SOUTH POINT HIGH SCHOOL
An ISO 45001:2018 Certified Institution
Affiliated to Central Board of Secondary Education

Circular No. 45/P&G/2020-21   February 06, 2021

FOR PARENTS/GUARDIANS OF STUDENTS IN CLASSES X and XII

SUB: LAUNCHING MICROSOFT OFFICE 365

Dear Parents / Guardian,

South Point High School has deployed the Office 365 solution for its students and they are making use of its various offerings, specially MS Teams. This has already been started for the students of Classes VI to IX and XI. We would now like it to make it available for the students of classes X and XII. The objective is to enable our students with the features and powers of this product from Microsoft to further enrich the communication 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 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: p<date of birth in ddmmyyyy format>?   E.g., if the date of birth of a child is 5th November 2009, then the default password is p05112009?

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 etc. and important services like OneDrive, Forms etc., which will enable students to communicate within the domain seamlessly. 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, real-time co-authoring, auto-saving, and easy sharing in web-based apps, Word, PowerPoint, and Excel are worth use.

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 These 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 and we will try to extend all possible help. An email usage guideline will also be circulated soon.

Going forward, we are confident that this solution built for seamless communication will further empower our students and teachers to unlock creativity and provide a simple and safe experience on a single digital platform. 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