

ACCESSING AND USING THE LA NETWORK AND OFFICE 365

Access to the LA network and all of your files and email is as easy as logging into your computer and then logging into Office 365







Logging onto your laptop

1. Press the **Ctrl + Alt + Delete** keys
2. Enter your user name and password into the appropriate fields
3. Click the **OK** button

Logging into Office 365 to Access OneDrive and Email

All teaching faculty have been given an *Office 365* account. Using this account faculty can save all of their files to the cloud using *MS OneDrive* and access their email from their web browser. All files and email will then be accessible from any internet connected device

To log into Office 365, do the following:

- Launch your web browser and login to Office 365 at <http://login.microsoftonline.com>
- To access OneDrive for Business (for access to your online files), click on  OneDrive or click on  in the upper left-hand corner of your window and then click  OneDrive
- To access email through your browser, click on  Outlook or click on  in the upper left-hand corner of your window and then click  Outlook

Changing your Network Password

1. Log onto your laptop (on campus only so that you are on the LA network)
2. Press the **Ctrl + Alt + Delete** keys
3. Click the **Change Password** button
4. Enter your old password and your new password into the appropriate fields.
5. Click the **OK** button

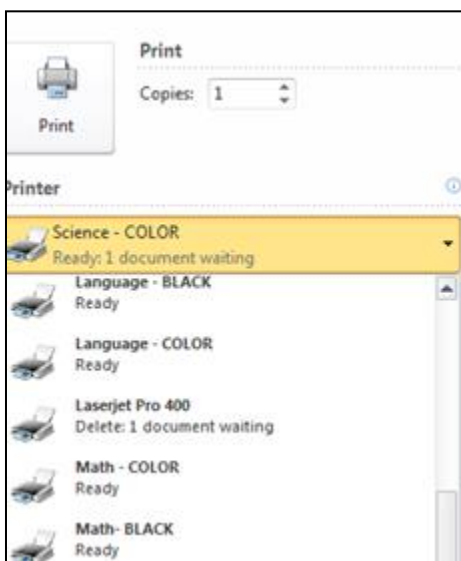
Printing from your laptop

Most printers on campus have been added to faculty laptops. Each office has 2 laser printers, one color and one black and white. This document will show the various ways to print to the LA networked printers.

How to Print - Via the Network (Color and B/W LaserJet)

In order to print to any printer, just select it from the drop-down box as follows:

1. Select **Print** from your application
2. In the **Print** window, select the appropriate printer from the drop-down list of available printers



How to Set your Default Printer

1. Enter **Printers & Scanners** in the *Search* bar in the lower left side of your laptop's screen
2. **Right-click** on the printer icon that you want to set as your default printer
3. Click the **Manage** icon
4. Click the **Set as default** icon

Computer Locations

Public computers are available for student and faculty use during and after the academic day at the following locations:

- Scanner/Print location (located outside the IT offices)
- Science Library
- Library (lookup stations)

Computers available for use at specific times are available at the following locations:

- Physics classroom
- Tutoring rooms
- Language lab in the Ansin Building
- Music classroom in the Ferguson Building
- Digital Photography Lab in the Gray Building

Wireless locations – All buildings connected to the LA network have wireless access.

Scanner Locations

Two scanners, two computers and laser printers are located in the hallway outside of the IT Office for anyone to use.

Software Packages on most school computers

- *Microsoft Office 2016*: This suite of applications consists of the following:
 - *Word*: word processing
 - *Excel*: spreadsheet
 - *PowerPoint*: presentation package
 - *Outlook*: e-mail package
- *Internet Explorer*: web browser

Email


MS Exchange:

MS Exchange is Lawrence Academy's official email package. Every member of the LA community has an email account. Communication is either through individual email messages, or by the use of distribution lists. Anyone with an *Exchange* account can create their own individualized distribution group by which they can send email to multiple members of the LA community. There are also several global distribution groups as follows:

grp-All Employees	-- All members of the LA community except students
grp-All Faculty	-- All Faculty and administrators
grp-All Staff	-- All staff members
grp-All Students	-- All students
grp-Boarding Faculty	-- All faculty living in dorms
grp-Buildings and Grounds	-- Members of B&G who have email accounts


grp-Health Center	-- Health Center Employees
grp-Technology	-- All members of the IT Department
grp-Class of 2019	-- All students in the class of 2019
grp-Class of 2020	-- All students in the class of 2020
grp-Class of 2021	-- All students in the class of 2021
grp-Class of 2022	-- All students in the class of 2022

To select a global distribution group, do the following in Outlook 2016:

1. Create a new email
2. Enter **grp-** in the **To** field
3. Click the icon in the Message field  or press CTRL+k
4. Select the **Check Names** appropriate group from the list of choices
5. If the group name does not appear in the list of choices click **Show More Names** at the bottom of the list and then select the correct group.

MS Exchange Shared Calendars

There are many calendars that are shared to all faculty. The most common one is the Master Calendar. This calendar displays all events that are of importance to faculty, students and the extended LA community. It also displays the block calendar. This calendar is duplicated on our website. To access this calendar in Outlook 2016, do the following:

- Open Outlook 2016 and click  at the bottom left side of the window
- Under the **Home** tab in the menu bar select **Open Calendar** and then **Open Shared Calendar**
- Enter **cal** – in the **Name** field and click **OK**
- Select **CAL - Master Calendar – All Campus** and click **OK**
- The calendar should show up on the left side of the screen in the **Shared Calendar** group

There are many other shared calendars to choose from. Directions for opening calendars in MS Outlook, in Office 365 or on your mobile device can be found on our support site at: <http://support.lacademy.edu>. Click on the *Email/Outlook* category to find the appropriate set of directions.

Support Site

Documentation on using technology at Lawrence Academy have been posted to our support site at <http://support.lacademy.edu>