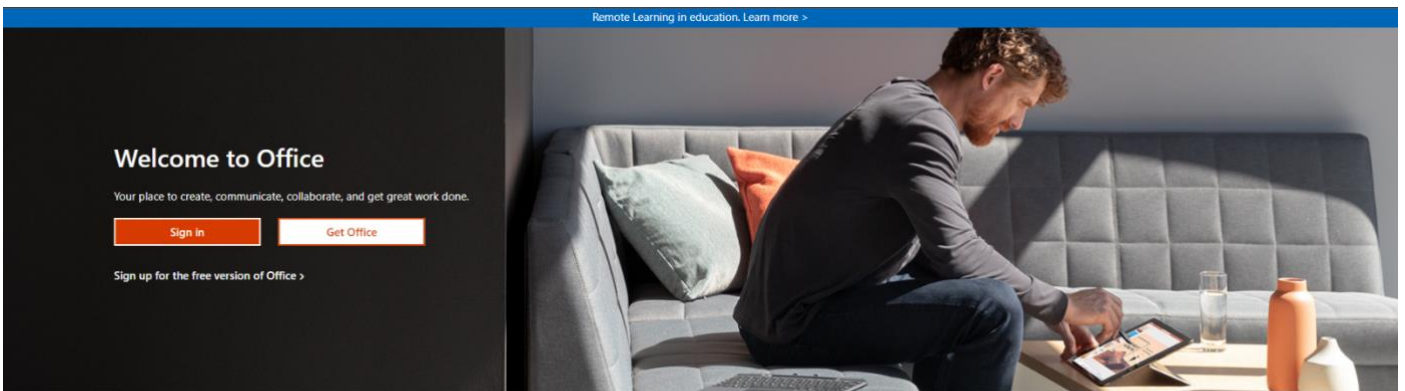




Your learner has received from the school a **Microsoft Account** in the format name.surname@klofies.co.za. It is also an email account and **Office 365 account**. This email/username will be used to give your learner access to all the electronic side of education such as MiEbooks and Scadsys and Teams.

To access this account go to www.portal.office365.com and sign in with the email address and the password that has been sent via SMS.

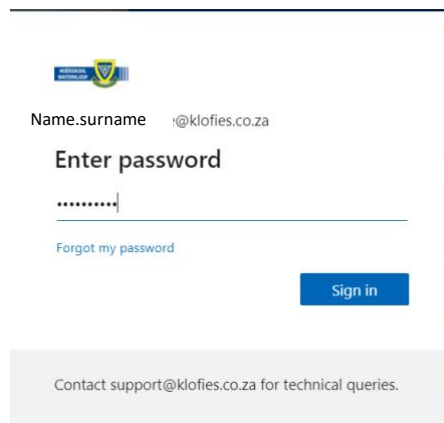
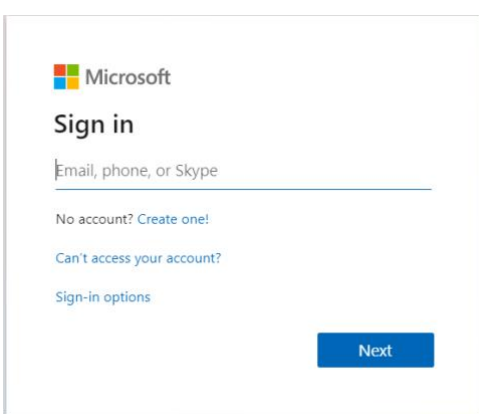


Sign in to use your favorite productivity apps from any device

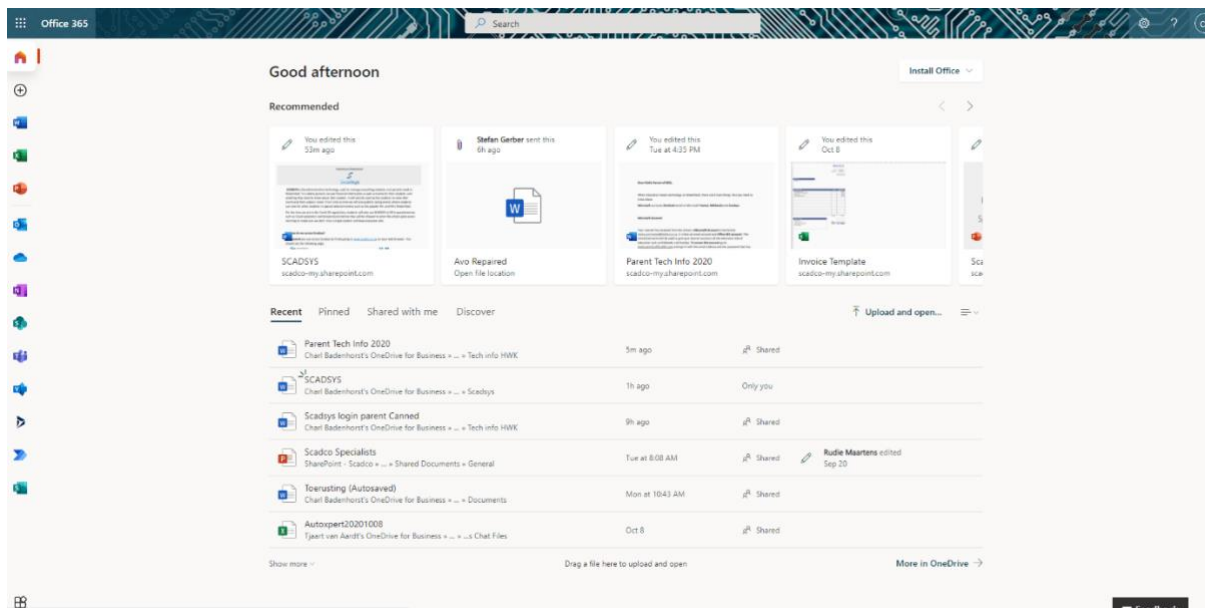


Either the **parents** or **students** have received an SMS from us containing the **password** and **email address** of the **student**.

Sign in with the **email address** formatted as name.surname@klofies.co.za with the password.

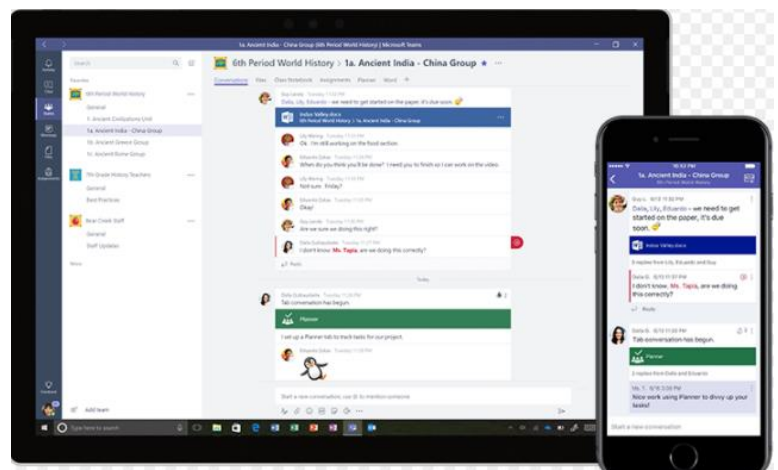
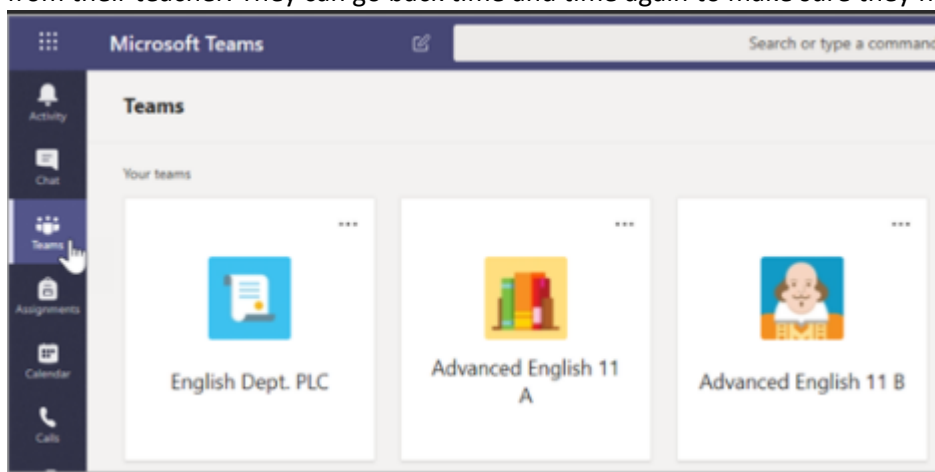


Once Signed in, you will have access to your **Email, OneDrive cloud storage, office apps and Microsoft Teams.**



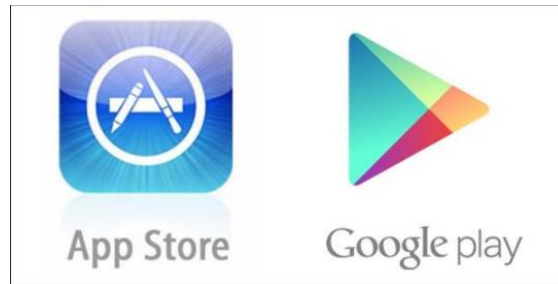
Microsoft Teams is one of the many apps you will use as a **student** and is one of the key factors that ensured that even when a global pandemic occurs, you will stay up to date with your education and receive all the help you need from teachers and their resources.

At Waterloo, Microsoft Teams will be the central education hub for you to find resources for your homework. It is where students will go to find notes, upcoming test dates and information to everything that is education, directly from their teacher. They can go back time and time again to make sure they never miss anything.



And of course it is available on all mobile devices.

To get access to your **Microsoft Teams**, you can download the App on Play store or App store.



Once installed, you must sign in with the same **email address** and **password** provided by the school (name.surname@klofies.co.za).

Once in **Teams**, you will receive a **Team code** from your teachers that you will use to join their **Team** for each **subject**. There they will guide you to all the information on each subject that you will need.

WiFi

For the new grade 8 learners to connect to the WiFi at Waterkloof, students will connect to “**Leerling**” WiFi with their **Klofies email address** using **name.surname** and the **password** that has been sent to them via SMS. If they have not received an SMS, they can visit **K38** at the school or email the **support team (support@klofies.co.za)**.

And as always, if you have any trouble going through these steps or have other technical information, please send us an email to support@klofies.co.za.