQ for Gold & Silver Leaders and Parents

Quicklinks

- Library Online: Visit Hawks Library Online for your reading and research needs!
- Student Resources: Essential links for students - email, OneSchool, well-being and study hints
- Online Booking System for Interviews: Parent/Teacher Interviews, Set Plan Interviews and other school related interviews.
- Staff Central: Links to SharePoint Online site (password required)
- Student Central: Links to SharePoint Online site for HSHS students (standard EQ username/password login required)

Publications

- Annual report: View the current annual report

Newsletters



Q: How do I get to Office 365?

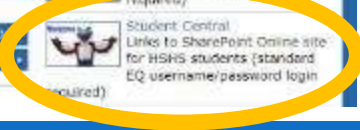
A: Find the link on Student Central.

Use Microsoft App Launcher (waffle icon)

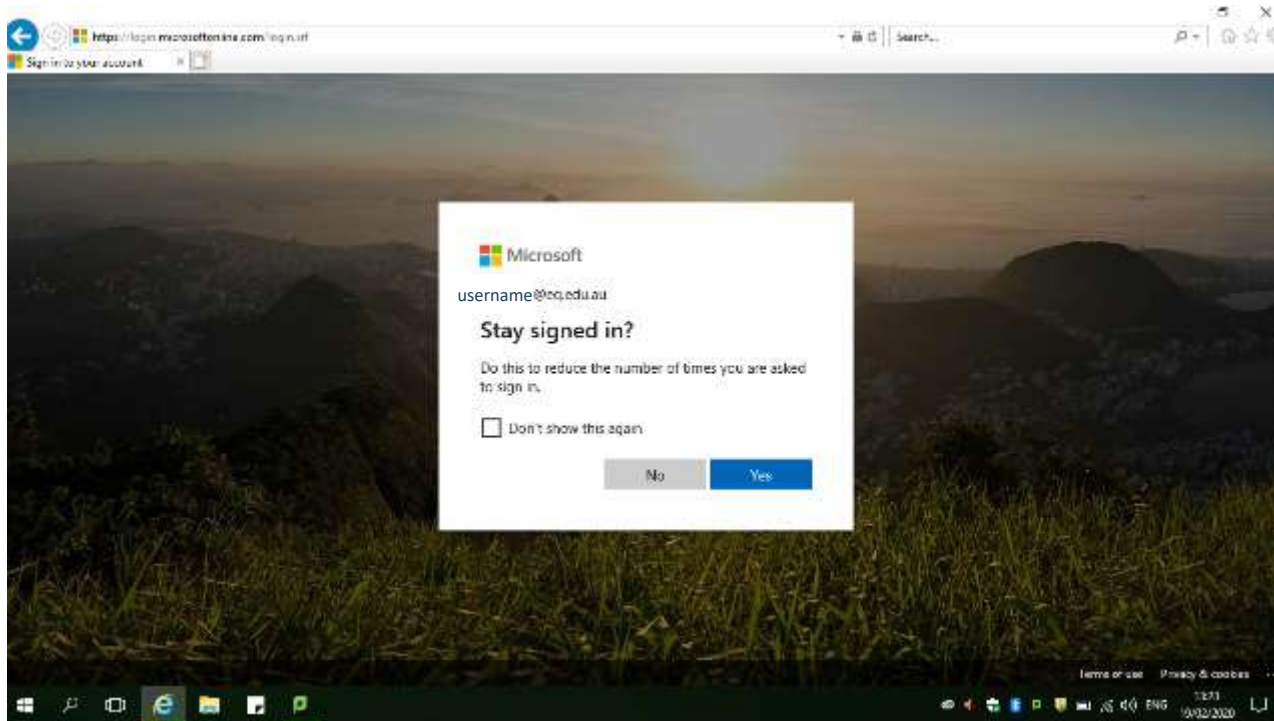


Navigation bar with links: [Student Central](#), [Staff Calendar](#), [Student Central](#), [School Calendar](#), [EQ Webmail](#), [OneSchool](#), [Library Online](#)

HSHS Students Central



School and home are different



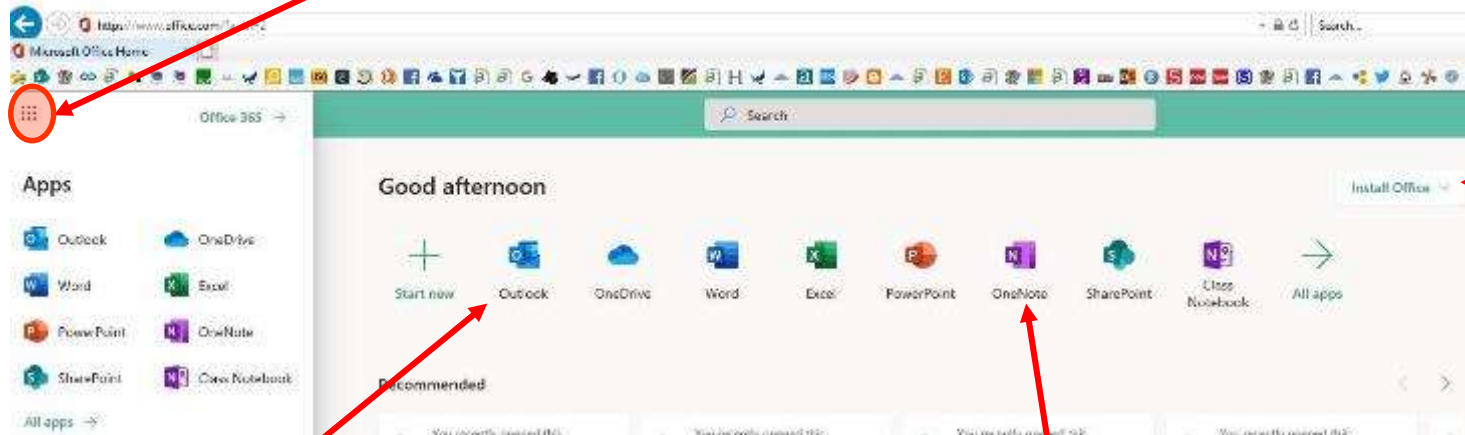
At school, you are logged into Office 365 automatically. Click Yes to stay signed in.

From any other location, you need to log in again and agree to the conditions of use.



Office 365

Click on the App Launcher (waffle) to get back to this all apps screen from any program



If you don't have Microsoft Office on your home devices, install them here. You can install on 5 devices.

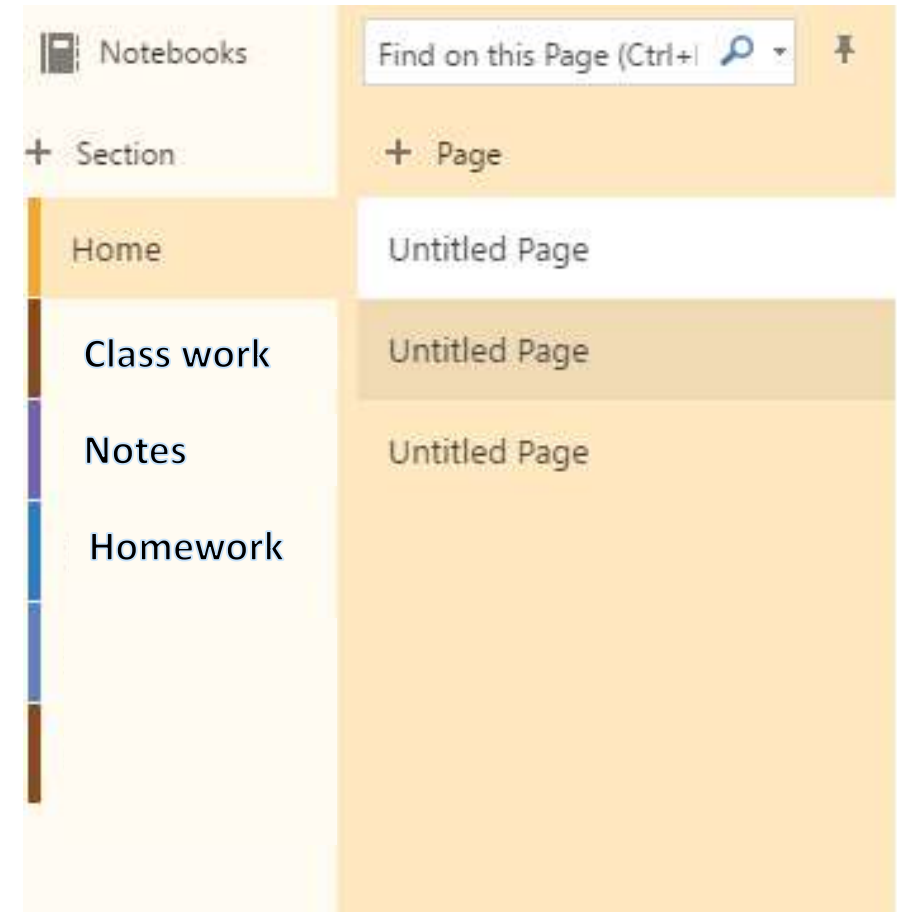
Access your emails online

Use OneNote to organise your note taking and work collaboratively with your class



OneNote

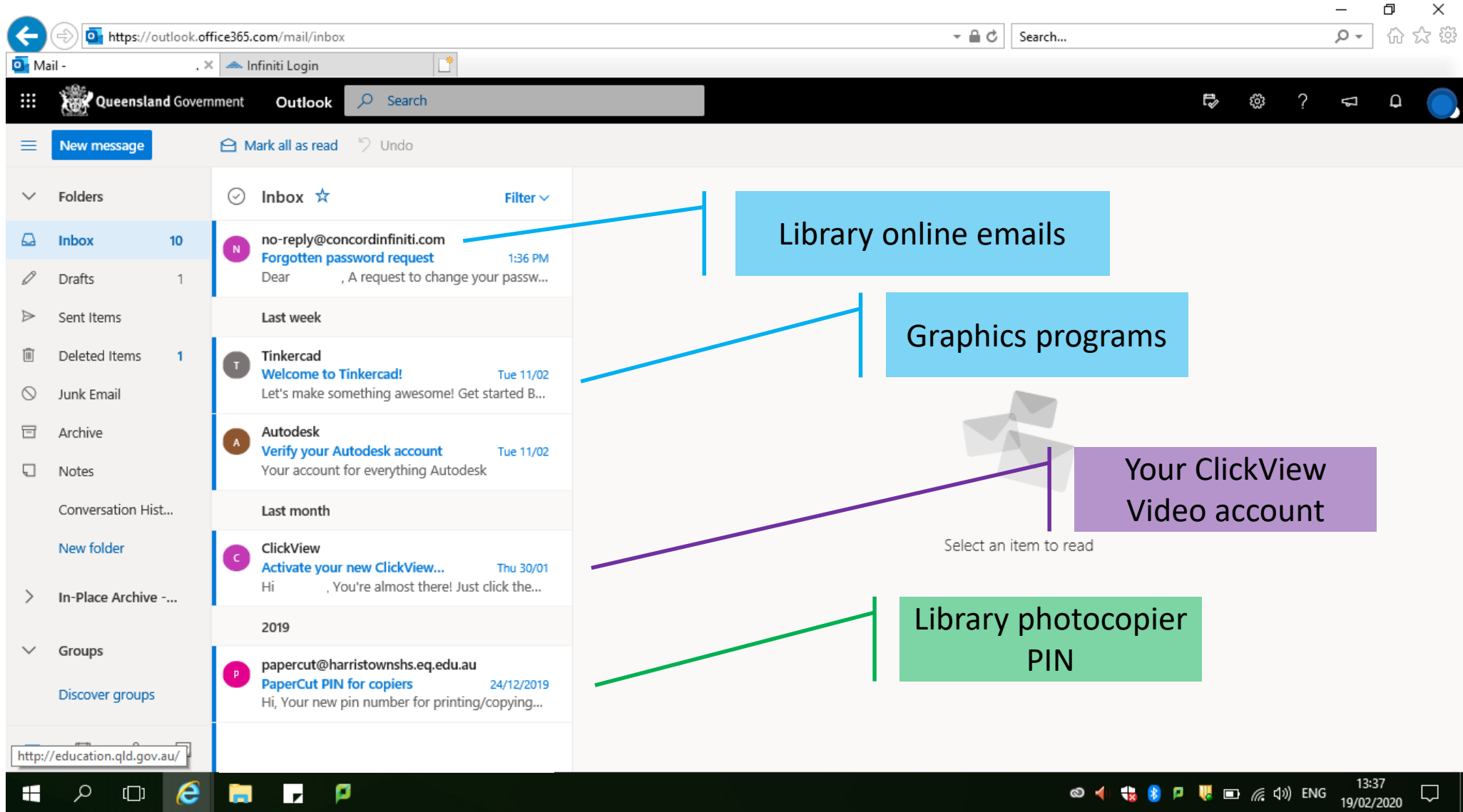
- Save notes for assignments, work collaboratively and share with teachers and other students.
- Your class teachers may set up a Class Notebook to assign you work and activities or you can set up your own Notebook to take notes and organise your work.



Email

Year 7 inbox
view
(first time
login)

Pay
attention to
what has
been sent
to you!

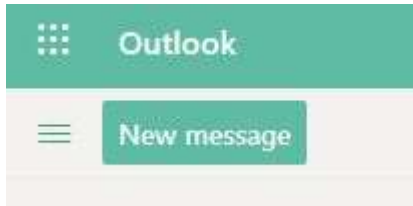


The screenshot shows an Outlook inbox with several emails. Annotations with colored boxes and lines point to specific emails:

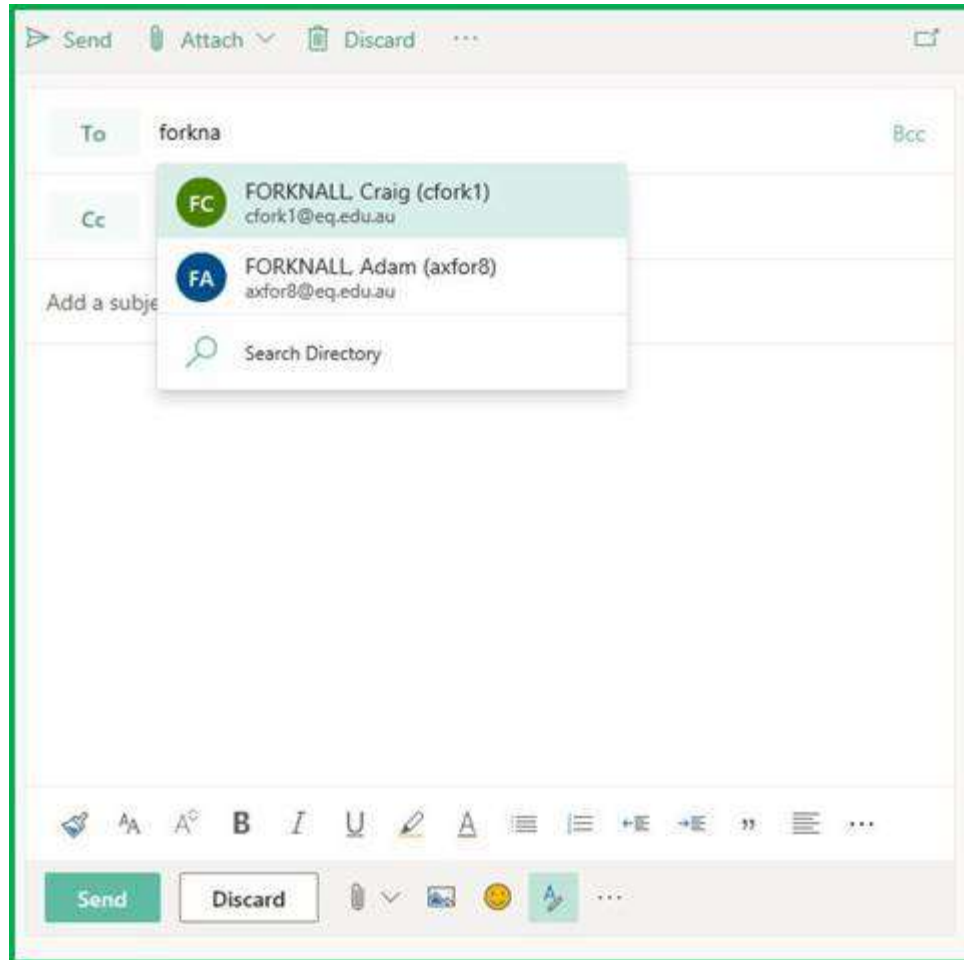
- Library online emails** (blue box) points to the email from no-reply@concordinfiniti.com with subject "Forgotten password request".
- Graphics programs** (blue box) points to the email from Tinkercad with subject "Welcome to Tinkercad!".
- Your ClickView Video account** (purple box) points to the email from ClickView with subject "Activate your new ClickView...".
- Library photocopier PIN** (green box) points to the email from papercut@harristownshs.eq.edu.au with subject "PaperCut PIN for copiers".

Other visible emails include "Verify your Autodesk account" from Autodesk. The interface includes a left sidebar with folders like "Inbox", "Drafts", and "Deleted Items", and a top navigation bar with "New message" and "Mark all as read".

How to use email



To create a new e-mail click on the **New message** button.

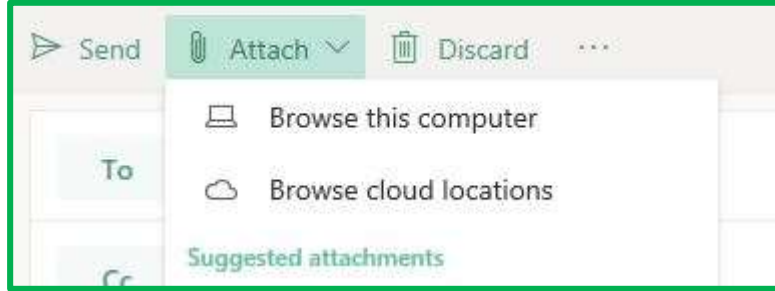


In the **To** field you will need to enter a full e-mail address.

- If the email is being sent to yourself or another student at our school you will use: username@eq.edu.au
- Start typing the surname of the person. If that person is Harristown SHS staff or student, their email address should appear.

From this Message screen you can attach files, insert images and emoji, discard (bin) or send the email.

Email attachments



Choose where the file you want to attach is saved

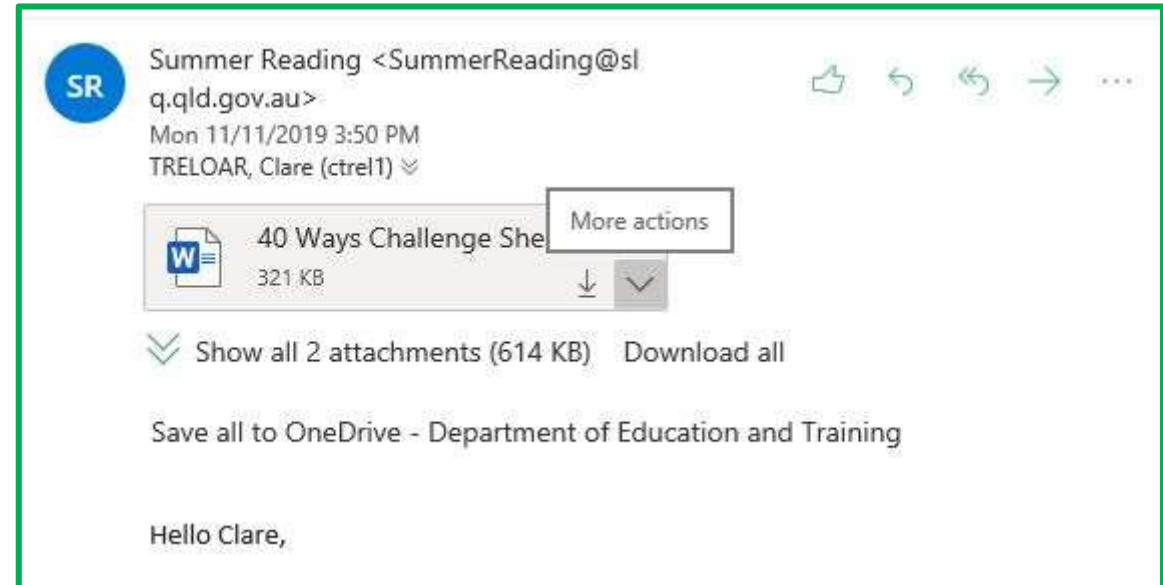
- Browse this computer e.g. My Documents;
- Browse cloud locations e.g. OneDrive

You can Preview or Download attachments.

From the Preview screen, you can still choose to download the attachment or close the preview.

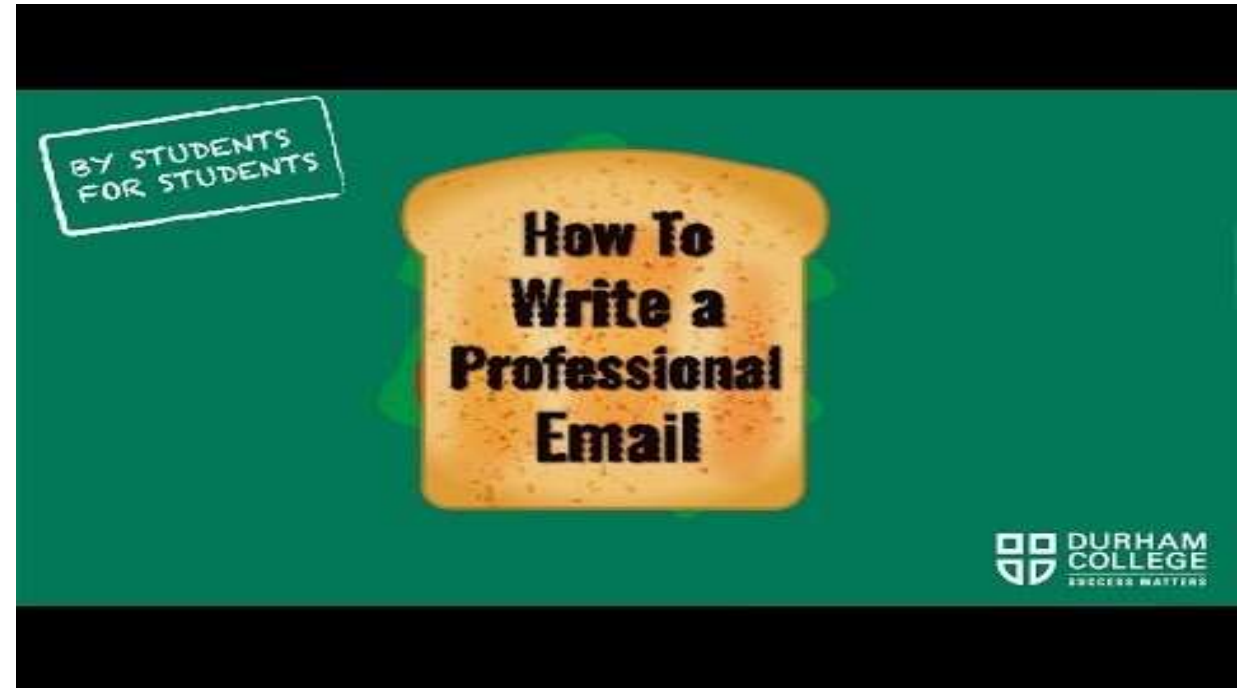
Remember, to edit or save the document you first need to download it.

Use the arrows to select an option.



Best practice for email

1. Start the email with a greeting - *Hi Macy, Dear Mr, Mrs, Ms, Hello Tom, Dear John*
2. Stick to one topic - use short paragraphs or bullet points
 - Opening sentence - *Thank for your email. This is to say ...*
 - Giving a reason - *I'm just writing to ...,*
3. Use appropriate tone and grammar. The quality of your writing makes a HUGE impression on the person reading your email.
4. Use capitals, correct spelling and punctuation
5. Sign off the email
 - Closing sentence - *I look forward to .. Hope to hear ... Have a good/nice/lovely/day/weekend/time*
 - Ending the email - *Yours sincerely, kind/best regards, best wishes, see you soon ...*



YouTube video to watch from home:
<https://youtu.be/SMnjShkHCug>