

## ATTN: STUDENTS 7-12

**IMPORTANT: Make sure you have copied this email attachment to your desktop (or printed it) – just in case you can't access your email.**

### What is happening in the school holidays?

- Well for the ICT team, we will be working behind the scenes to upgrade our servers.
- For students the biggest change you'll notice is your new email account login.

Your login will change from:

YOUR EXISTING LOGIN : [petrowskym@ionapc.wa.edu.au](mailto:petrowskym@ionapc.wa.edu.au)

TO YOUR NEW CEWA: [mpetrowsky@student.cewa.edu.au](mailto:mpetrowsky@student.cewa.edu.au)  
(your password will be the one you created to connect to CEWA-WiFi)

\*If you can't find your [username@student.cewa.edu.au](mailto:username@student.cewa.edu.au) address, check your email from Mr Tom Brajdic June 1<sup>st</sup>.  
Or email [helpdesk@iona.wa.edu.au](mailto:helpdesk@iona.wa.edu.au) as soon as possible.

- Note your Macbook username and password will stay as is. It will not change

### When do I start using my new login? **After Wednesday July 4<sup>th</sup> 2pm!**

- From Wednesday next week July 4th at 2pm you can visit <https://login.microsoft.com> and login with your CEWA username and password. Click on link below to see how to login:  
<https://www.iona.wa.edu.au/upload/public/cewa-accessing-emails.mov>
- This will be your new email from here onwards. All your emails from your old account will appear in your new inbox. Any emails sent to your old email will arrive in your new email inbox. When you send, it will display as [username@student.cewa.edu.au](mailto:username@student.cewa.edu.au)
- You will also use your new username and password for:

SEQTA	ie mpetrowsky
Clickview	ie mpetrowsky@student.cewa.edu.au
Library Infiniti	ie mpetrowsky@student.cewa.edu.au
Netstorage	ie mpetrowsky
Office365/Email	ie <a href="mailto:mpetrowsky@student.cewa.edu.au">mpetrowsky@student.cewa.edu.au</a>

- Your old login will remain for the year for JacPlus, Grok, Google/Youtube, Pearson, Naplan, Scratch, Education Perfect,

See next page... | WHAT YOU NEED TO DO

### Do I need to do anything when I return to school?

- You will need to start printing to the **CEWA College Printers**. You may already have noticed it installed on your Macbook. You will need to authenticate with your CEWA login as a one off. (don't copy the CEWA login in the video, use your own CEWA login). Click on the link below to see how it's done: <https://www.iona.wa.edu.au/upload/public/cewa-printers-new.mov>

### Can I still use my Outlook email?

- Yes, but it needs to be configured with the new email account, click on link below to see how to do it. Otherwise drop by ICT Helpdesk. <https://www.iona.wa.edu.au/upload/public/cewa-outlook-configuration.mov>

### Summary:

- Your new email / account takes affect on July 4<sup>th</sup>, 2pm onwards.
- To access your email click this link: <https://login.microsoft.com> and use your CEWA sign in. (Try a different browser if you're having trouble. Or log out as you may still be logged in as your old account) Click on the video if you get stuck: <https://www.iona.wa.edu.au/upload/public/cewa-accessing-emails.mov>
- Print to CEWA College Printers when you return to school (Iona College Printers can be deleted) How to: <https://www.iona.wa.edu.au/upload/public/cewa-printers-new.mov>

**NEED HELP BEFORE HOLIDAYS?** ICT staff will be waiting in the iCentre before school, recess, lunchtime and after school until 4pm if you would like to be shown anything, or need questions answered before the holidays.

### Questions? Problems?

Any problems please email [helpdesk@iona.wa.edu.au](mailto:helpdesk@iona.wa.edu.au) or call us directly on 9285 5242

We are Open Monday – Friday, 8am - 4pm, even during the holidays.