

Microsoft

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Microsoft Teams video training - Microsoft Support

<https://support.microsoft.com/en-au/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

Minecraft Education Edition - Quick guide for students

image.png

Minecraft Education Edition - Quick guide for staff

image.png

Scanning To OneDrive

To use this option, you will need to perform a once-off authorization with Papercut. This authorization will come in the form of an email to your DET email address:



To authorize Papercut, click the big green button and sign in using your WRC credentials (**Important**).

The scan should now appear in your OneDrive folder. under C:\Users\username\OneDrive - Warragul Regional College\Apps\Scans for PaperCut MF



Organize your inbox in Outlook

Organize your inbox in Outlook Windows

<https://support.microsoft.com/en-us/office/organize-your-inbox-in-outlook-for-windows-5e81ba45-cc00-4be6-8ab6-434d12bc96c6>

How to use Outlook rules to easily organize your inbox

<https://www.windowcentral.com/how-manage-rules-outlook-and-take-back-your-inbox>

How to Automatically Sort Emails Into Specific Outlook Folders

<https://www.howtogeek.com/442362/how-to-automatically-sort-emails-into-specific-outlook-folders/>

How to Access your Sticky Notes from Outlook.

To view your Sticky Notes in Outlook desktop app:

1. Open Outlook and, if you haven't already done so, add your Microsoft account to Outlook. (From **File** menu, click **Add Account** and then follow the onscreen instructions to add your MS Account).

image.png

2. After adding your MS account, click on More apps iconimage on the sidebar and click Notes, to view your Sticky Notes in Outlook.

image.png

To view your Sticky Notes in Outlook for web:

1. Go to [Outlook.com](https://outlook.com) and log in with your Microsoft account.

2. From the left-side navigation panel, click **Notes** under the Folders section.

image.png

3. Here, you can access all your synced notes. By right-clicking on the sticky note, you can easily copy its contents and paste them somewhere else if required.

image.png

Tip: If you accidentally deleted one of your sticky notes, you can also easily restore them from Outlook. Just go to the **Deleted Items** folder, select the deleted note and click the **Restore** button on the Toolbar.

THIS HOW TO IS FROM <https://www.wintips.org/>

How to share Microsoft Forms with others by saving them as a template

https://youtu.be/65Yx_b13v0k

Staying safe online using Microsoft Family

Microsoft Family Safety | Microsoft 365

Prepare for Zscaler



Background:

Proxies are a way to tell your computer where the internet is, provide content filtering and more. They have been used in schools for many decades, but in ~2020 the Department of Education decided to move away from the proxy model to a direct internet service model (Zscaler). This means the responsibility of internet filtering will be moved away from school systems to the DE instead, with increased internet speed and performance.

Actions Required:

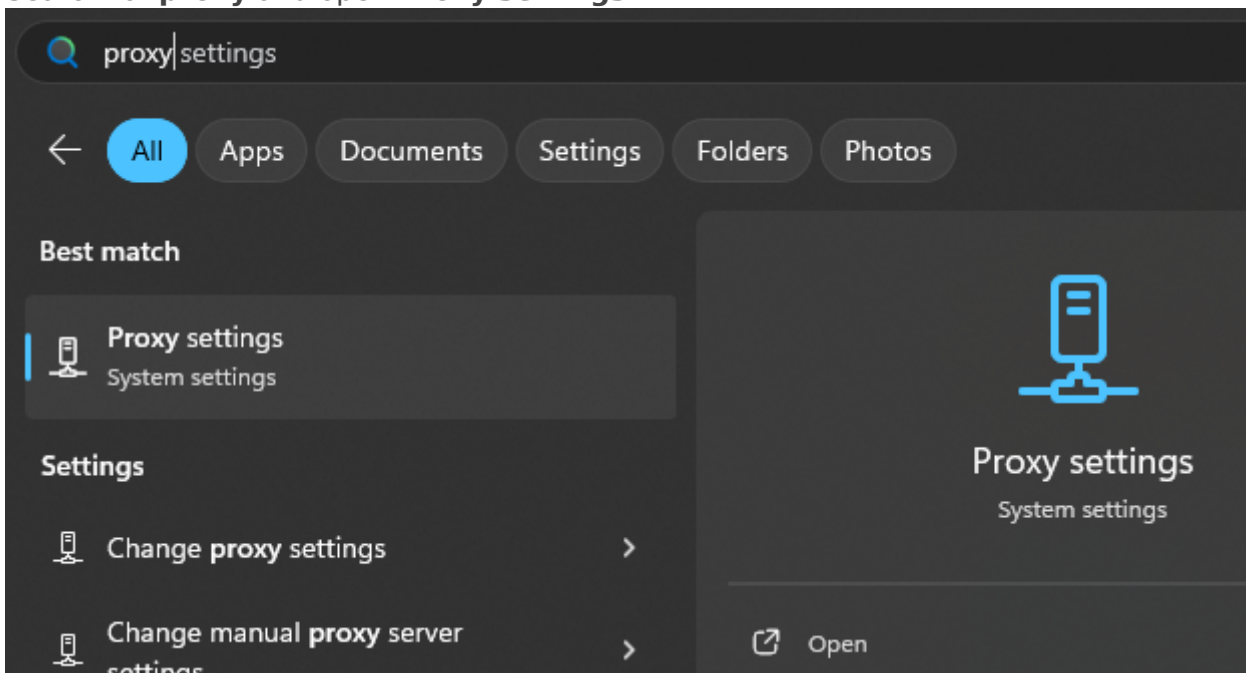
If your device has **proxy settings** configured manually, they will need to be **removed**.

After completing this action, you will have student access / filtering until after the school migrates to Zscaler.

Windows

Open the **start menu**. 

Search for **proxy** and open **Proxy settings**.



Ensure that **automatically detect settings** is set to **ON**.

Network & internet > Proxy

Use a proxy server for Ethernet or WiFi connections. These settings don't apply to VPN connections.

Automatic proxy setup

Automatically detect settings

On ☒

Use setup script
On

Edit

Ensure **setup script** is set to **OFF**.

Use setup script
Off

Set up

Manual proxy setup

Use a proxy server
Off

Edit setup script

Use setup script
☐ Off

Set up

Ensure **manual proxy setup** is set to **OFF**.

Use setup script
On

Set up

Manual proxy setup

Use a proxy server
Off

Edit proxy server

Use a proxy server
☐ Off

Proxy IP address
10.132.200.19

Port
8000

Set up

How to manage saved passwords in Microsoft Edge

[How to manage saved passwords in Microsoft Edge - Microsoft Community](#)

Naming Microsoft Teams

When creating new Microsoft Teams, please remember to use the naming convention "8827-nameofteam." This will make finding the team a lot easier and will prevent naming conflicts. Additionally, please add the account 8827-apps@schools.vic.edu.au as an owner. This way, I.T. can help with any issues that may arise.

do not name a team as follows:

VICEDU - YEAR 7 CAMP 2025
CREEK CAMP 2025

Correct Naming:

8827-Year-7-Camp-2025
8827-Creek-Camp-2025