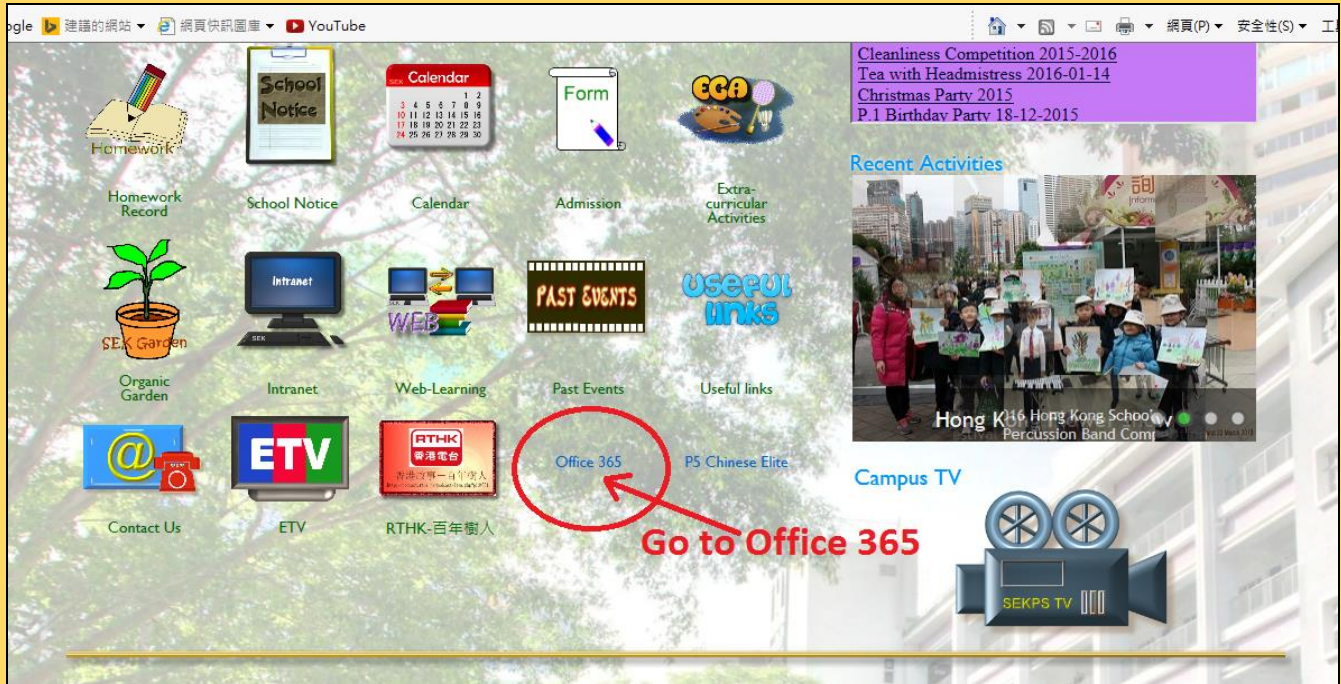
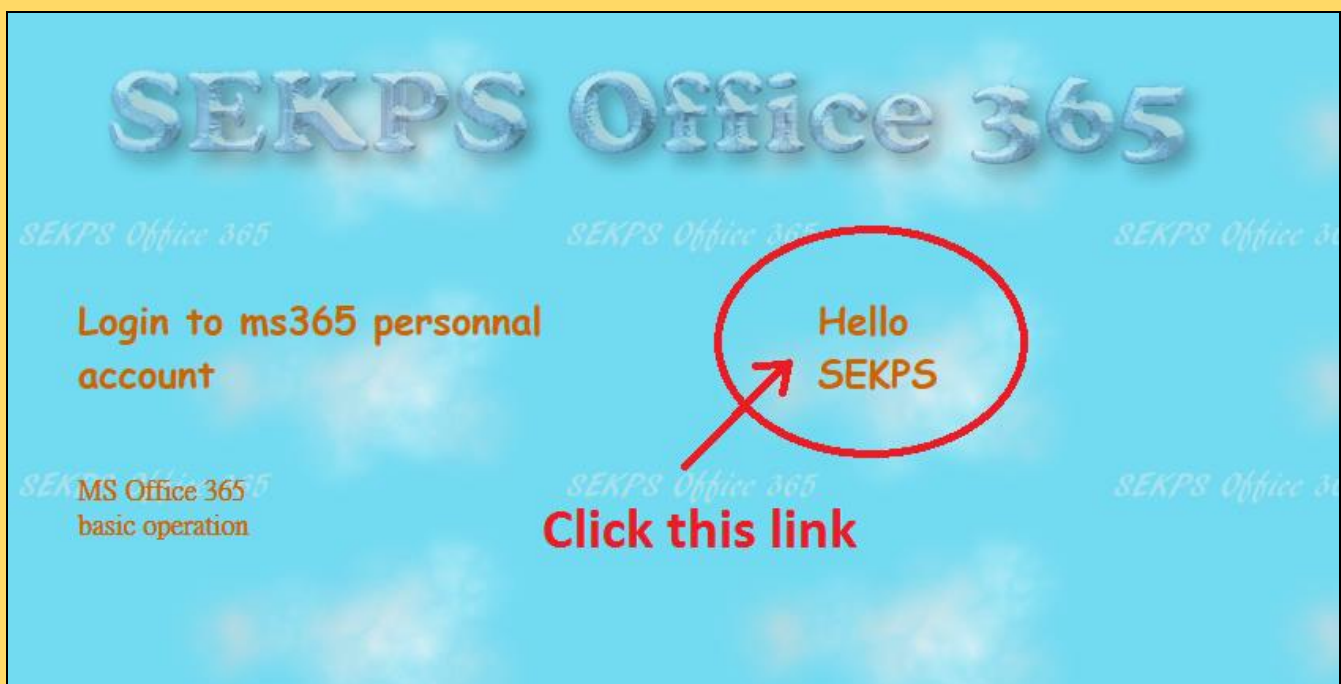


User instruction for “Hello_SEKPS” Webpage

1. Go to School web and click “Office 365”



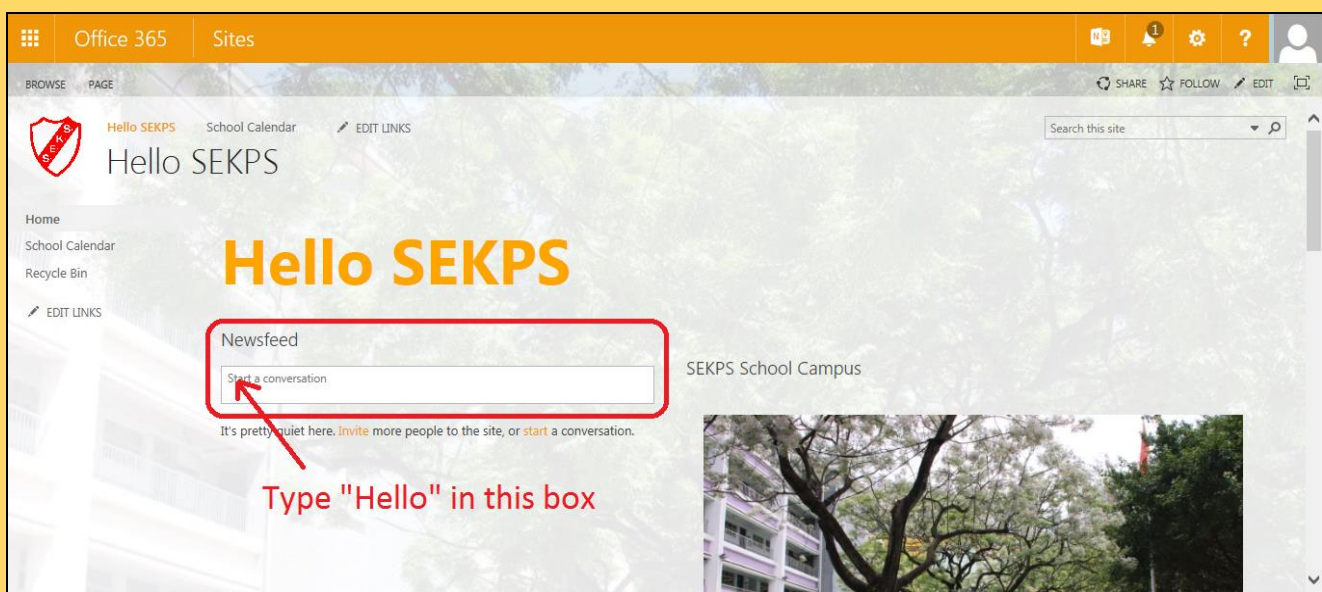
2. Click “Hello SEKPS” button



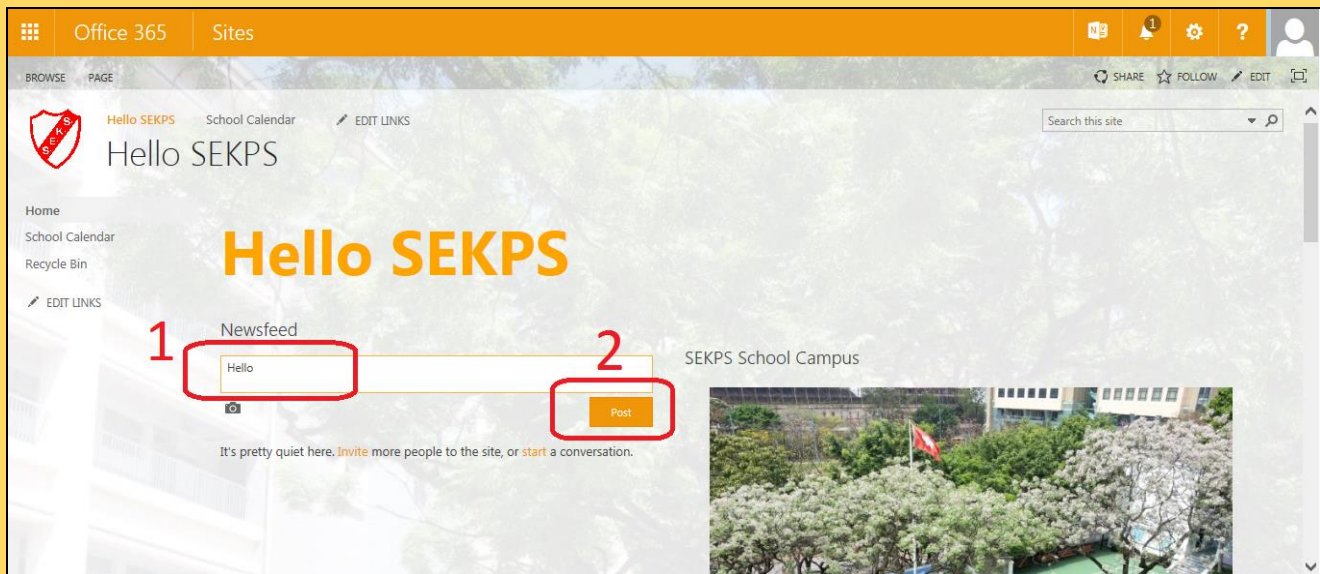
3.Type Login name and passwords in the boxes and click “Login”



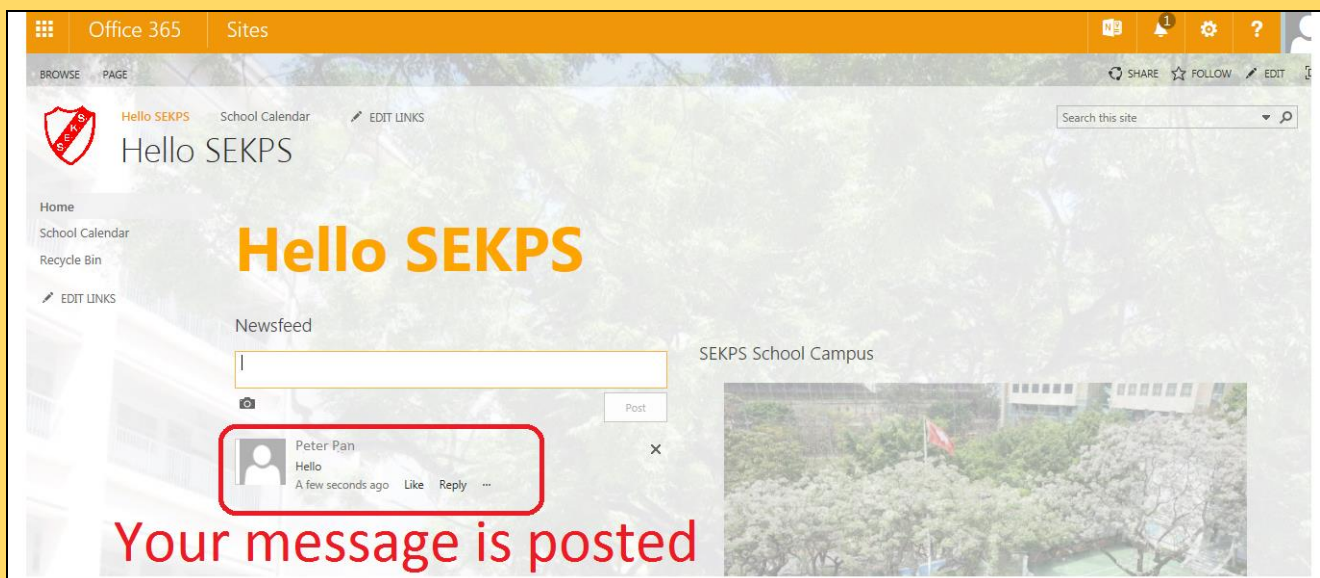
4.Type “hello” in the Newsfeed message box.



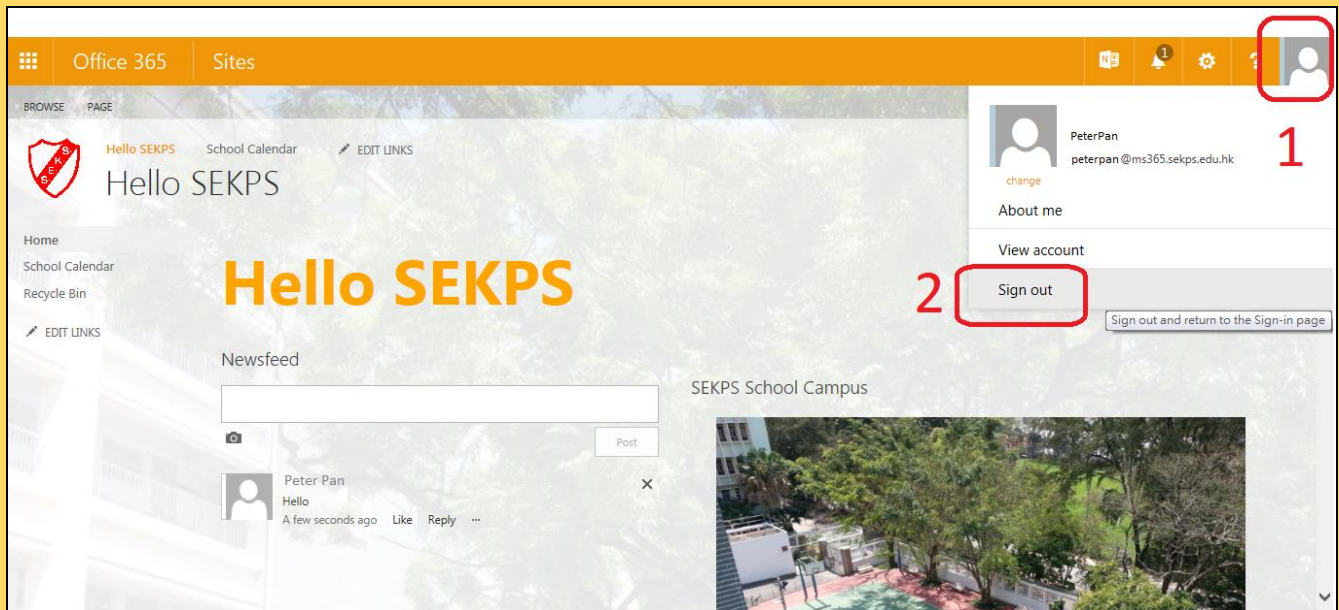
5. After typing the message, press the “post” button



6. Message is posted on the web



7. Click the top right profile icon and click “Sign out”.



Remember to logout.....Finished