



Circular No.17/P&G/2020-21

October 08, 2020

**FOR PARENTS/GUARDIANS OF STUDENTS IN CLASS VII**

**SUB: LAUNCHING MICROSOFT OFFICE 365 ON A TRIAL BASIS**

Dear Parents / Guardian,

South Point High School shall be deploying the Office 365 solution for its students soon and making use of its various offerings, specially MS Teams. Presently, on a trial basis, we would like to start using this for students of Class VII and also Class IV in South Point School. Once the usage stabilises for both students and teachers of these classes, we will make it available for other classes also. The objective is to enable our students with the features and powers of this product from Microsoft to further enrich the digital teaching-learning process, even in the post-pandemic period. South Point has acquired the requisite license for this product and our IT team has configured it and shall actively manage the same.

As guardians, on behalf of your wards, you are required to visit [www.office.com](http://www.office.com) and log in with your unique account credentials (username and passwords). The default credentials are as follows:

**Username:** <firstname><dot><6-digit student ID>@southpoint.edu.in E.g., if the first name of a child is Arka and student ID is 12-9351, then the username will be arka.129351@southpoint.edu.in

**Password:** f<date of birth in ddmmYYYY format>\$ E.g., if the date of birth of a child is 5<sup>th</sup> November 2009, then the default password is f05112009\$

You will also receive an email from our side shortly providing your username and initial password. Please change your passwords immediately after the first log-in. You may also be prompted to register answers to some security questions, which will be important for multi-factor authentication in future. Your default mobile number and email ID registered in the School records is already linked to your Office 365 account, for the purpose of account authentication by way of SMS.

Office 365 has some powerful tools for students and educators including popular apps for the web like Outlook, Word, PowerPoint, Excel, and OneNote and important services like Exchange, OneDrive, MS Teams, SharePoint, Stream, Forms etc., which will enable teachers and students to work together, communicate seamlessly, and create content. Your child will have the email ID under the “southpoint.edu.in” domain (username above), which can be used to communicate with other users under this domain but not for sending emails externally.

Among the various uses and benefits this solution offers, the following are some important ones:

- Real-time co-authoring, autosaving, and easy sharing in web-based apps, Word, PowerPoint, and Excel.
- Leverage Microsoft Teams, the digital hub that integrates conversations, calls, content, and apps, to be more collaborative and engaged. Communicate easily with HD video conferencing in MS Teams
- Improved learning outcomes with built in tools that support reading, writing, maths and communication.
- Keep organized with OneNote, the digital notebook.
- Stay connected with teachers and other students with Class Notebook

- Enable digital storytelling with Sway.

We intend to start using MS Teams for the purpose of posting and receiving assignments and administering quizzes to our students of Class VII, on and from 12<sup>th</sup> October 2020. Such assignments will no longer be posted for the students of Class VII on the Skolaro app from that date. However, as stated earlier, this is being tried right now only on a pilot basis. Detailed guidelines regarding this will be issued in the next few days.

At this first stage, as guardians and students, you could start exploring the various offerings of Office 365 and start becoming familiar with them. To learn how to set up the Office apps and email on a mobile or desktop device, you may visit this link <https://support.microsoft.com/en-us/office/set-up-office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f?ui=en-us&rs=en-us&ad=us> Those apps are also available on your PC using a browser. We strongly suggest to download the application MS Teams on your computer or hand-held devices. A number of free learning resources on the various components of Office 365 are available, for you to familiarize yourselves with at <https://support.office.com/en-us>

In the course of logging in, in case you face any issues, please send an email to [ithelpdesk.sphs@southpoint.edu.in](mailto:ithelpdesk.sphs@southpoint.edu.in) and we will try to extend all possible help. In the next few days, we will issue further instruction on how to access assignments and quizzes on MS Teams, submit them etc. An email usage guideline will also be circulated soon.

Going forward, we are confident that this solution built for education will further empower our students and teachers to unlock creativity and provide a simple and safe experience on a single digital platform. We also expect the school to experience improved student learning and outcomes, greater teacher and student satisfaction with greater performance availability and security, both in the online and offline education delivery modes. Our teachers are trying to put in their utmost efforts to ensure quality education continues to be delivered to our dear students despite all odds and we sincerely appreciate the efforts of our parents too in continuing to support the teachers and the school in our endeavours.

Best wishes

Principal