



# NAZARETH COLLEGE

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## YEAR 7 ICT KNOWLEDGE BASE BOOKLET

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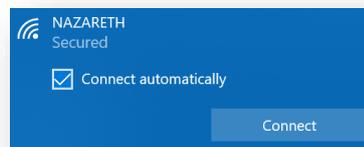
**[ICTHELPDESK@NAZARETH.VIC.EDU.AU](mailto:ICTHELPDESK@NAZARETH.VIC.EDU.AU)**

# CONNECTING TO WI-FI WINDOWS

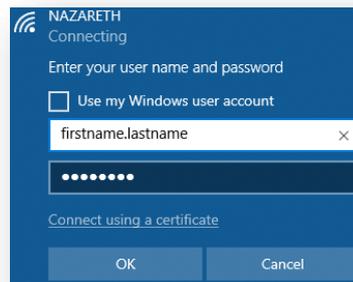
On the taskbar, click the **Network icon**



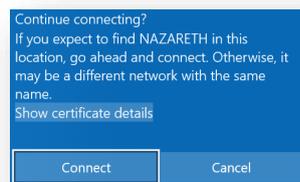
Select **NAZARETH** and click **Connect**



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



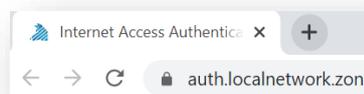
If the system prompts you, press **Connect**



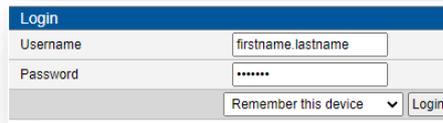
Open **Google Chrome**



Navigate to **auth.localnetwork.zone**



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



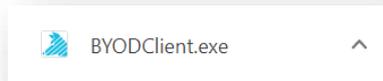
Navigate to **cert.localnetwork.zone**



Click **Install Certificate**



When program has finished downloading, click to run.



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

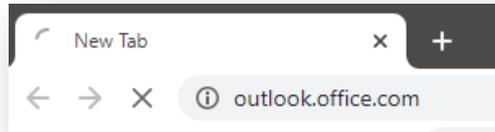
You may need to quit your web browser.



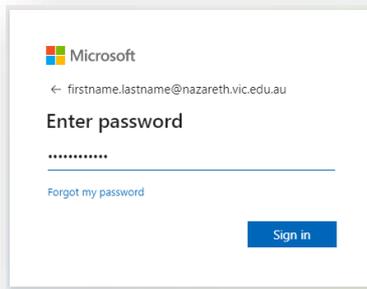
Visit and external internet site to confirm access.

# ACCESSING OUTLOOK EMAILS

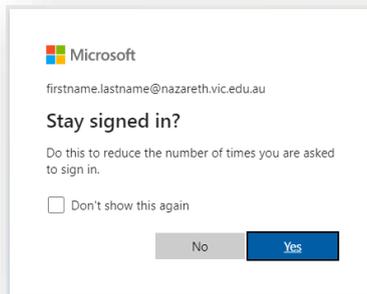
In your **web browser**,  
navigate to  
[www.outlook.office.com](http://www.outlook.office.com)



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.



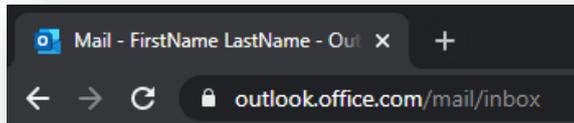
If required, set your time  
zone to **(UTC +10:00)  
Canberra, Melbourne,  
Sydney**. Click **Save**



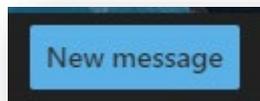
# PRINTING

## WINDOWS & MacOS

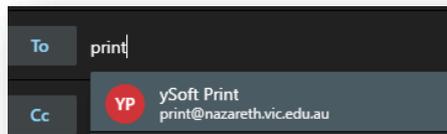
Log into your Nazareth College email.



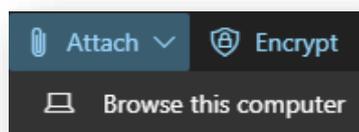
Click **New message**



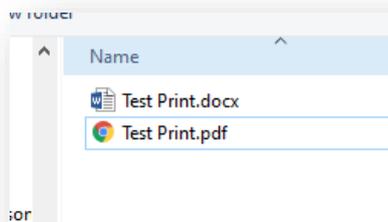
Address the new email to [print@nazareth.vic.edu.au](mailto:print@nazareth.vic.edu.au)



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

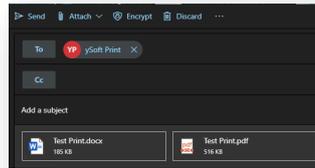


In the new window, locate the file you would like to print.



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.

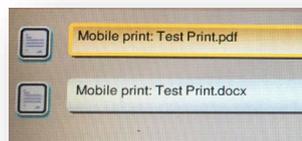
First time users will need to tap and sign in with their **Nazareth credentials**.



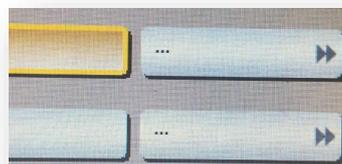
Tap **SafeQ Print**



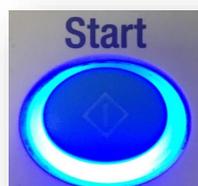
Tap the item(s) you would like to print.



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

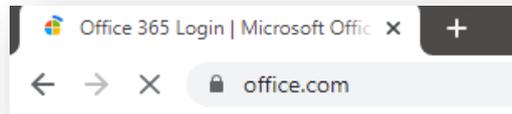


When your printing is finalised. Tap the **Start** button



# INSTALLING MICROSOFT OFFICE365

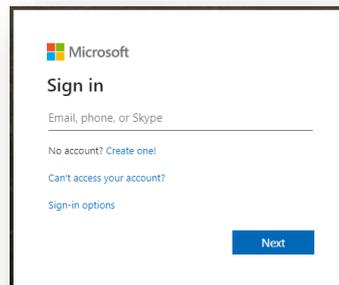
In your web browser,  
navigate to  
[www.office.com](http://www.office.com)



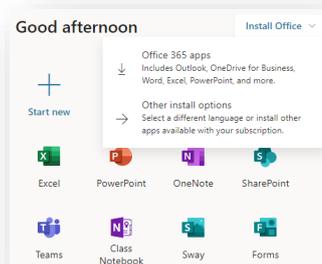
Select **Sign In**



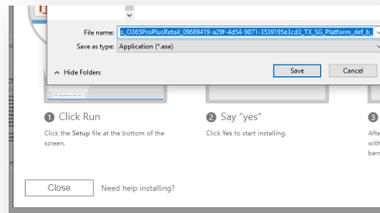
Sign in using your  
Nazareth College email  
credentials



Select **Install Office**, then  
**Office365 Apps**



Download and save the executable



Run the executable and wait for installation to complete

