



NAZARETH COLLEGE

YEAR 7 ICT KNOWLEDGE BASE BOOKLET

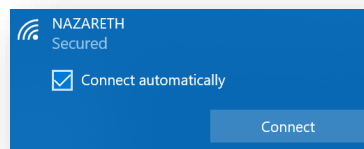
ICTHELPDESK@NAZARETH.VIC.EDU.AU

CONNECTING TO WI-FI WINDOWS

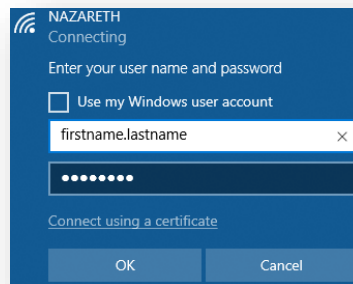
On the taskbar, click the **Network icon**



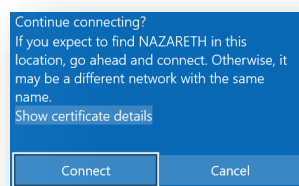
Select **NAZARETH** and click **Connect**



Enter in your Nazareth College credentials and select **OK**



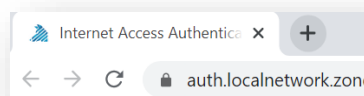
If the system prompts you, press **Connect**



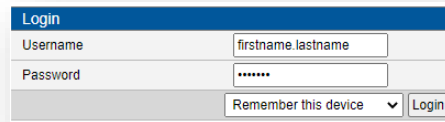
Open **Google Chrome**



Navigate to **auth.localnetwork.zone**

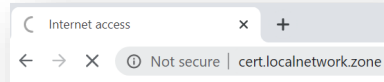


Enter in your Nazareth College credentials and select **Login**

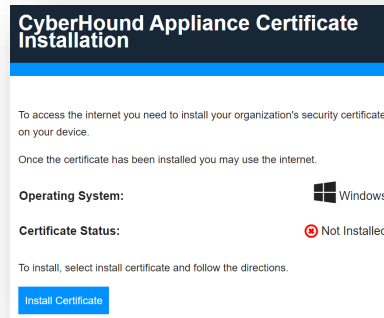


A login form with a blue header labeled 'Login'. It contains two input fields: 'Username' with the placeholder text 'firstname.lastname' and 'Password' with masked characters '*****'. Below the password field is a checkbox labeled 'Remember this device' and a 'Login' button.

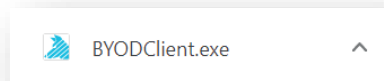
Navigate to
cert.localnetwork.zone



Click **Install Certificate**



When program has finished downloading, click to run.



Allow the program to update the certificate. Click **OK** when complete.

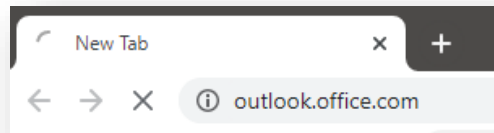
You may need to quit your web browser.



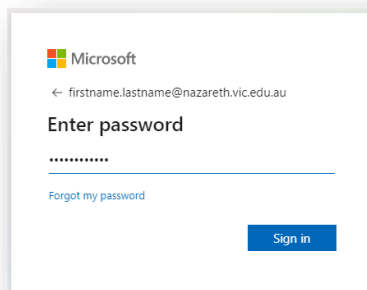
Visit and external internet site to confirm access.

ACCESSING OUTLOOK EMAILS

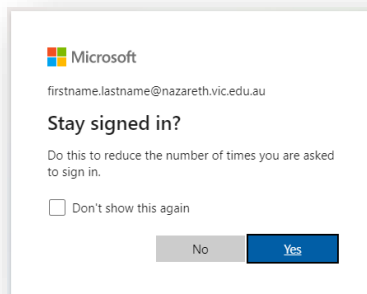
In your **web browser**,
navigate to
www.outlook.office.com



Sign in using your
Nazareth College email
credentials



If you're using **your own
computer**, click Yes. If
you're using a **public
computer**, click No.



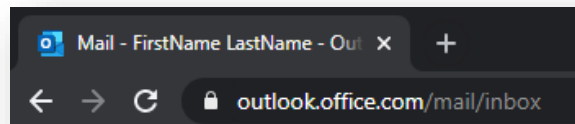
If required, set your time
zone to **(UTC +10:00)
Canberra, Melbourne,
Sydney**. Click **Save**



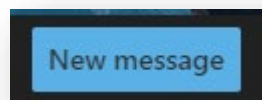
PRINTING

WINDOWS & MacOS

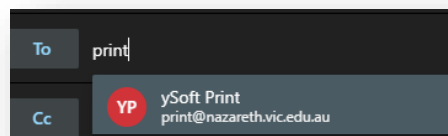
Log into your Nazareth College email.



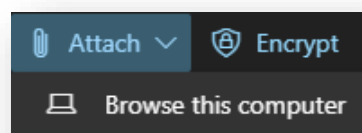
Click **New message**



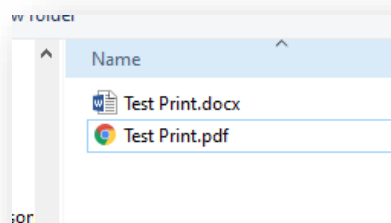
Address the new email to print@nazareth.vic.edu.au



Click **Attach**, then **Browse this Computer**

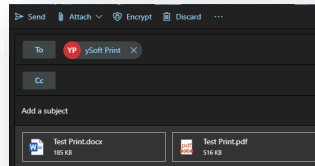


In the new window, locate the file you would like to print.



The printers support **.pdf** or **.docx**

When the files have attached, click **Send**.



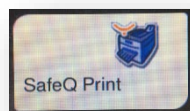
Go to the printer.
Login using your **student card**, tapping it at the marked location.

You can also use your **Nazareth credentials** to login.

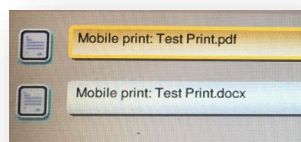
First time users will need to tap and sign in with their **Nazareth credentials**.



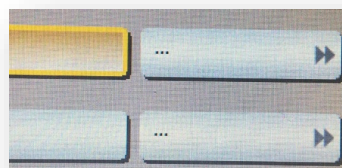
Tap **SafeQ Print**



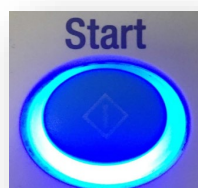
Tap the item(s) you would like to print.



If you would like to adjust the print settings, tap the >> icon.

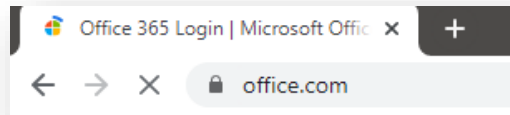


When your printing is finalised. Tap the **Start** button

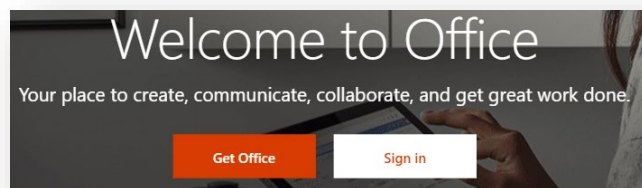


INSTALLING MICROSOFT OFFICE365

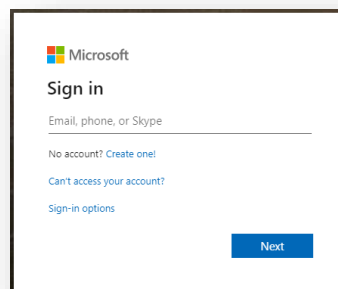
In your web browser,
navigate to
www.office.com



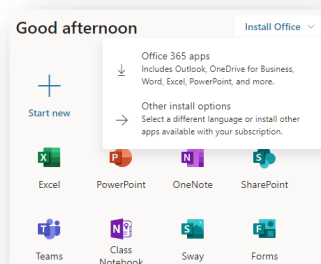
Select **Sign In**



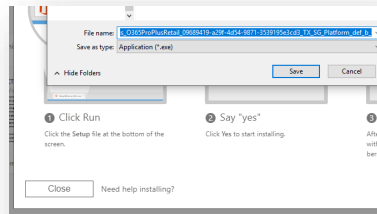
Sign in using your
Nazareth College email
credentials



Select **Install Office**, then
Office365 Apps



Download and save the executable



Run the executable and wait for installation to complete

