

PAOC Ka Chi Secondary School

加拿大神召會嘉智中學

School Circular No. 35 (2015-2016)

家長通告第三十五號 (2015 至 2016 年度)

【 Free use of Office 365 】

【 學生免費使用 Office 365 】

22 April 2016

Dear parents,

To let students use the state of the art technology, our school spends \$20,000 as annual fee to join the scheme of Microsoft EES, under which students of our school has the right to use Office 365 software. Students can participate in discussion and cooperative learning on internet after school.

Office 365 is a set of software that used on internet, including some frequently used software such as Word, Excel, PowerPoint, etc. Students can also use the 5TB OneDrive to store files in the cloud. They can login by means of computer, mobile and tablet and have the right to use this software.

The steps of installation of the Office 365 are illustrated as follows:

1. Go to the school eclass, get the e-mail from "Microsoft Online Service Team".
2. The login name and provisional password can be found in the e-mail
3. Go to the website of <https://portal.microsoftonline.com>
4. Put the personal e-mail address (login name) on the webpage
5. Enter password (provisional)
6. After entering, create a new password (can be often used in future)

In case there are problems in installation, students can browse the on-line instruction website. Any enquiries can be made to Mr Wong Yuen Hing - our school's technician of information technology.

On-line instruction website: <https://goo.gl/v6Fzin>



Yours faithfully,

A handwritten signature in black ink, appearing to read 'Wai Keung', written in a cursive style. The signature is positioned above the printed name of the principal.

Principal Wong Wai Keung

敬啟者：

為了讓本校學生能免費使用最新的辦公室軟件，使他們能在課後作網上討論及協作，本校參加了微軟 EES 授權方案，由學校支付二萬多元的年費，學生能在任何地方，透過電腦、手機或平板電腦使用 Office 365 軟件。

Office 365 是一套網上使用的辦公室套裝軟件，包括了 Word, Excel, PowerPoint 等常用軟件，並可使用容量達 5TB 的 OneDrive 雲端硬碟作網上儲存。學生可以在電腦、手機、平板電腦登入。

安裝方法如下：

1. 到學校 eclass 的電郵戶口，打開由“Microsoft Online Service Team”寄給你的電郵；
2. 電郵內包括「使用者名稱」及「暫時密碼」；
3. 前往登入頁面 <https://portal.microsoftonline.com>；
4. 在網頁內輸入使用者名稱；
5. 輸入密碼（暫時密碼）；
6. 成功登入後，請即時更改一個新的密碼（將來用來登入的密碼）；

若有安裝上問題，可到以下網址觀看視頻教學，了解安裝流程。如有任何查詢，可與資訊科技技術員黃元慶先生聯絡。

教學視頻網址：<https://goo.gl/v6Fzin>



此致
貴家長

校長

A large, stylized handwritten signature in black ink, positioned to the right of the '校長' text. The signature is cursive and appears to read '黃偉強'.

黃偉強謹啟

二零一六年四月二十二日

【Reply Slip 回條】

Dear Principal,

Having received the School Circular No. 35 concerning the 【Free use of Office 365】

I am fully aware of the details.

敬覆者：

本人已細閱家長通告第三十五號，藉悉有關【學生免費使用 Office 365】事宜。

此覆

加拿大神召會嘉智中學校長

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|---------------------|------|-------|
| Name of Student | 學生姓名 | _____ |
| Class | 班 別 | _____ |
| Class Number | 學 號 | _____ |
| Name of Parent | 家長姓名 | _____ |
| Signature of Parent | 家長簽名 | _____ |
| Date | 日 期 | _____ |