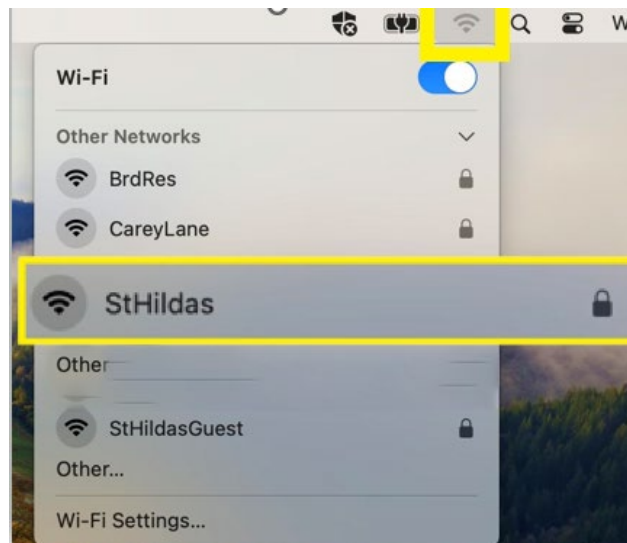


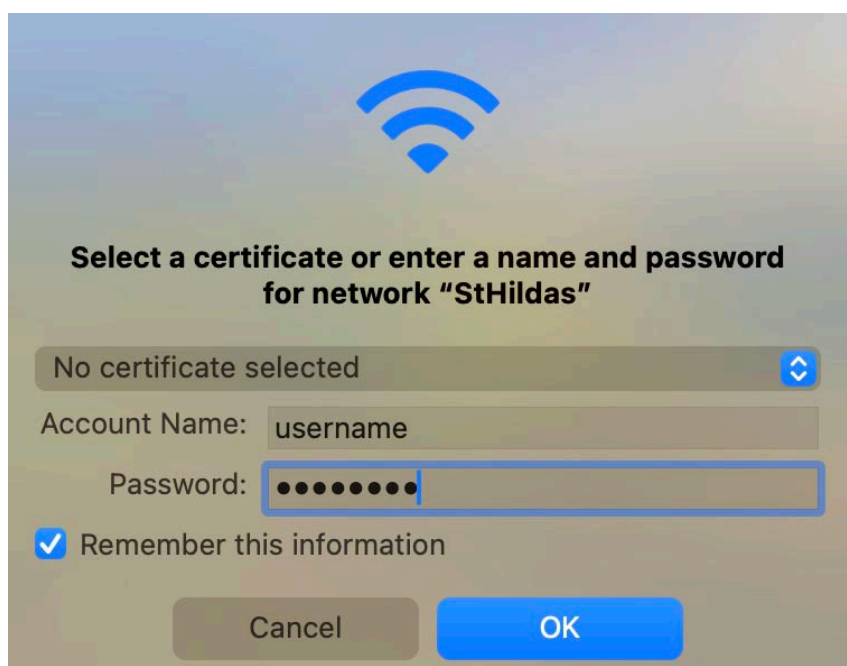
*\*Please note - you must have the welcome email with your account details before you can commence setup. Connecting the school Wi-Fi and printing can only be done while at school.*

## How to connect Wi-Fi (Laptop)

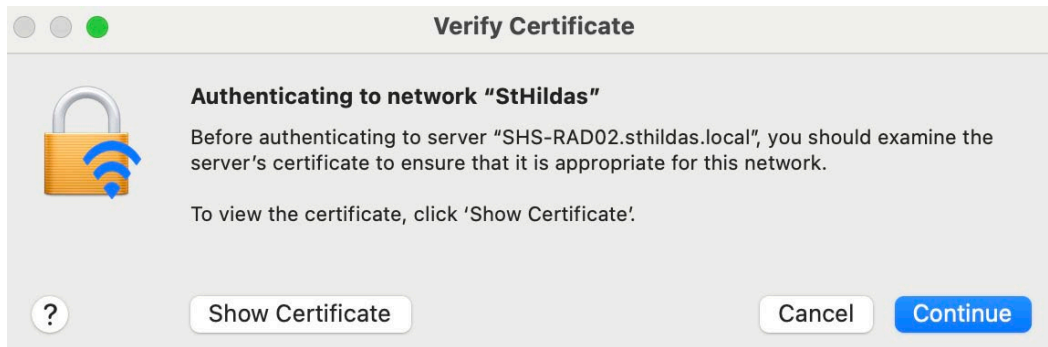
- 1) Click on the Wi-Fi symbol on the top right of your screen and click on "StHildas"



- 2) Enter your school username and password and click on 'OK'.



3) Trust the certificate by clicking on 'Continue'.



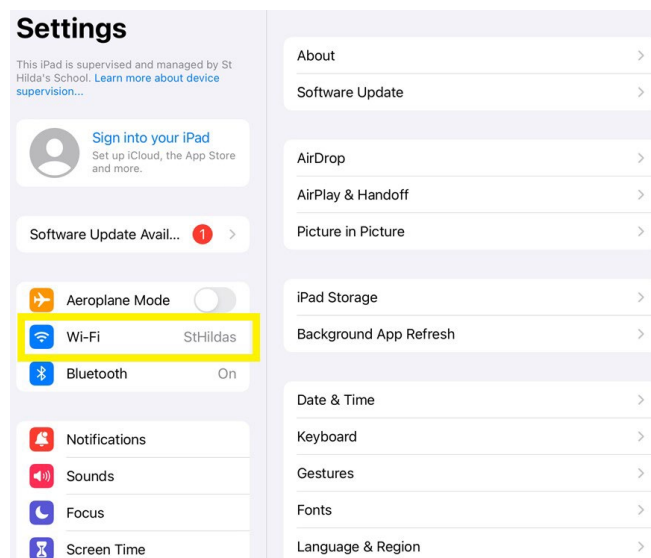
If you're having issues remove the Wi-Fi settings for the StHildas Network. Once removed, try to reconnect by following Steps 1 to 3 above.

## How to connect Wi-Fi (iPad)

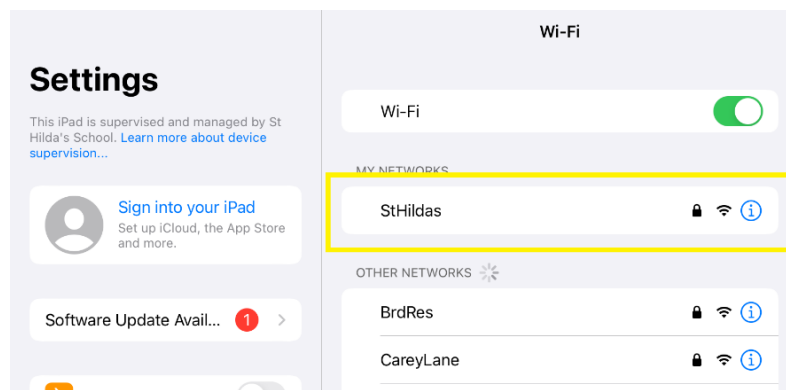
1) Open settings on your iPad.



2) Choose Wi-Fi.



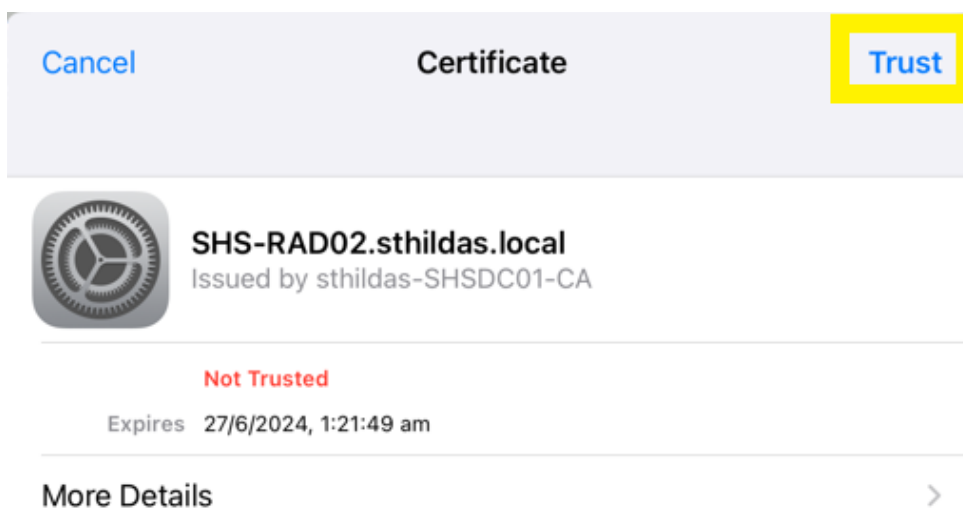
3) Choose “StHildas”.



4) Enter your school username and password and click 'Join'.



5) Trust the certificate by clicking 'Trust'.

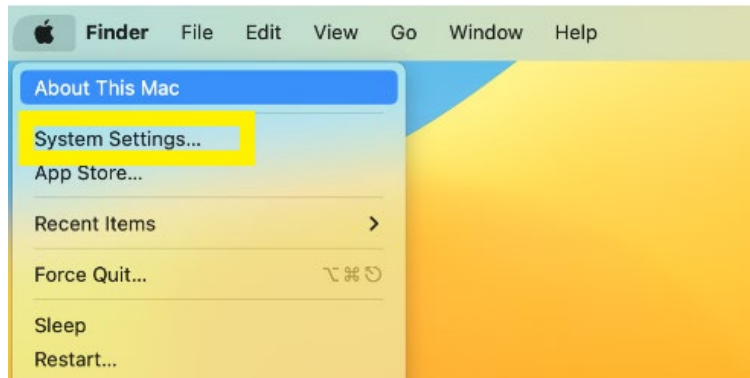




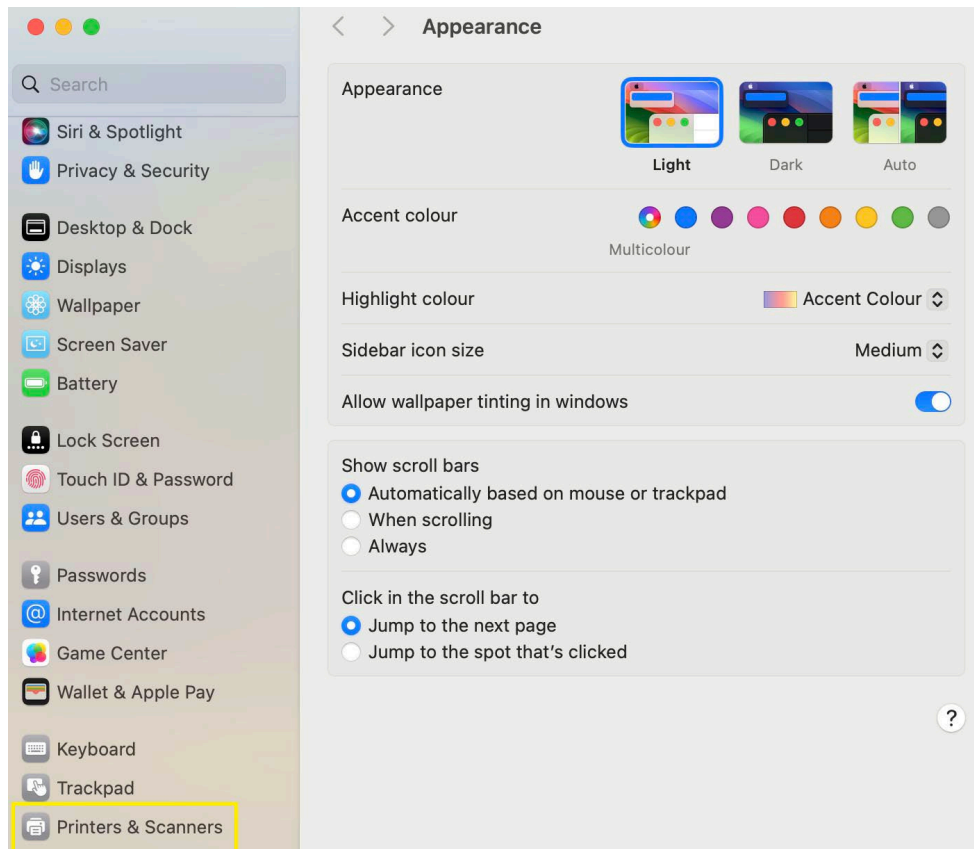
ST HILDA'S SCHOOL  
GOLD COAST

## How to Print (Laptop)

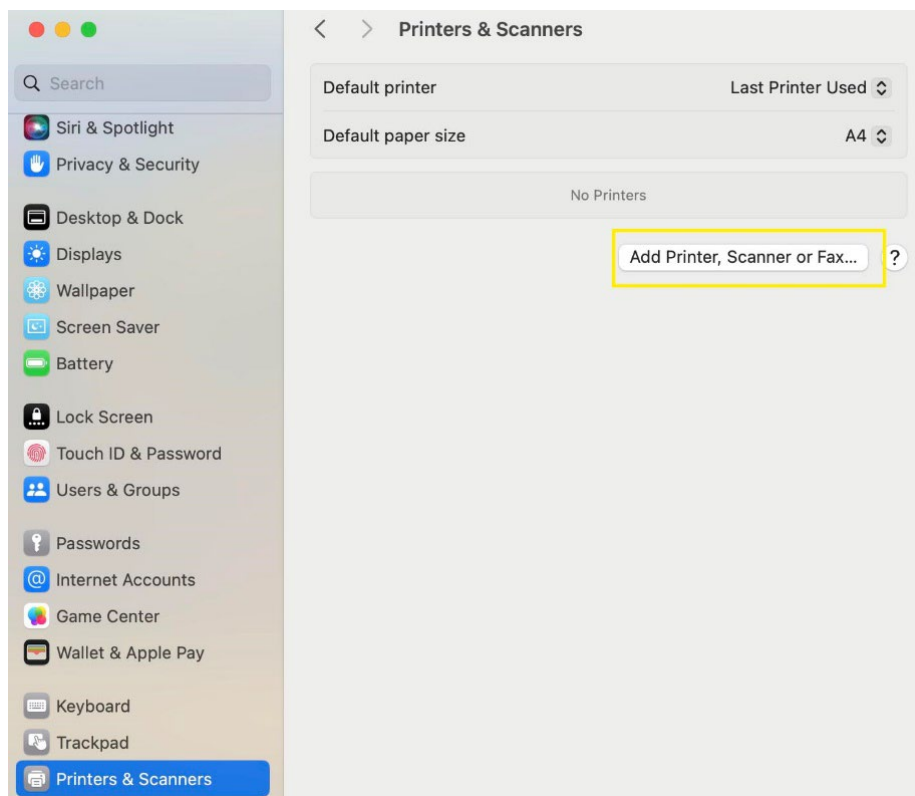
1) Click the Apple icon in the top left corner.



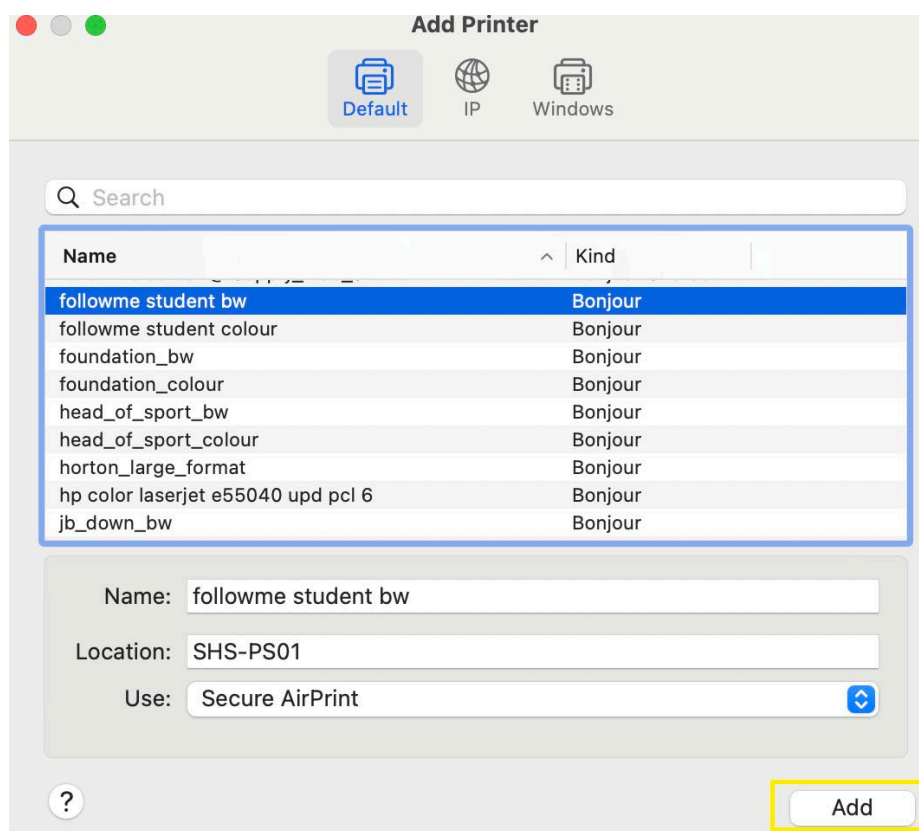
2) Click 'System Settings' (maybe system preferences depending on the operating system). Select 'Printers and Scanners'.






3) Click on 'Add Printer, Scanner or Fax'.

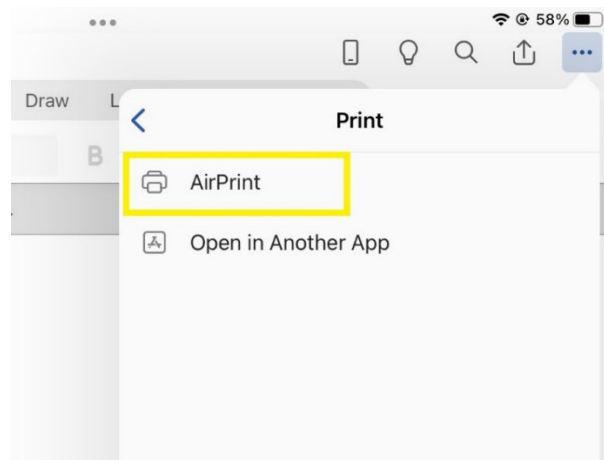
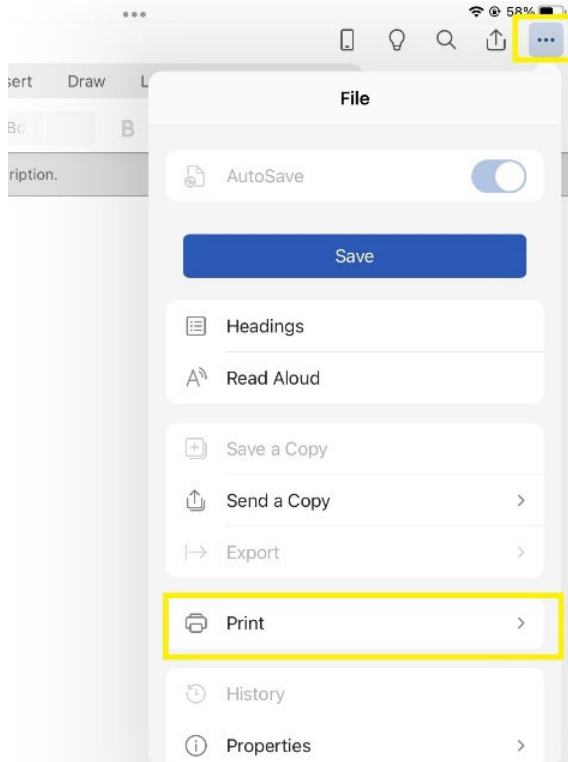


4) Select and Add both the "followme students colour" and "followme student bw" printers.

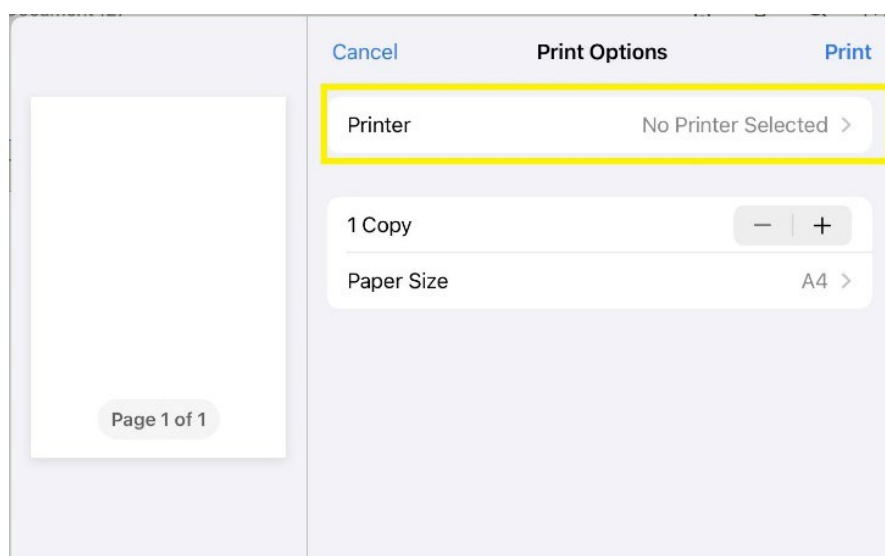


## How to Print (iPad)

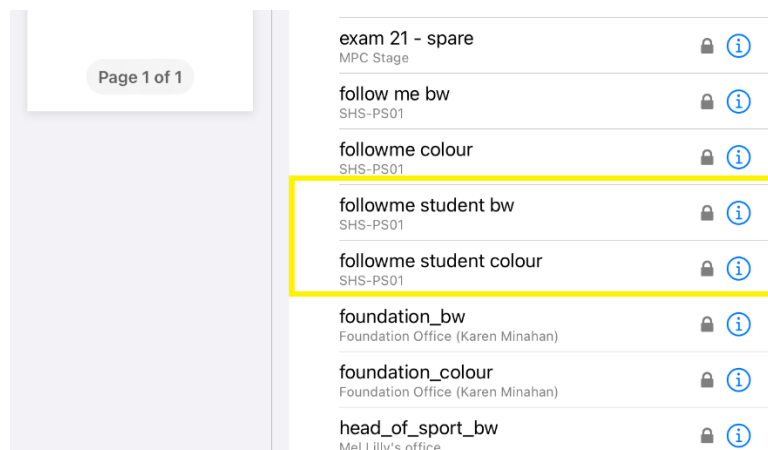
- 1) Open the app that you want to print from.
- 2) Tap the app's Share button  or  or the Actions button  and choose 'Print' and then 'AirPrint'



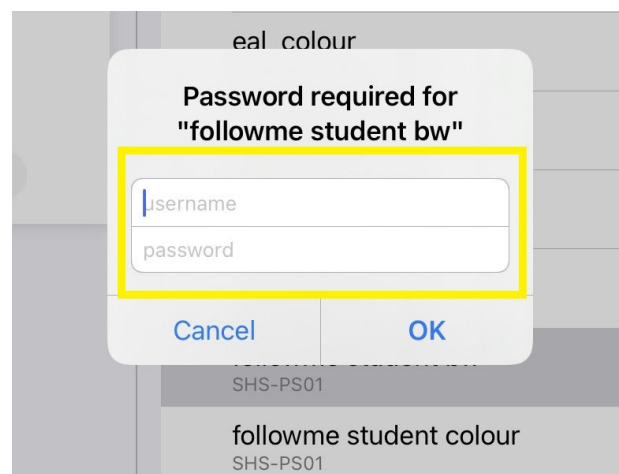
- 3) Click 'No Printer Selected'.



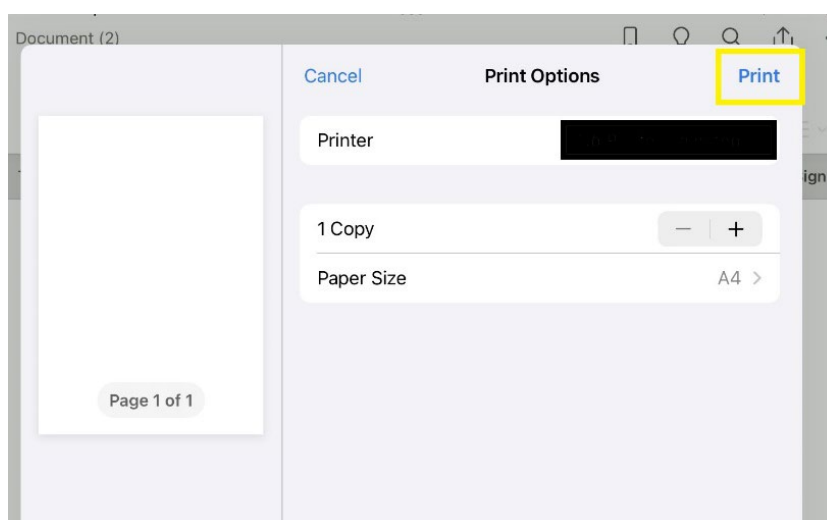
4) Select “follow me student bw” or “follow me student colour”



5) Enter your St Hilda’s username and password and click ‘OK’



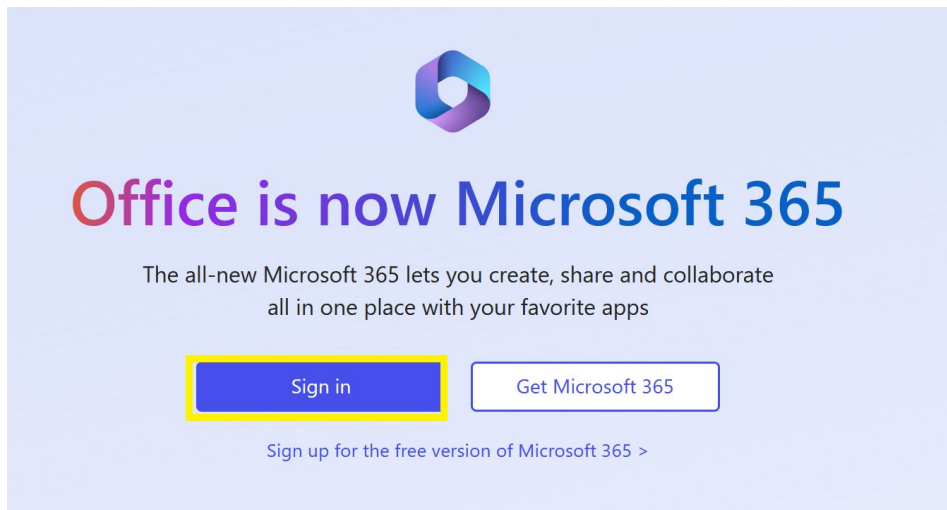
6) Click “Print”. Your print job will be ready to retrieve from the printer.



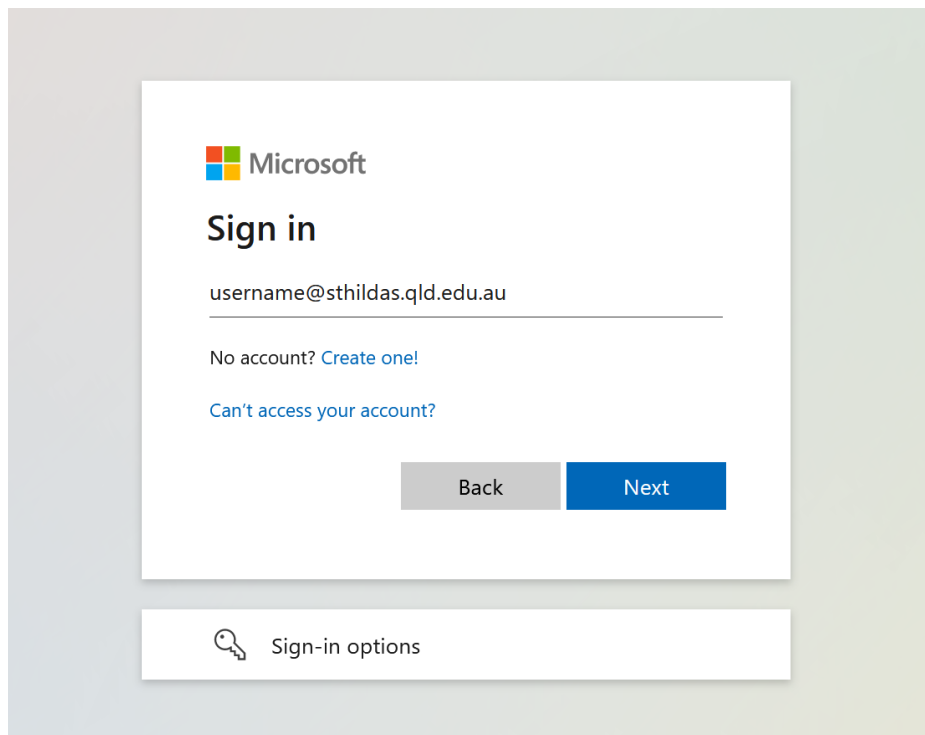


## How to install Office365 (Laptop)

- 1) Open a web browser and type [www.office.com](http://www.office.com) in the address bar.
- 2) Click 'Sign in'.

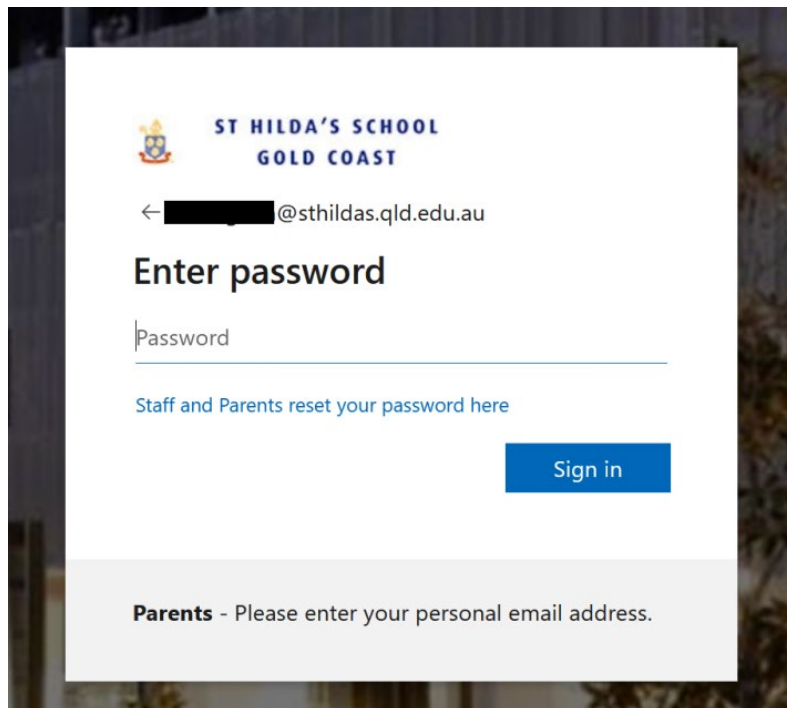


- 3) Enter your St Hilda's email address



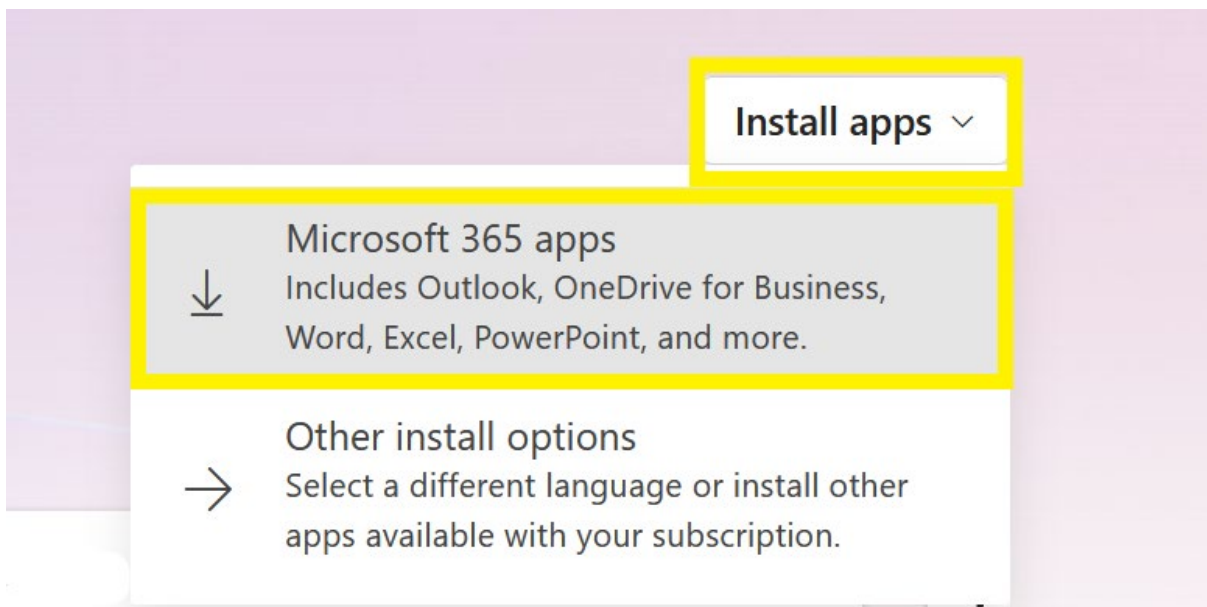


4) Enter your St Hilda's password.

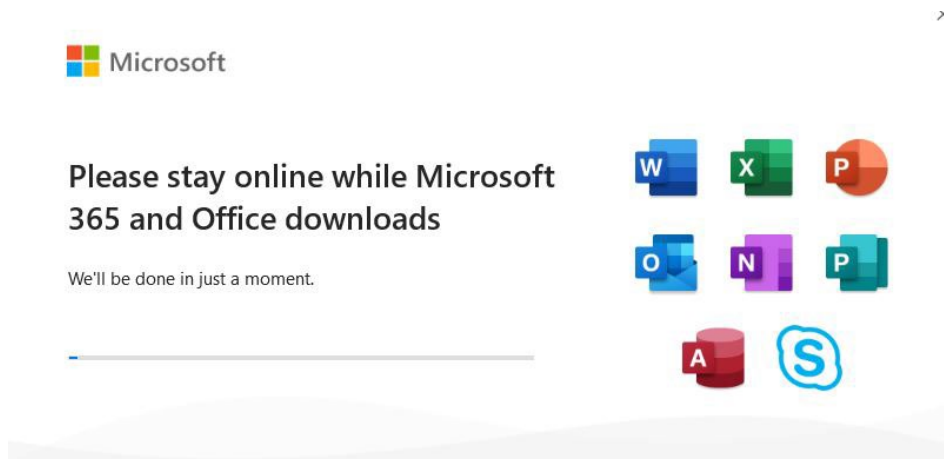


The image shows a login screen for St Hilda's School Gold Coast. At the top left is the school's crest, followed by the text "ST HILDA'S SCHOOL" and "GOLD COAST" in blue. Below this is a back arrow and an email address with a redacted name: "██████████@sthildas.qld.edu.au". The main heading is "Enter password" in bold. Underneath is a password input field with the placeholder text "Password". A link "Staff and Parents reset your password here" is located below the input field. A blue "Sign in" button is on the right. At the bottom, a grey box contains the text "Parents - Please enter your personal email address."

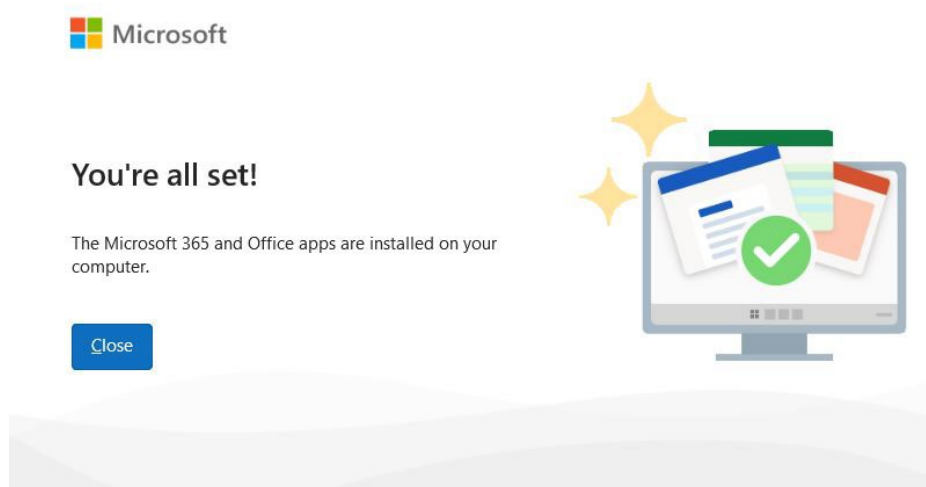
5) Then click on 'Install apps' located top right of the screen and select 'Microsoft 365 apps'



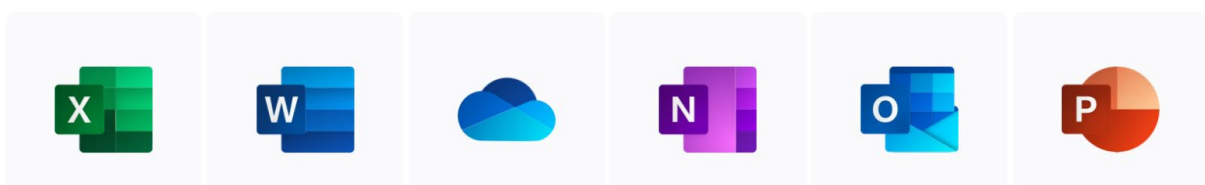
- 6) The installer will download to your downloads folder. This will take around 5 minutes. Once complete, double-click the 'Office Setup' installer to begin the installation.
- 7) The installation will take around 10 mins.



- 8) Please restart your device after the installation has been completed.

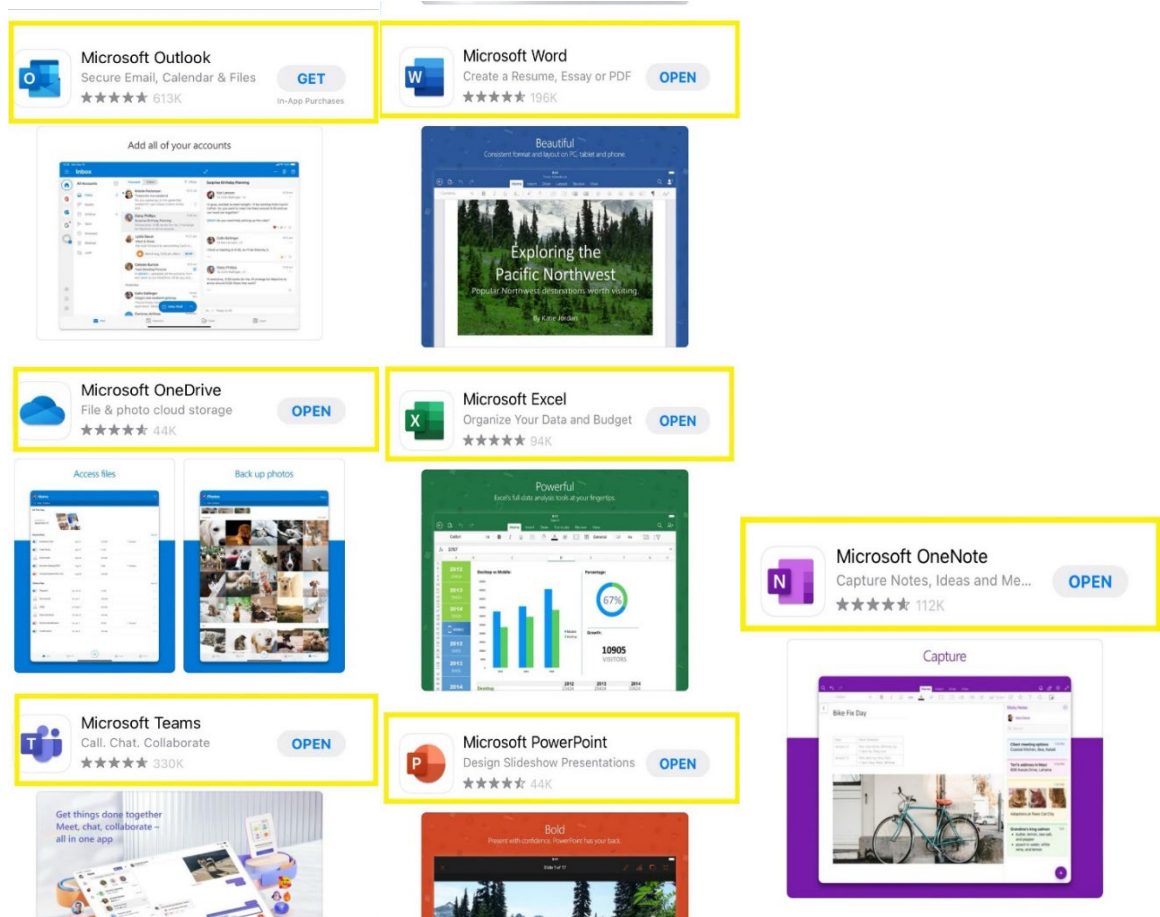


- 9) You will now have Office Applications installed on your laptop. They will all appear in the applications folder on Mac and in the Start menu on Windows.

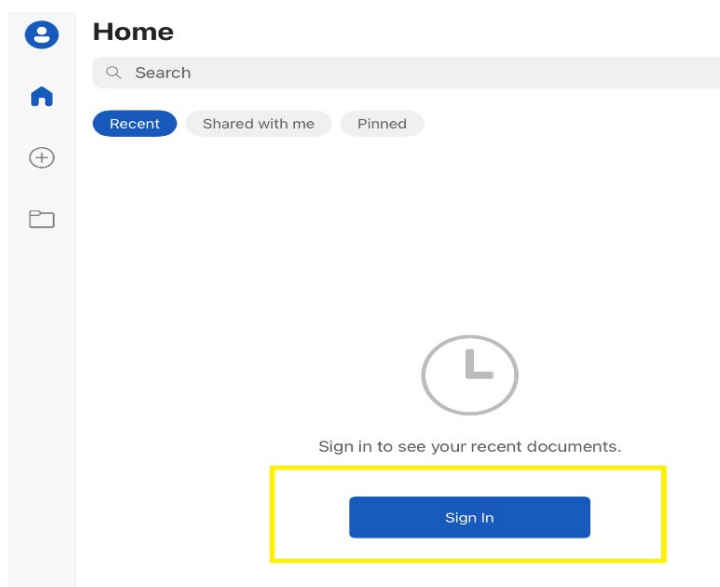


## How to install Office365 (iPad)

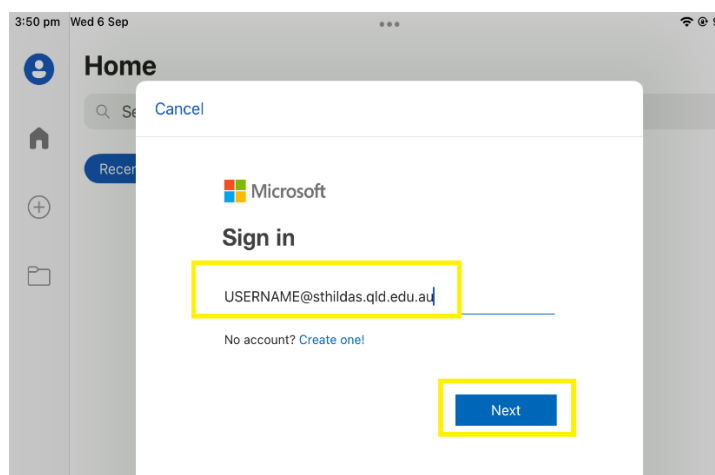
- 1) Open App Store on your iPad.
- 2) Make sure you're signed in with your Apple ID.
- 3) Search for 'Microsoft 365' and click on "Get" then "Install" for the required applications.



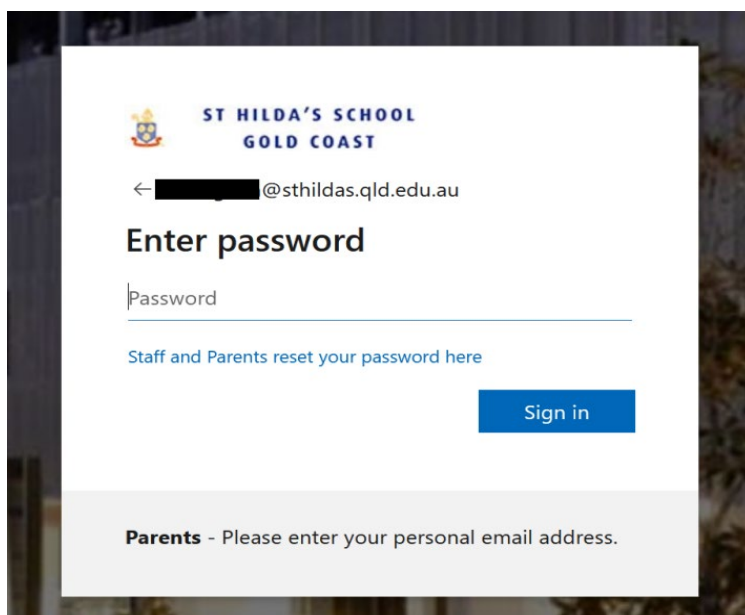
- 4) Once the download is complete, sign into each application when opened.



5) Enter your St Hilda's email address and click on "Next"



6) Enter your St Hilda's password and click "Sign in"



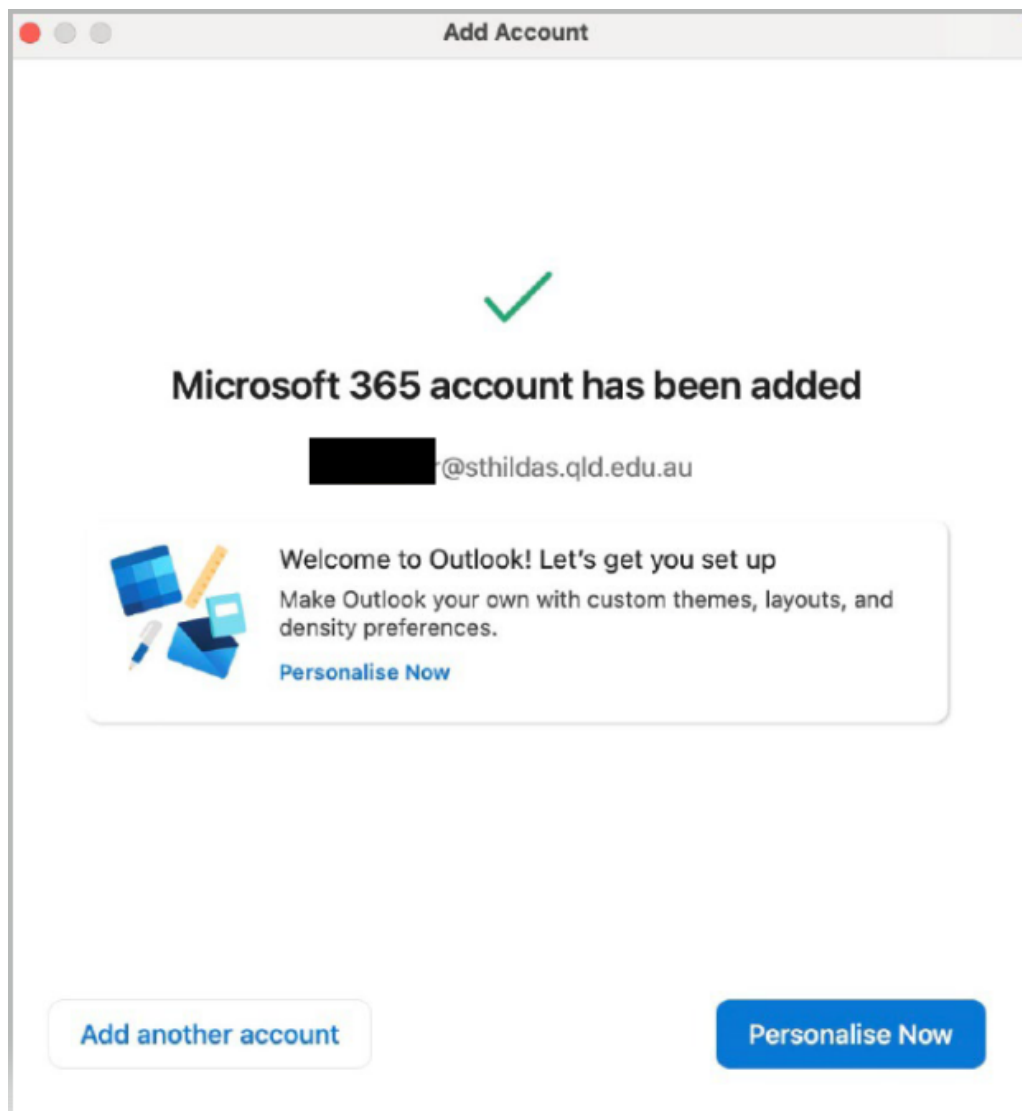


## How to setup Outlook (Laptop)

- 1) Open Microsoft Outlook on your laptop.
- 2) Upon opening Outlook for the first time you will be prompted to enter your E-mail address. This is your school address eg [username@sthildas.qld.edu.au](mailto:username@sthildas.qld.edu.au)

- 3) You will then be prompted to enter your school password.

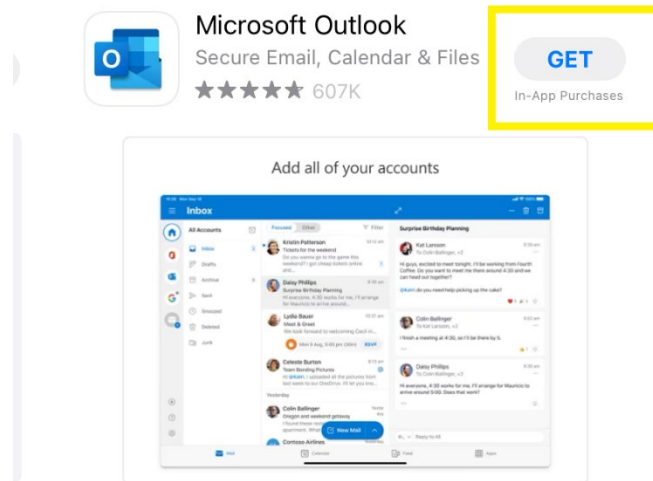
- 4) You will then be given the option to Personalise Now. This includes the appearance (theme, colours, email density, Text Display Size and Reading Pane location). This can be skipped if you wish.



- 5) You can now use Microsoft Outlook as your e-mail client.

## How to setup Outlook (iPad)

- 1) Open App store on your iPad.
- 2) Make sure you're signed in with your Apple ID.
- 3) Search for "Outlook" and click on "get" then "install".



- 4) Once download is complete, open Outlook and enter your St Hilda's email address

### Add Account

Enter your work or personal email

[Redacted]@sthildas.qld.edu.au

Add Account

Create New Account

5) Click on "Add account"

**Add Account**

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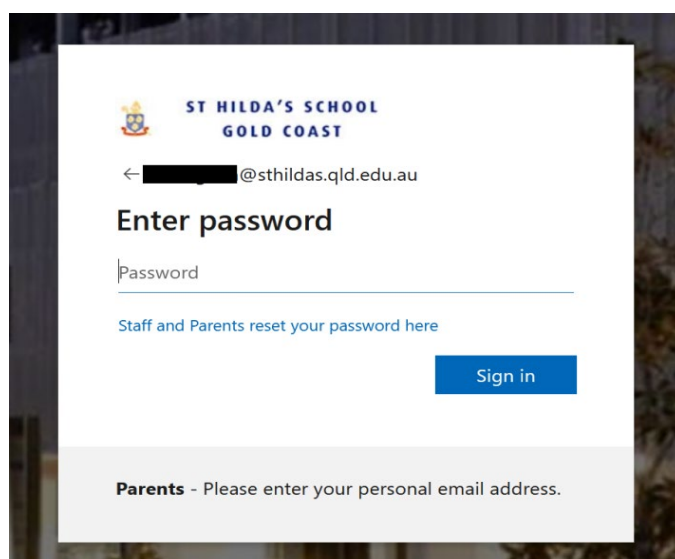
Enter your work or personal email

@sthildas.qld.edu.au

Add Account

[Create New Account](#)

6) Enter your St Hilda's password and click "Sign in"



**ST HILDA'S SCHOOL  
GOLD COAST**

← [redacted]@sthildas.qld.edu.au

**Enter password**

| Password

[Staff and Parents reset your password here](#)

Sign in

**Parents** - Please enter your personal email address.

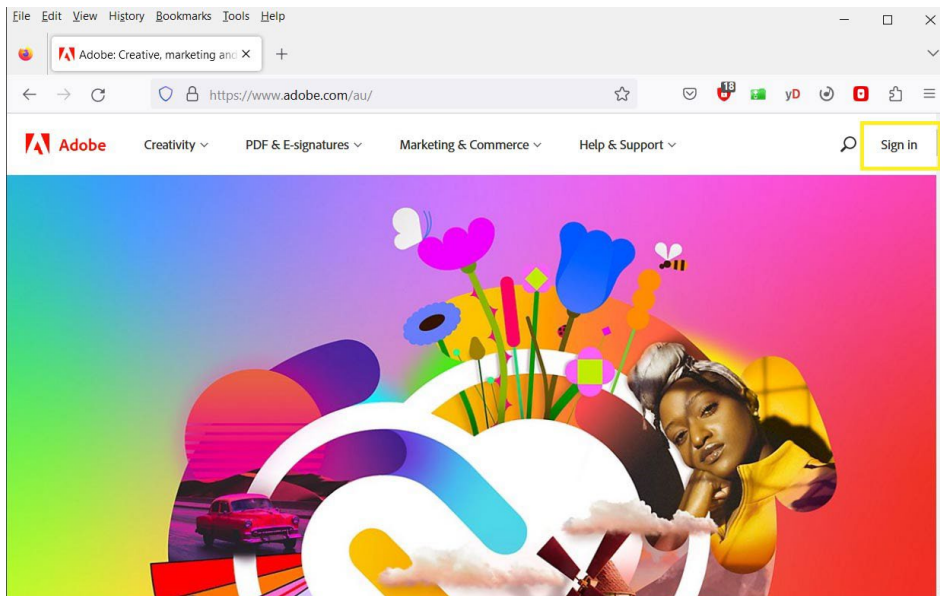




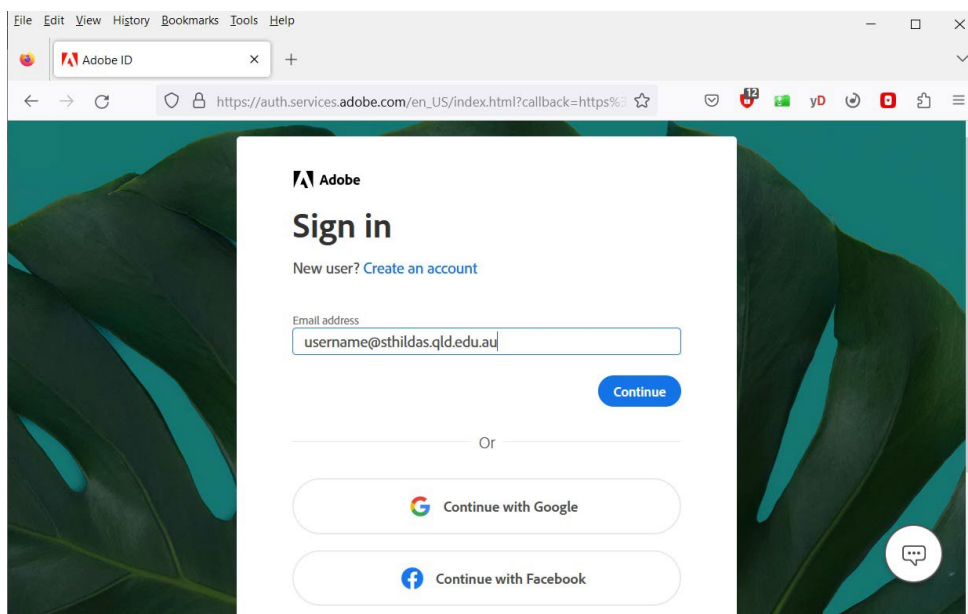
ST HILDA'S SCHOOL  
GOLD COAST

## How to install Adobe Creative Cloud (Laptop)

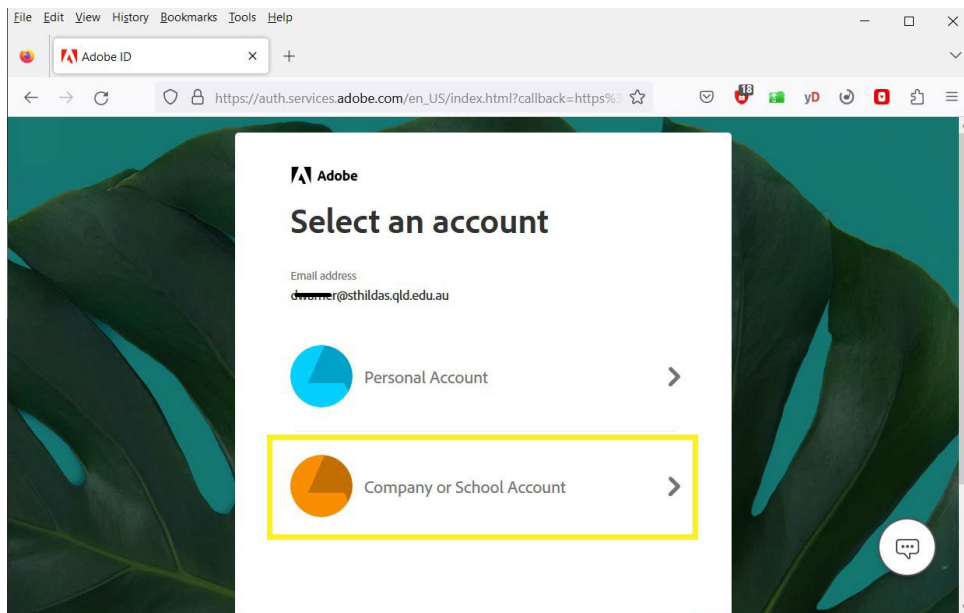
- 1) Open a web browser and go to [www.adobe.com/au](https://www.adobe.com/au)
- 2) Click on Sign In on the top right of the screen



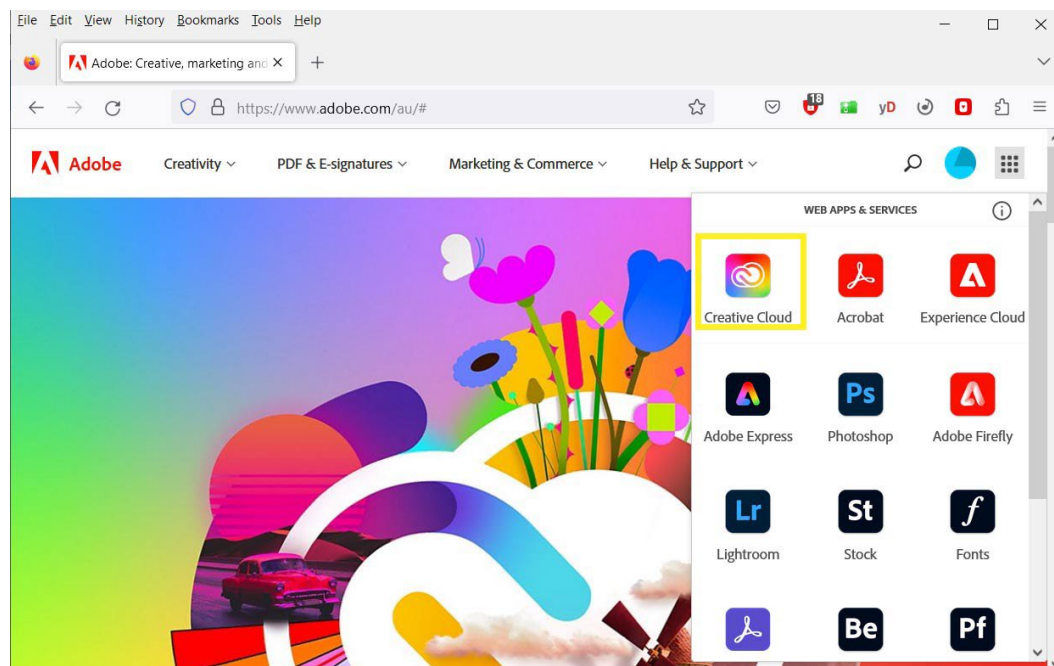
- 3) Sign in with your school e-mail address and password



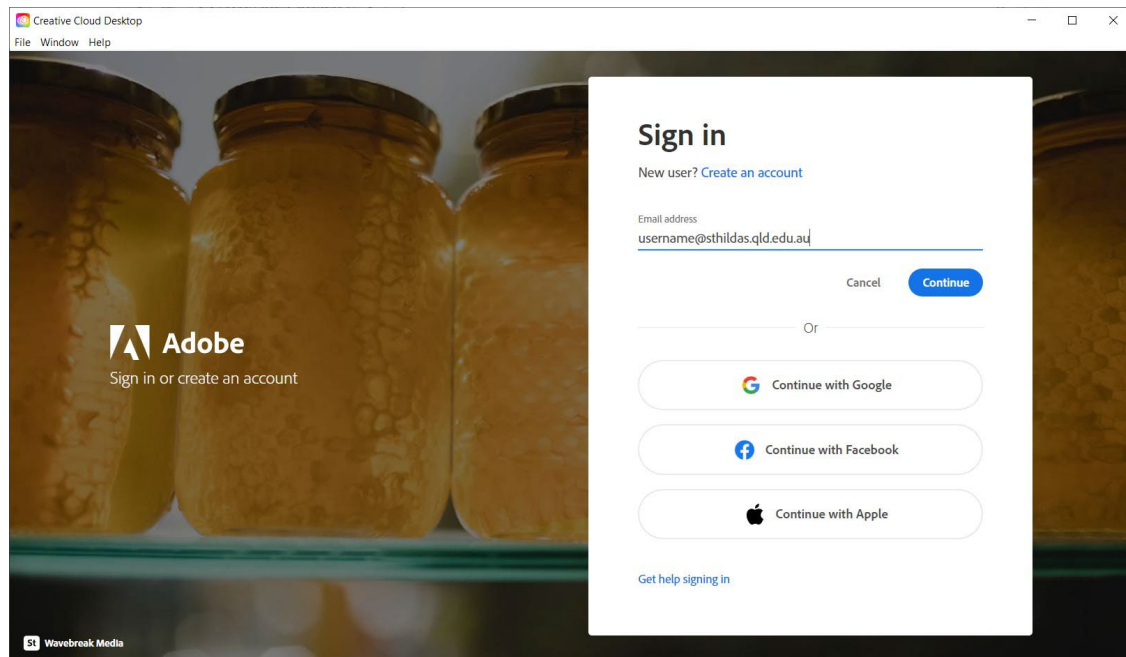
4) When prompted select “Company or School Account”



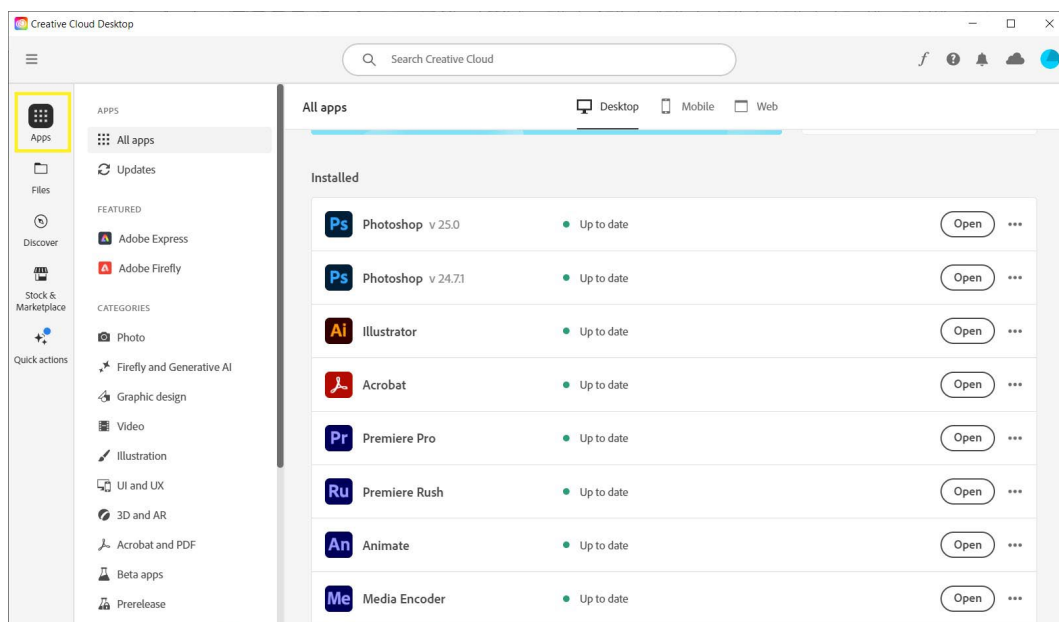
5) Click on “Creative Cloud” to install the desktop application – this will take several minutes.



- 6) When Creative Cloud is installed, close the browser and then open the Adobe Creative Cloud Application and sign in.



- 7) Once you have logged into the Adobe Creative Cloud Application, click on Apps on the left menu and you will see a list of installed programs, or install others onto your computer.



- 8) Once you have installed your programs they will be available through the Dock/Start Menu. You will need to be signed in with your school account to use them.

## How to install Adobe Creative Cloud (iPad)

1) Open the App store on your iPad.

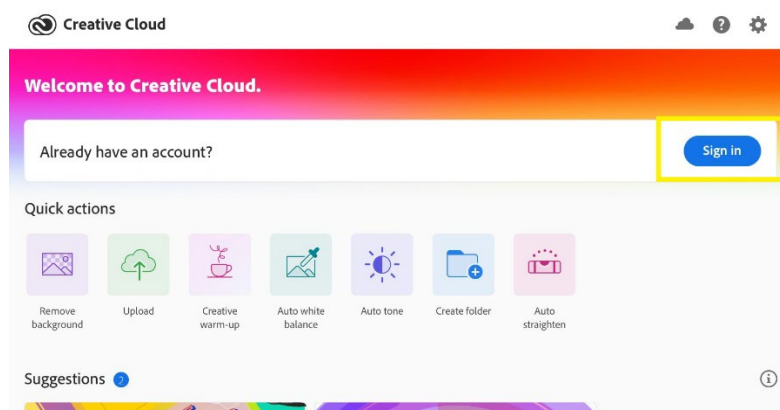


2) Make sure you're signed in with your Apple ID.

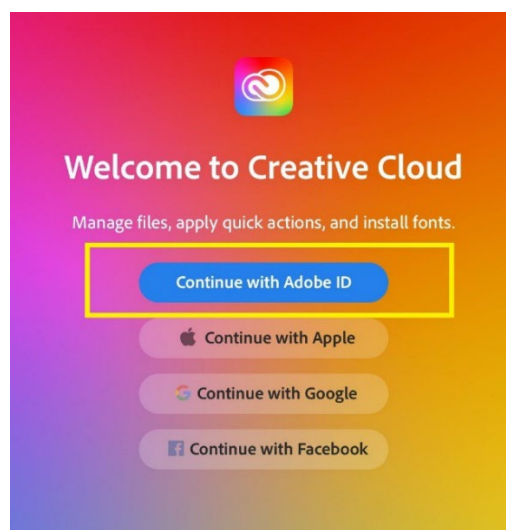
3) Search for "Creative Cloud" and click on "Get" then "Install".



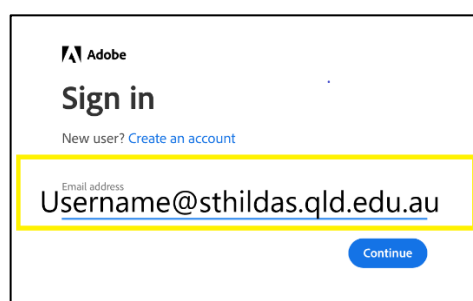
4) Once the download is complete, sign into Creative Cloud



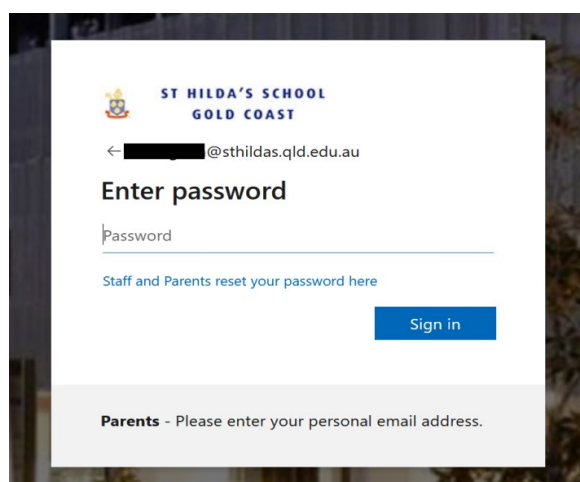
5) Choose “Continue with Adobe ID”



6) Enter your St Hilda’s email address and click “Continue”.



7) Enter your St Hilda’s password and click “Sign in”.



8) Go to the “Apps” tab and install the required applications.

