

# Microsoft

- [Microsoft Teams video training - Microsoft Support](#)
- [Minecraft Education Edition - Quick guide for students](#)
- [Minecraft Education Edition - Quick guide for staff](#)
- [Scanning To OneDrive](#)
- [Organize your inbox in Outlook](#)
- [How to Access your Sticky Notes from Outlook.](#)
- [How to share Microsoft Forms with others by saving them as a template](#)
- [Staying safe online using Microsoft Family](#)
- [Prepare for Zscaler](#)
- [How to manage saved passwords in Microsoft Edge](#)
- [Naming Microsoft Teams](#)
- [Find student email addresses in Outlook](#)

# 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 icon  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](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:

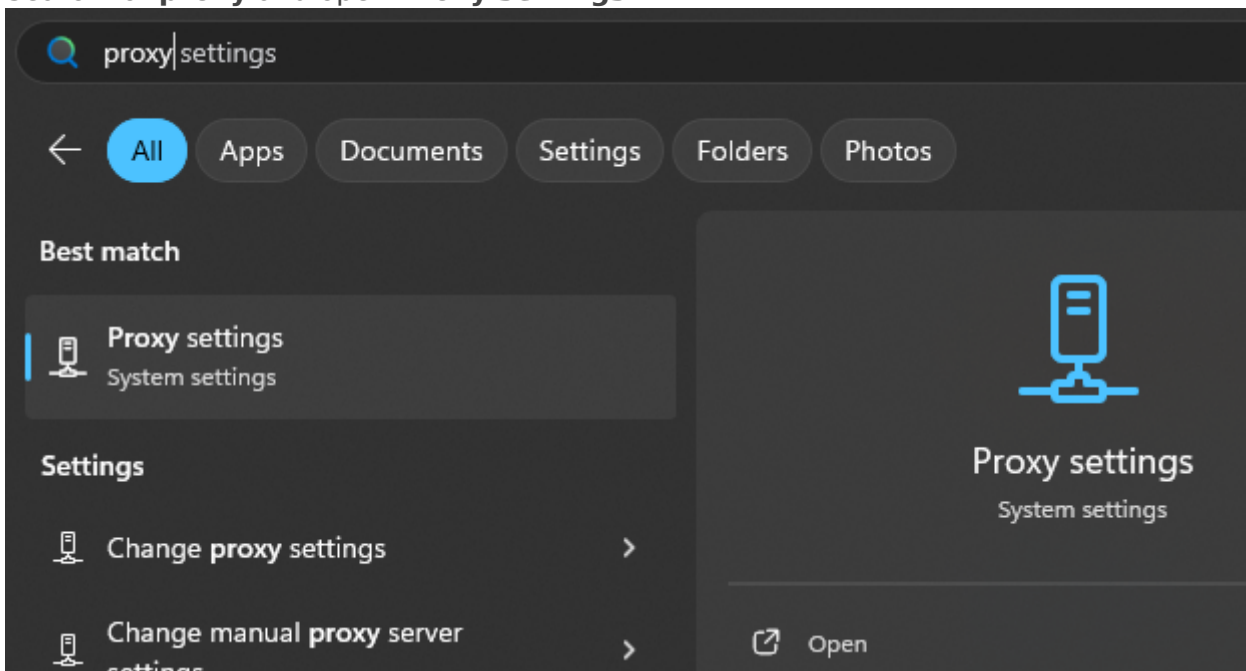
If your device has **proxy settings** configured manually, they will need to be **removed**.

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:**

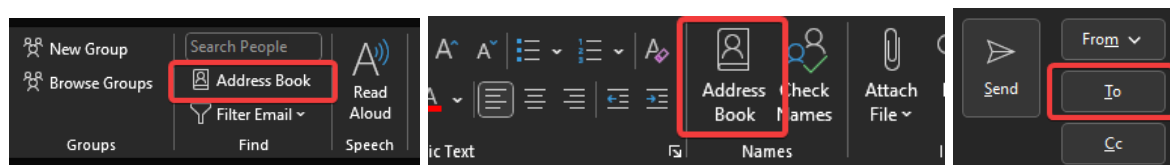
**8827-Year-7-Camp-2025  
8827-Creek-Camp-2025**

# Find student email addresses in Outlook

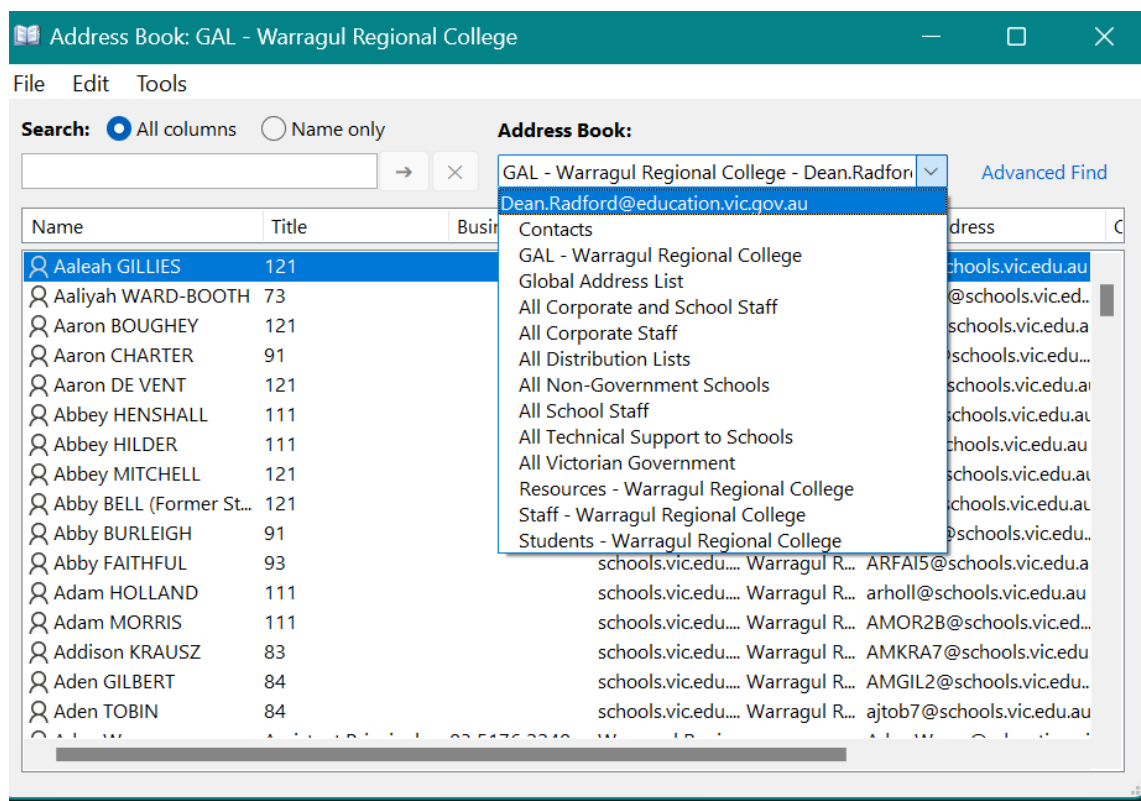
Visibility of students is restricted by default in the Microsoft Outlook Address Book.

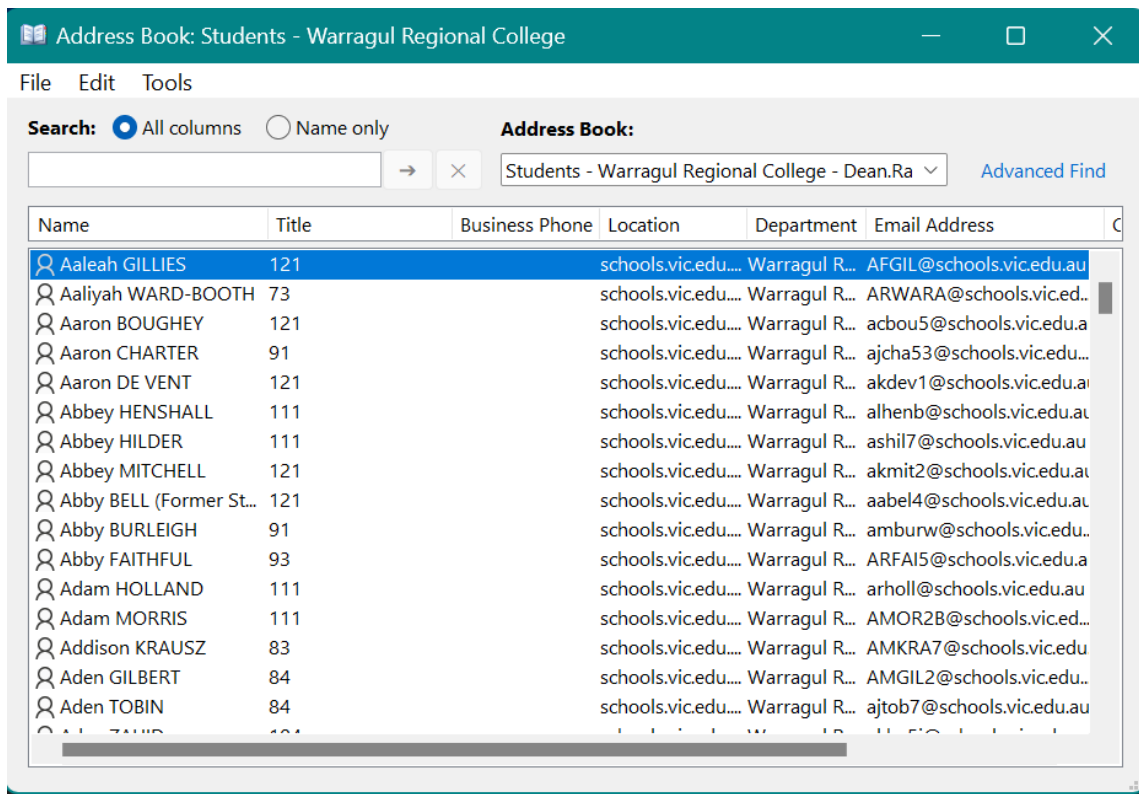
To find students at school, you will need to change the scope you are looking at in the Address Book.

Use any method to open your address book:

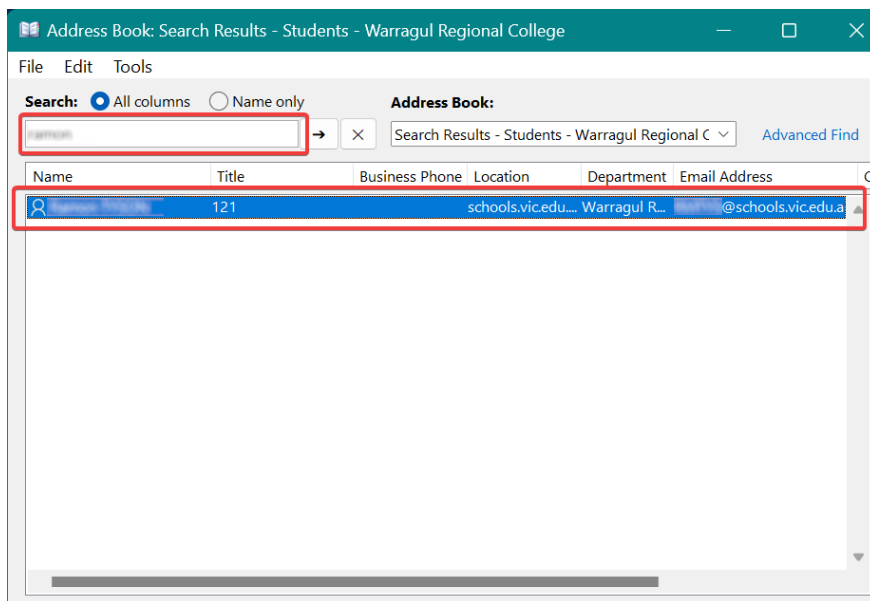


Select the Address Book drop-down menu and select **Students - Warragul Regional College**:





All students enrolled at WRC will be displayed. You can search specific students using the search field:



Open the entry to display information about the student:



121

General Organization Phone/Notes Member Of E-mail Addresses

Name

First: Ramon Initials: RT Last: Tyson

Display: Ramon Tyson Alias: RT

Address: City: State: Victoria Zip code: Country/Region: Australia

Title: 121 Company: Department: Warragul Regional College Office: schools.vic.edu.au Assistant: Phone:

Add to Contacts Actions

OK Cancel Apply

Click Actions to see a contact card with the students email address:

121 • Warragul Regional College

Start audio call Start chat Send email

Overview Contact Organization Memberships

**Contact information**

Status  
Available - Free for next 8 hours

Email: ramon@schools.vic.edu.au Chat: ramon@schools.vic.edu.au Office location: schools.vic.edu.au

Job title: 121 Department: Warragul Regional College Business address: Victoria Australia

**Organization**

We don't have the details to show the organization chart for Ramon TYSON. Organization details are provided by your admin or human resources department.

Email  
ramon@schools.vic.ed