MIS Gateway & OneDrive

Seek Within... Strive Beyond
Nerang
State High School

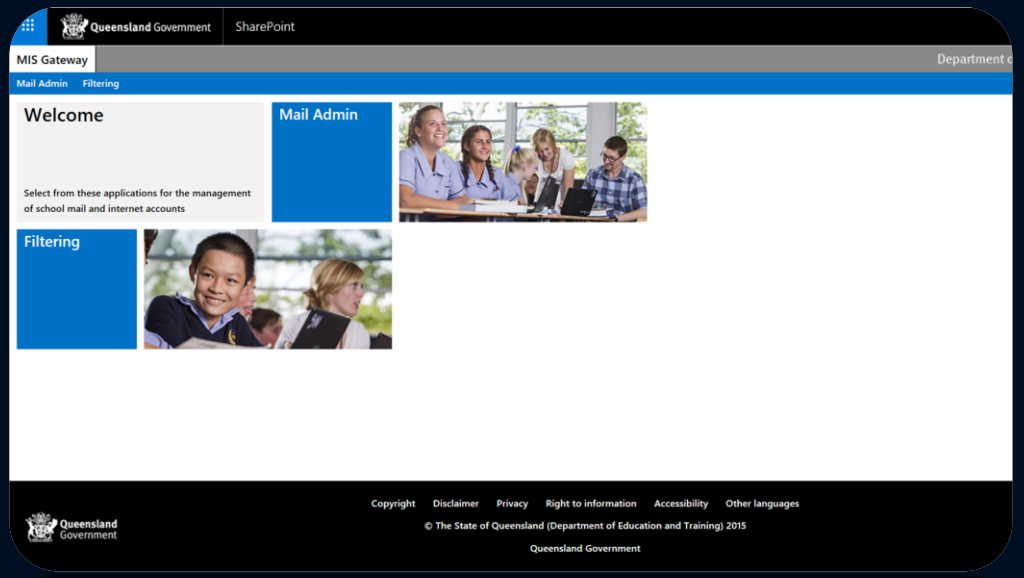
Why BYOD?

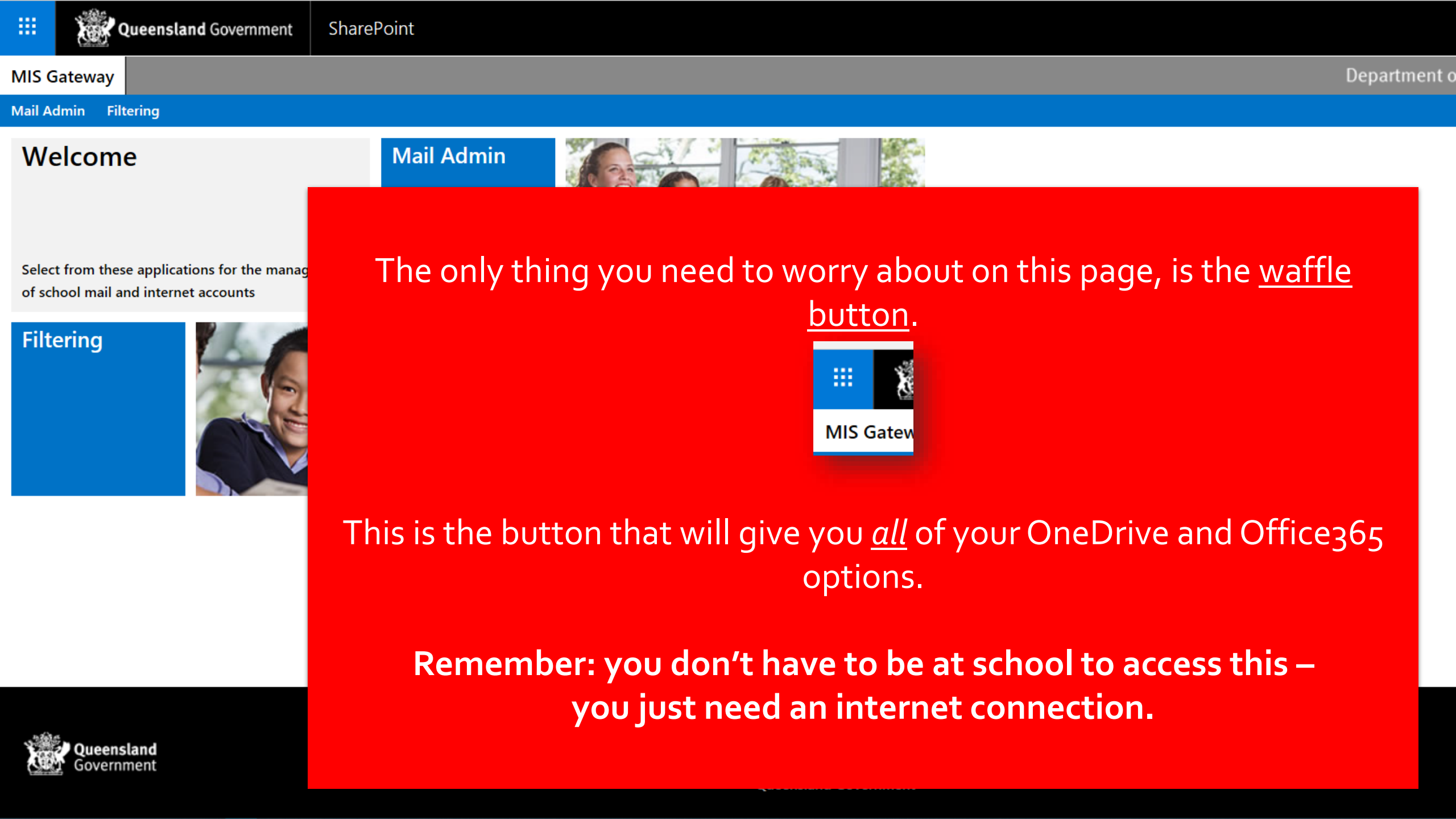
Bring Your Own Device.

- Take control of your own computer access.
- Take advantage of our network anywhere on the school grounds.
- Communicate with your teachers more effectively
- Organise yourself using Outlook
- Submit assignments to your teachers from any location
- Collaborate with fellow students easier and more effectively
- Get access to 5tb of cloud storage on the OneDrive

The MIS Gateway

- MIS stands for *Managed Internet Service* and the MIS Gateway is your portal to everything available to you on the OneDrive.
- To access the MIS Gateway, all you need to do is visit this website: ***mis.eq.edu.au***
- You should already have this website in your favourites/favourites bar already.
- This website is *vital* and you will be directed to it often.
- You can access this website from your own device, a school laptop, your computer at home, your iPad or even your phone.





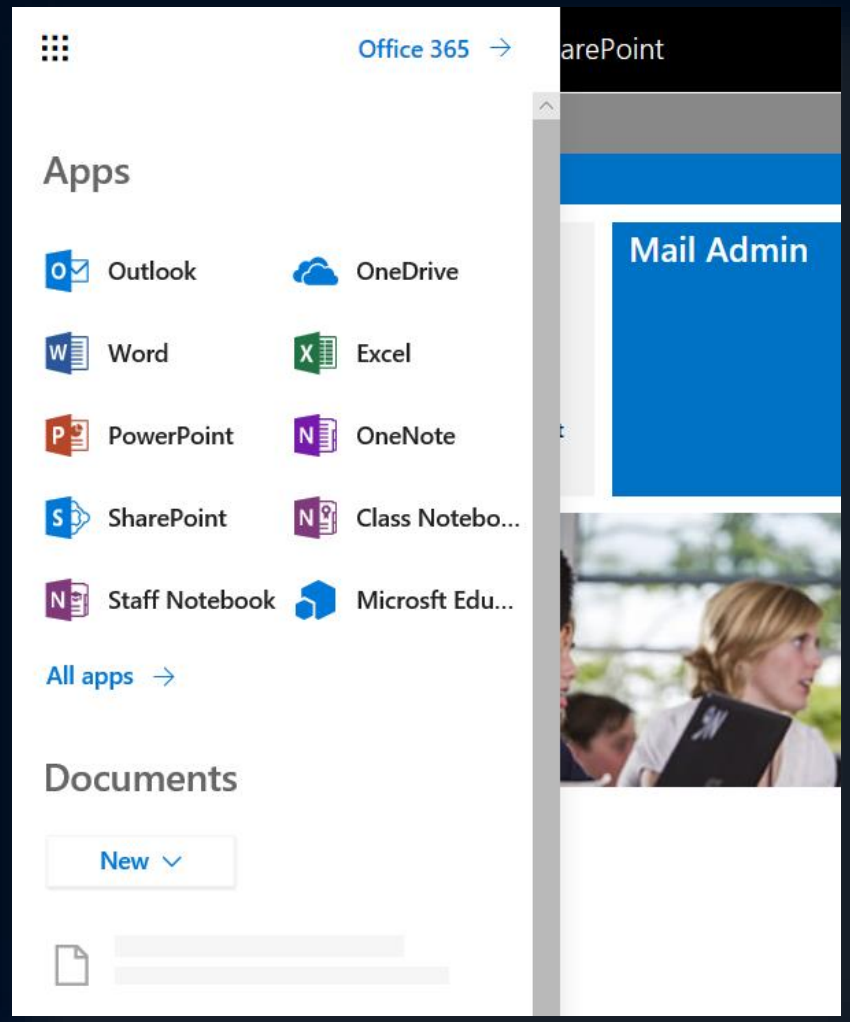
The only thing you need to worry about on this page, is the waffle button.

This is the button that will give you *all* of your OneDrive and Office365 options.

Remember: you don't have to be at school to access this – you just need an internet connection.

The Waffle Button

- Clicking on the waffle button will display all of the apps available to you.
- These apps work just like Office, but they're only available online.
- You're also going to be shown how to work with these programs *offline* too.
- Let's take a closer look at how you're going to use these apps.



Outlook

- Email your teachers.
- Submit drafts/work.
- Receive work.
- Ask for feedback.
- Use it as a student diary.
- Schedule assessment.
- Schedule homework.

OneNote

- Your digital note book.
- Take notes, drawings, lessons, pictures and collaborate with students.

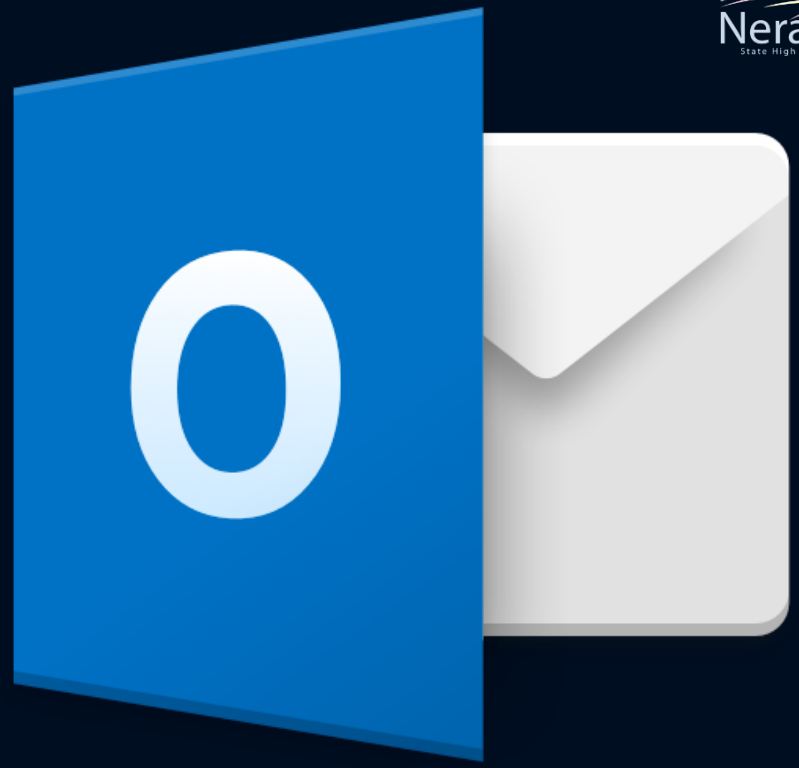
Word

- Word processing.
- Writing of assignments and essays.
- Spelling checks
- Grammar checks
- Collaborate with classmates.

PowerPoint

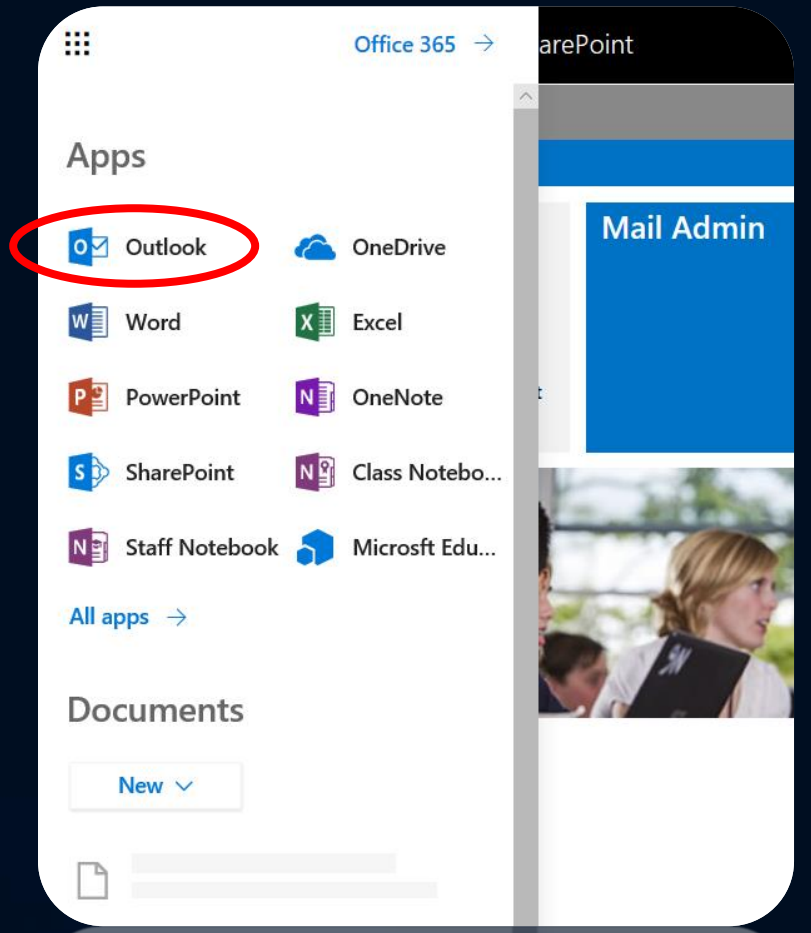
- Multimodal Presentations.
- Oral presentations.
- Collaborate with classmates.

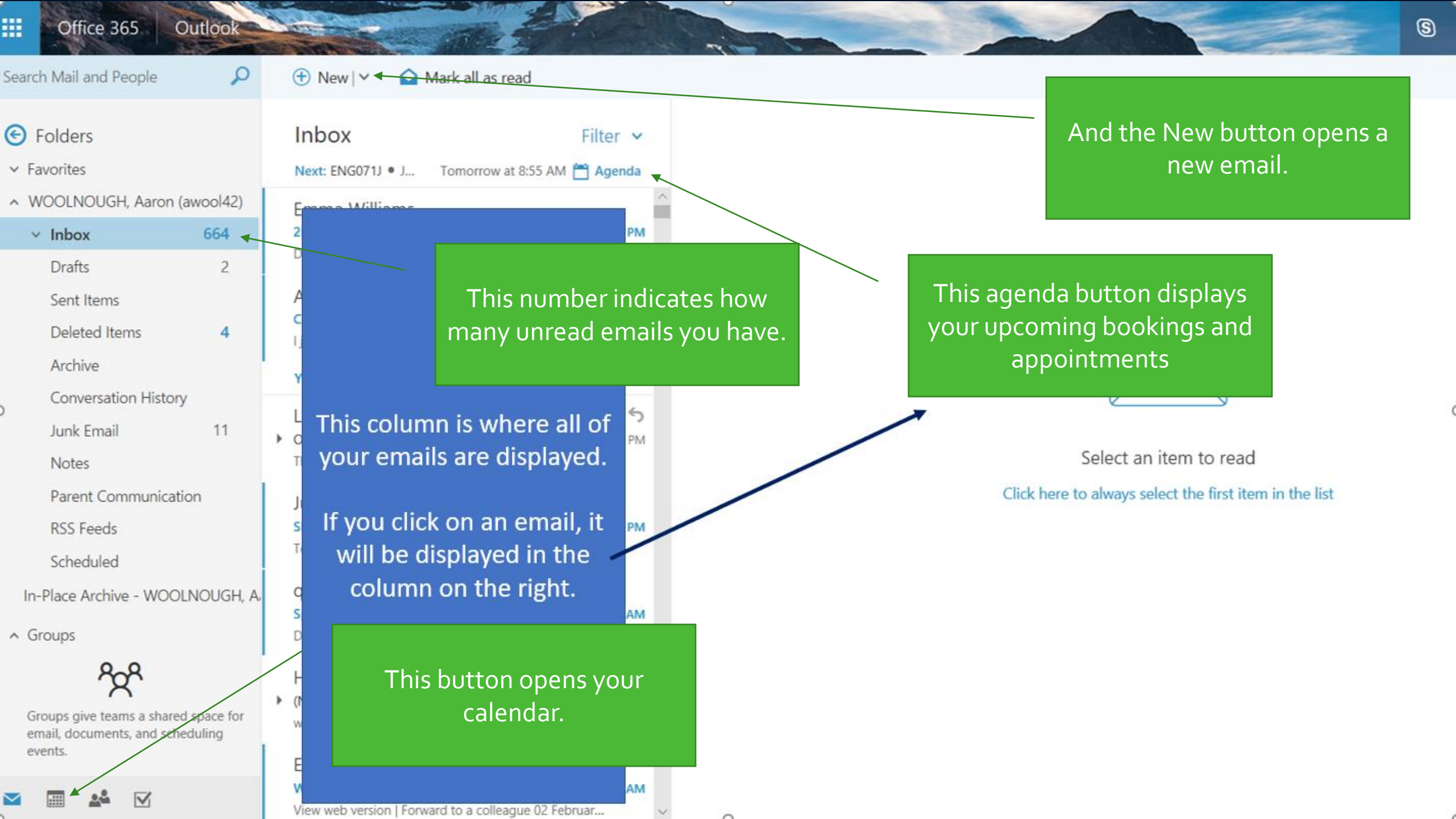
Phase One: Outlook



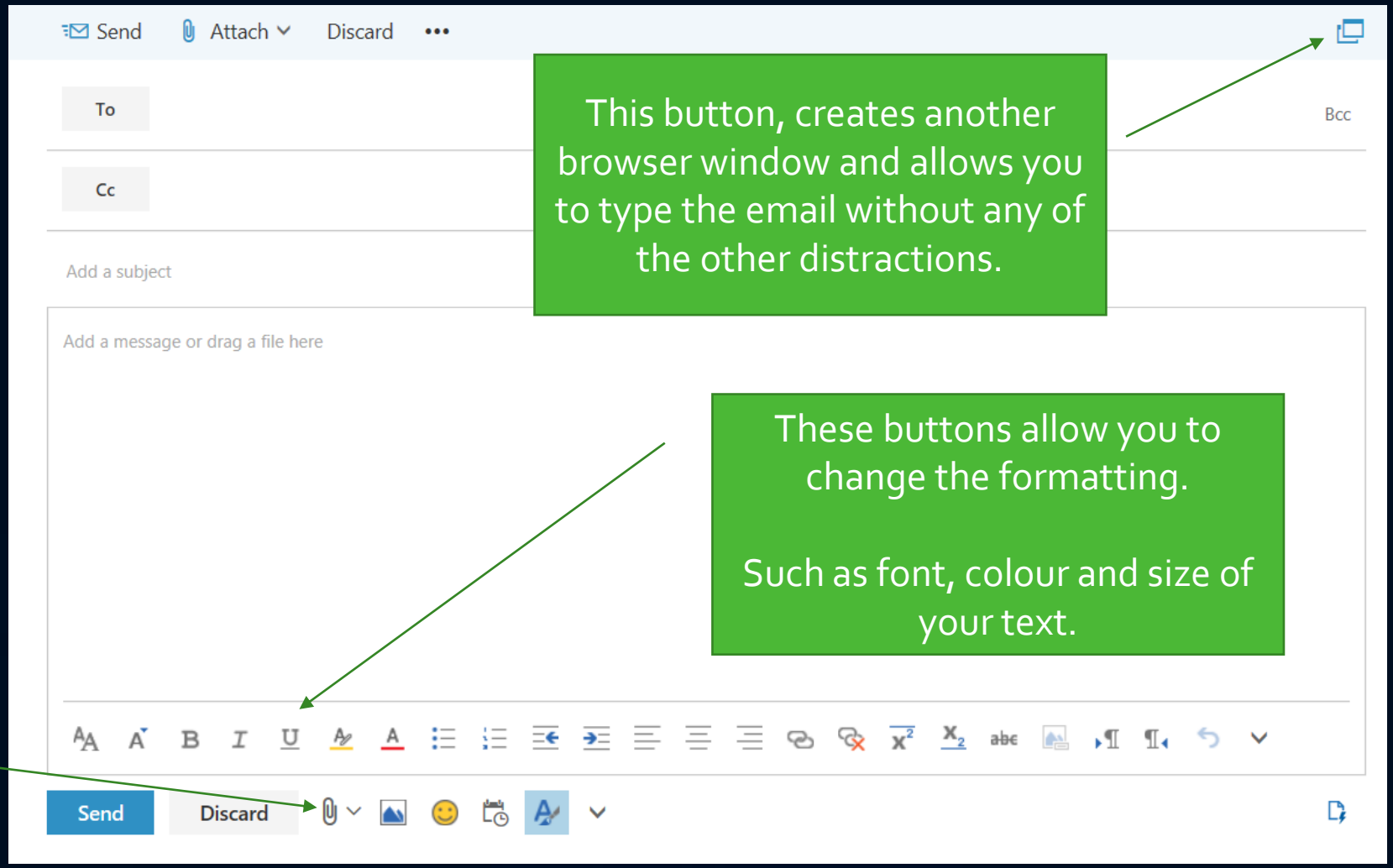
- Let's take a closer look at Outlook.
- There are two types of Outlook.
  - **Outlook App** (access via the MIS Gateway and only available online)
  - **Outlook Program** (access via the program menu on your computer and can be used offline or online).
- Today, we're going to focus on the *Outlook App (online only).*

1. Open Outlook online by selecting the Outlook icon in your MIS Gateway.
2. Depending on how many emails you have, it may take a moment or two to load.
3. Please don't open any emails yet, just let it load.




Office 365
Outlook
Search Mail and People
New
Mark all as read
Folders
Favorites
WOOLNOUGH, Aaron (awool42)
Inbox 664
Drafts 2
Sent Items
Deleted Items 4
Archive
Conversation History
Junk Email 11
Notes
Parent Communication
RSS Feeds
Scheduled
In-Place Archive - WOOLNOUGH, A
Groups
Groups give teams a shared space for email, documents, and scheduling events.
Inbox
Filter
Next: ENG071J • J...
Tomorrow at 8:55 AM
Agenda
Select an item to read
Click here to always select the first item in the list
And the New button opens a new email.
This number indicates how many unread emails you have.
This agenda button displays your upcoming bookings and appointments
This column is where all of your emails are displayed.
If you click on an email, it will be displayed in the column on the right.
This button opens your calendar.

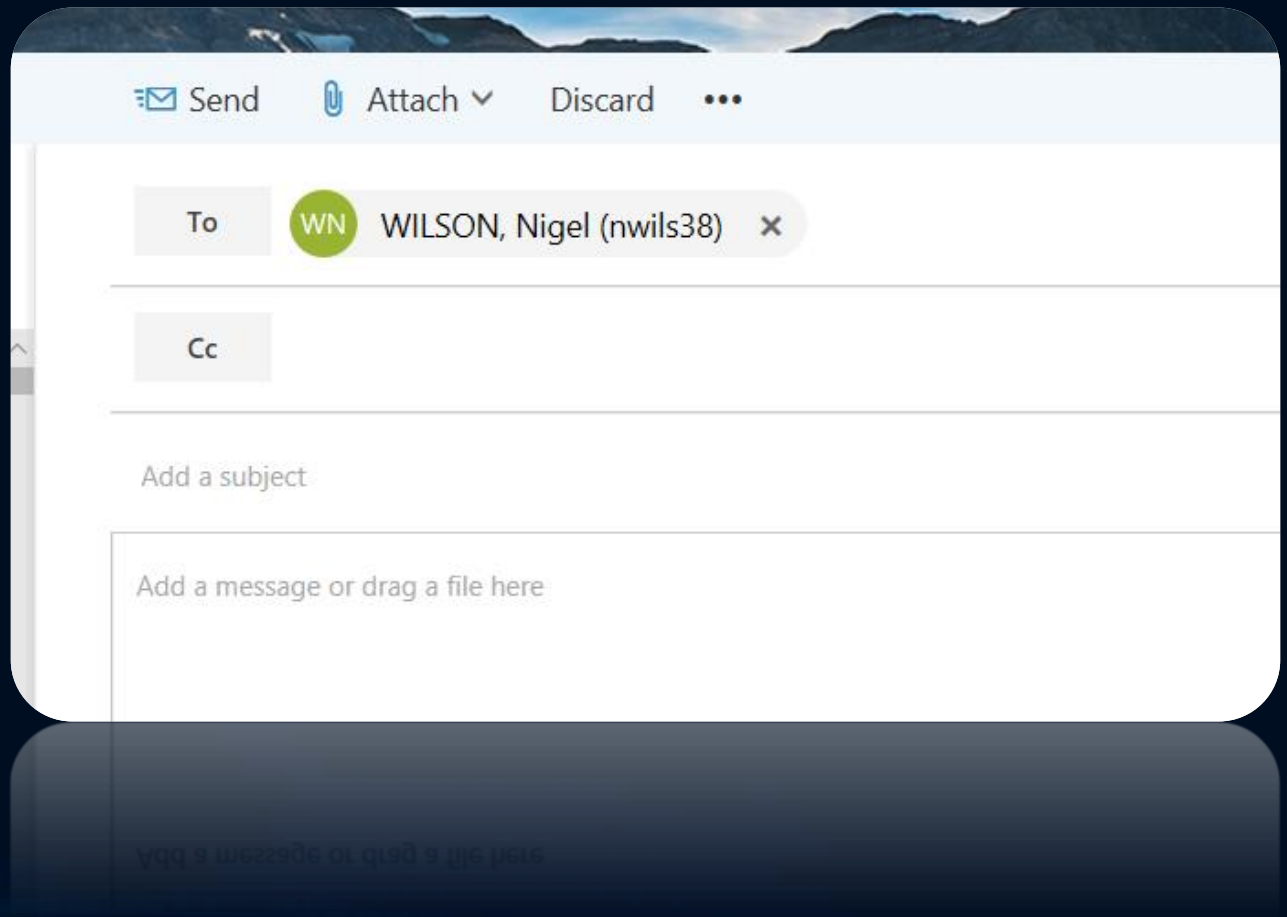
1. Clicking on New will open a blank email in the right hand column.



These buttons allow you to attach a document, a photo, access emojis and book appointments.

1. Clicking on **New** will open a blank email in the right hand column.
2. On the line that says ***To***, start typing the email address of ***your Digital Tech teacher***.
3. Once the username is typed in, there name will appear. Click on it and it will be displayed on the ***To*** line.

   (I have used Mr Wilson as an example)
4. Reminder – school email addresses are always the ***username***@eq.edu.au



Add a Subject: *Lesson One Digital Tech*

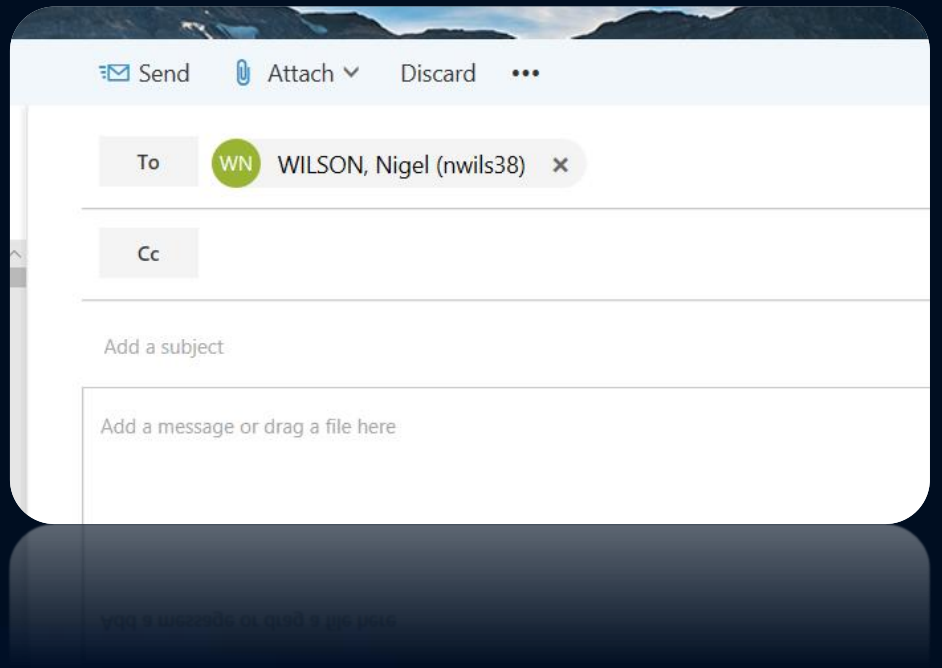
In the add a message box, I want you to answer the following questions *(Remember, you can adjust the font and formatting down below)*.

a) What does MIS stand for?

b) What is the difference between the Outlook App and the Outlook Program?

c) On what devices can I access the MIS Gateway and the Outlook App?

d) What would be 3 advantages of having your timetabled classes on your Outlook Calendar?

e) What are 4 scenarios in which you may want to email your teacher?

Once you've answered the questions – press Send .