

Confidential

You should not share this with any other student, and remember, keep your passwords safe:

Library computers and classroom computers:	
School Network Login:	firstnamelastname
Password:	«Password»

Student Name: **First Name, Last Name**

Student Email Address: **firstnamelastname@wentworth.school.nz**

Password: **«Password» (this is the password you used last year for classroom computers)**

(If you forget your password, please see Student Support Office to get it)

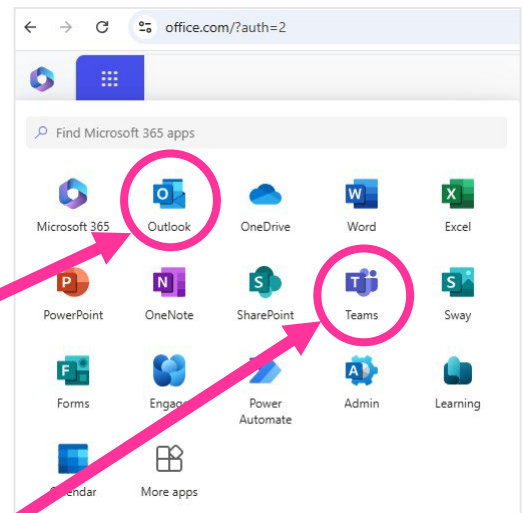
A Guide to Logging in to your Email and class teams

Teachers use Microsoft Teams to share assignments, homework, news, and much more with students. Each subject will have a separate class Team and your teacher will join you to the correct class Team.

Logging on:

Students all have a Wentworth email address and have a secure login and password that is unique to them.

- 1 Type **www.office.com** into your web address bar
- 2 Click on SIGN IN in the upper right hand corner of the browser window
- 3 Type in your Wentworth Email address and password & click "next."
- 4 Once you are signed in to Microsoft 365 you can access your school emails using the 'Outlook' app via the 9 dots in the top left corner or the 'Apps' icon on the left-hand side.



Navigating the classroom

- 1 Click on the 9 dots in the top left corner and then the "Teams" app icon.

Click on the class you wish to view.

