



Samaritan

COLLEGE

BYOD

(Bring Your Own Device)

How-To Guides

Index

- 1. Joining the Wireless Network**
- 2. Installing Microsoft Office**
- 3. How to Print and Access School Intranet with BYOD**
- 4. How to Add “My Documents” Shortcut to a Personal Device**
- 5. Adding Email to a Person Device**

Joining the Wireless Network

1. Bring up the list of available wireless networks.

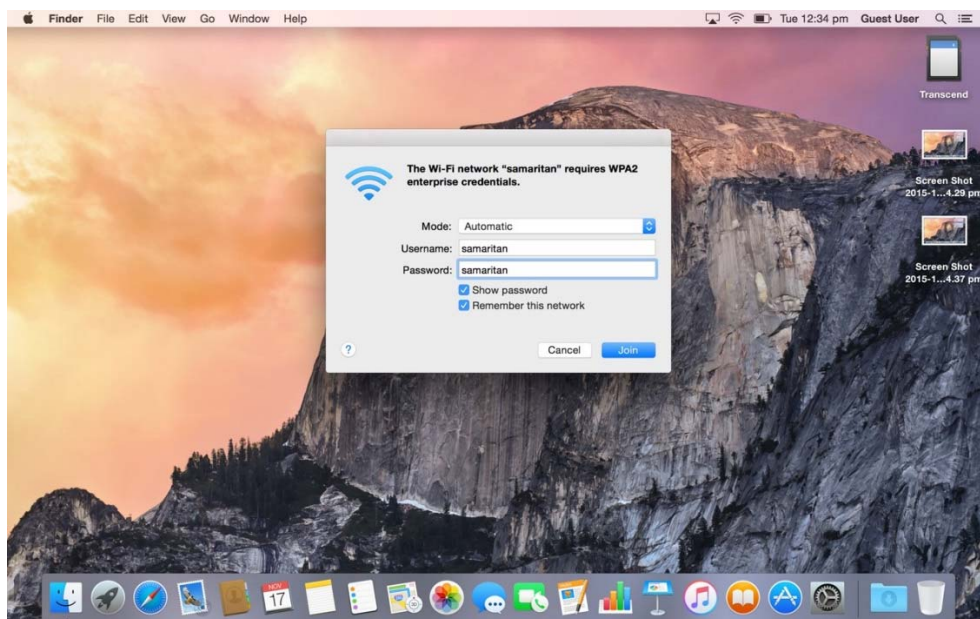


2. Select the network named "samaritan".

3. Enter Login Details.

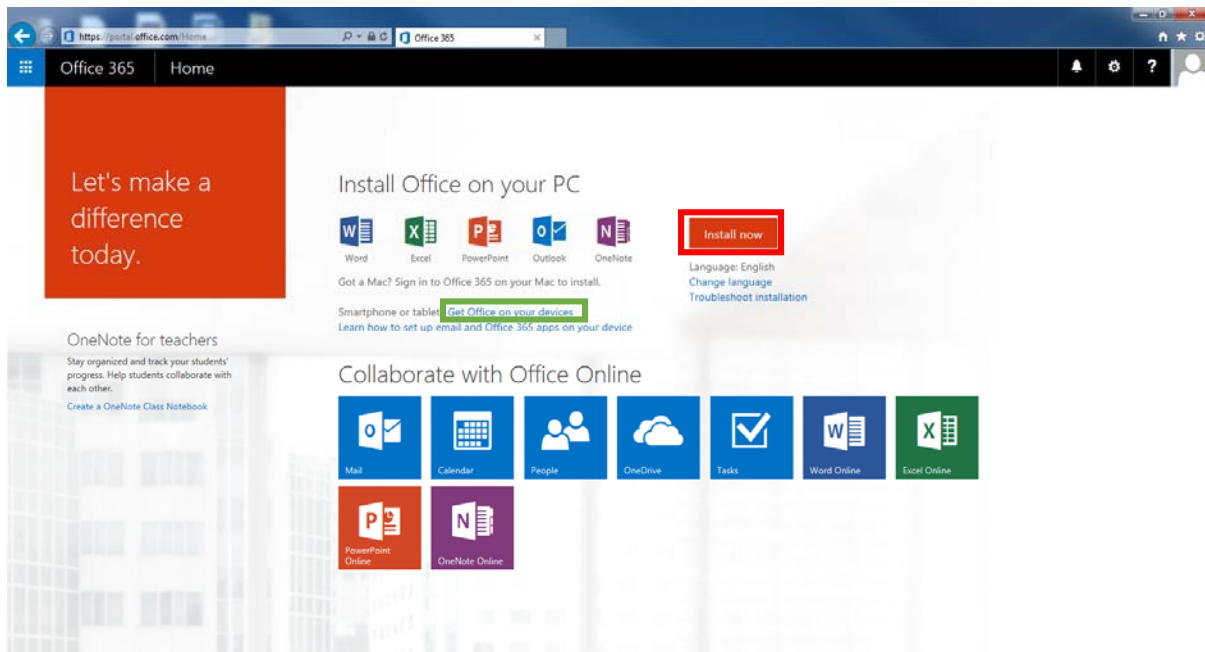
Username: firstnamelastname (eg johnsmith)

Password: Password used to log in to the school computers.

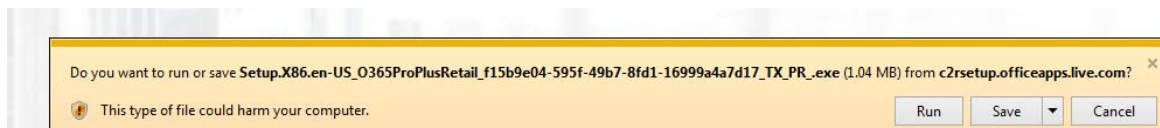


Installing Microsoft Office

1. On the device you would like to install Office go to <https://login.microsoftonline.com/>
2. Enter login details
Username: firstname.lastname@samaritan.catholic.edu.au
(e.g. john.smith@samaritan.catholic.edu.au)
Password: Password used to log in to the school computers.
3. Click on the orange 'Install Now' button (highlighted in red) if you are using a Windows or OSX device. You may also download office to your smart devices. For help click the "Get office on your devices" (highlighted in green) and select the device type you wish to install on.



4. Click 'Run' and the Office installer will be launched.



How to Print on BYOD

1. Once you are connected to the school network, open your web browser and go to <http://samprint> .
2. Enter your user name and password. These are the same as you used to connect to the wireless network with.
3. On the Left click on “Web Print”.
4. Select the printer you wish to print to, then select how many copies you want and upload the file you wish to print.

How to Access School Intranet with BYOD

Once you are connected to the school network, open your web browser and go to <http://samaritan> .

Adding My Documents to a Personal Device

It is strongly recommended that students save all their work to their OneDrive space. Every student is provided with 1TB of internet based storage. This storage is accessible as long as the student is enrolled with the college. This will allow them to access documents on any device. Students can access their OneDrive cloud storage by going to <https://login.microsoftonline.com/> and selecting the OneDrive icon.

If students wish to access the local student storage on their personal device they can do so by following the below steps.

1. Right click on desktop or in a folder and go to 'New > Shortcut'
2. Type: '\\sjc\students\username\My Documents'
3. Hit 'Next' and give the shortcut a name (It can be anything)
4. Hit 'Finish' and a short cut should now be created.
5. Click the newly created shortcut to access your 'My Documents' folder.

Adding Email to a Personal Device



1. Open Settings
2. Go to 'Accounts' and Select '+Add account'
3. From the list select 'Microsoft Exchange Active'
4. Type in School email address (firstname.lastname@samaritan.catholic.edu.au) and the password you use to log on to the computers.
5. Android should 'auto configure the rest'
6. Open the 'Mail' App and you may get a warning saying 'Update security settings' Hit 'OK'
7. The following pop up will have a bunch of information just hit 'Activate' at the bottom of the screen.
8. Your emails should now appear.



1. Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange
2. Enter your School email address (firstname.lastname@samaritan.catholic.edu.au) and the password you use to log on to computers.
3. Add a description (Can be anything example 'Samaritan')
4. Hit 'Next' you will then see a 'Server' field enter 'outlook.office365.com'
5. Hit 'Next' and use the sliders to select what content you would like synced with your device.
6. Hit 'Save' Open Mail app and you should now have emails on your device.