

Information Technology Systems in the Kindergarten

The following is information about the various Information Technology (IT, or computer) systems we operate at Whānau Manaaki Kindergartens and some instructions about how you can use them.

Personal Email Address

On your appointment to a permanent position with Whānau Manaaki Kindergartens you will be set up with a personal email address which is accessed through Microsoft Office 365. Your address will be (firstname.lastname@wmkindergartens.org.nz)

Initial Password: This is computer generated as per email notification from the association.

- You will be asked to change your password and then to re-enter the new password.
- If at any time you are not sure of your password please email Tania Braybrook tania.braybrook@wmkindergartens.org.nz who can reset the password for you.
- You can change your password to whatever you would like but it should contain some alpha and some numeric characters.

1. Go to <https://login.microsoftonline.com/>

- Add this as a favourite in your Internet Explorer or add a shortcut to your desktop. This screen will appear:



2. **Personal email address will be:**

firstname.lastname@wmkindergartens.org.nz

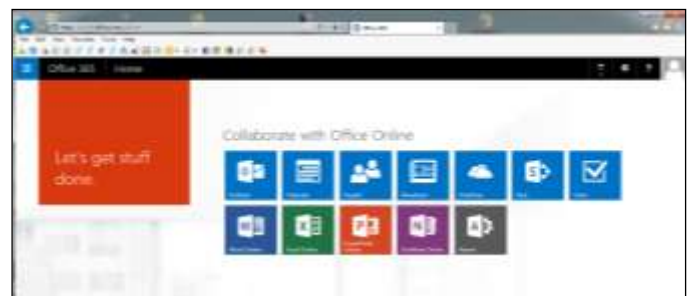
Type in your user name and password and then log in.

3. **Changing password:**

- You will be asked to change your password and then to re-enter the new password.
- You may have to choose the language/country: English (New Zealand)

4. **You should now be in – from here you can go to:**

- Outlook (for your email)
- Calendar (to set up meetings etc)
- People (to set up your contacts)



5. **When finished log out**