New staff IT manual

- 🞤 **Computer login**
- 🞤 **Computer Wi-Fi**
- 🞤 **Mobile phone Wi-Fi (iPhone and Android)**
- 🞤 **Printing**
- 🞤 **Email and office365**

🞤 Computer login

When you are using school computers, once you turn on the computer, you need to input **AIHE** followed by your account name and then input your password.
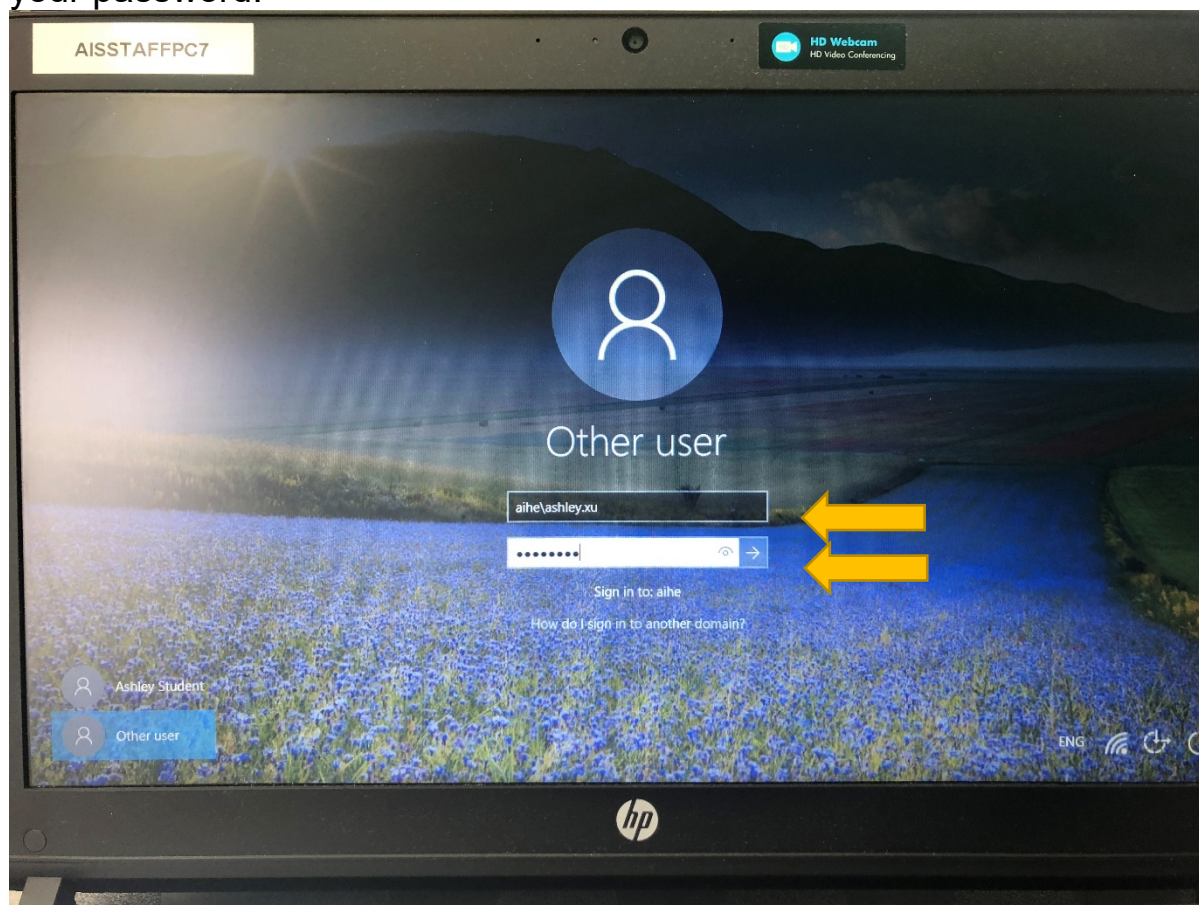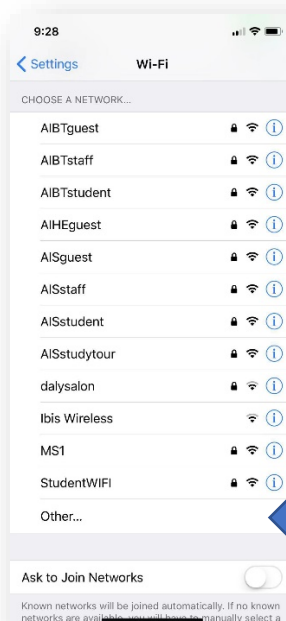
🔹 Computer Wi-Fi

1. If you need to use Wi-Fi, please click the Wi-Fi icon in the lower right corner of your desktop, choose the name StaffWIFI.
2. Tick connect automatically and then click connect.
3. Input AIHE\ followed by your account name and then input your password.

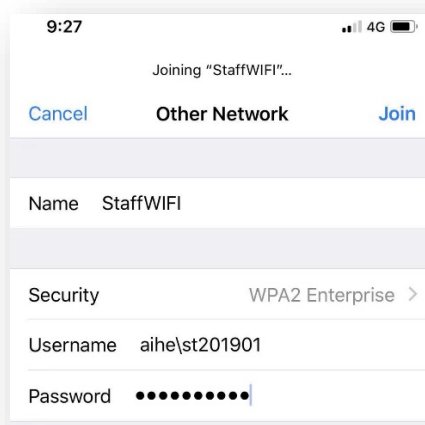## 🔹 Mobile phone Wi-Fi

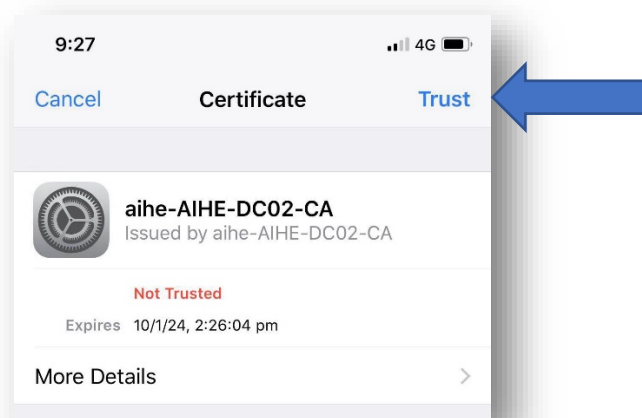- **For IOS system (iPhone)**
    1. Click Wi-Fi in Settings, and then choose Other.

2. Type StaffWIFI (case-sensitive) in the textbox and choose WPA2 Enterprise in Security section.
3. Input AIHE\ followed by your account name and then input your password.

4. Choose Trust when Certificate popup.

- **For Android system**
    1. Choose StaffWIFI in Wi-Fi section
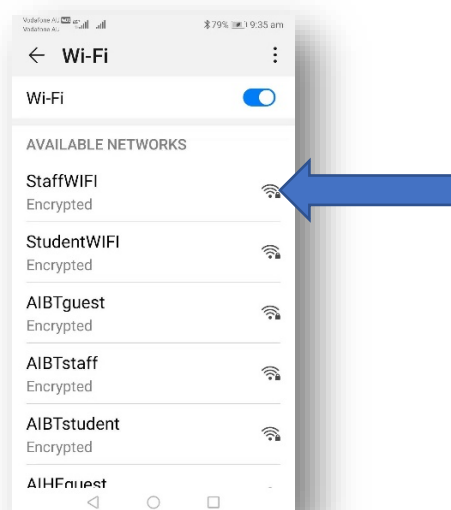
    2. Choose PEAP in EAP method
    3. Choose None in Phase-2 authentication
    4. Choose Anonymous identity in Identity section

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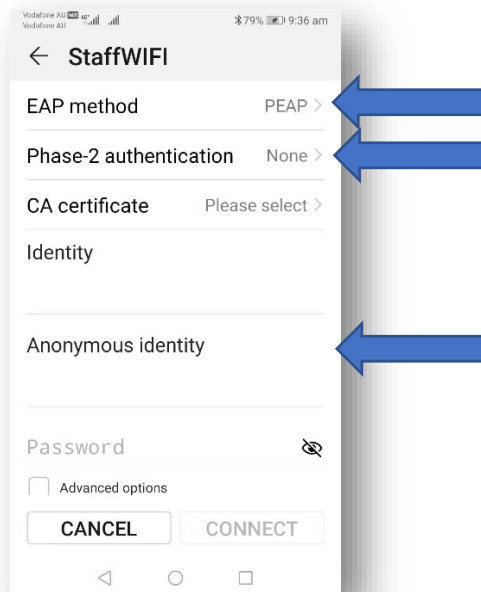
5. Input AIHE\ followed by your account name and then input your password.

(If you need any further help, please send an email to servicedesk@ais.edu.au)

⊞ Printing

- **Your printing account should looks like:**
  Printer login: leo.zhang
  Printer login password: Abcde12345
  Or
  you can login printer by Printer ID: 12345
- **There are 2 ways to start print:**
  1.Print form your computers
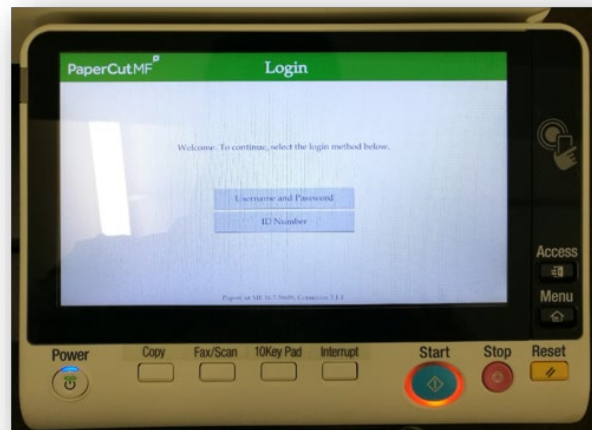 2.Upload your print job form website link
- **You should be able to find the right printer in your computer**
  For example:
  'AI printer BlackWhite two side on 192.168.0.15'
- **Login your account with Printer ID number and print or scan**
  For example, the printer ID number 12345

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- **Login your ID number and print or scan**
  You can use other "Device Functions" to scan

- *Please logoff after you use*

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⬛ Email and office365

- **Email Account**

   Your email account should looks like:

   Email account:

   leo.zhang@aibt.edu.au Or leo.zhang@ais.edu.au Or leo.zhang@aihe.sa.edu.au

   Email login password: Abcde12345

   There are manage ways to manage your email.

   1. Setup email in your outlook. Please see the guide:

   https://support.office.com/en-us/article/Outlook-email-setup-6e27792a-9267-4aa4-8bb6-c84ef146101b

   2. Setup email in your mobile phone. Please see the guide:

   https://support.office.com/en-us/article/Outlook-email-setup-6e27792a-9267-4aa4-8bb6-c84ef146101b

   3. Access your email online any time any where. Please login with the following link.

   https://login.microsoftonline.com/

- **SharePoint and OneDrive for business**
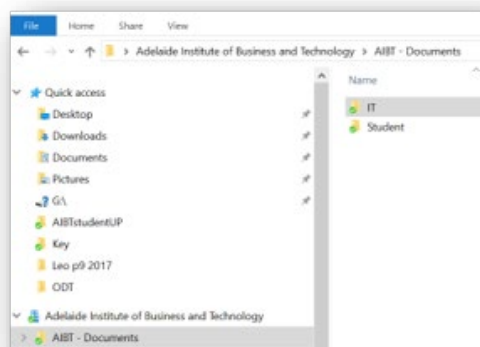
   SharePoint is our business data

   One drive is your personal data

   There are 2 way to access your SharePoint and OneDrive:

   1. IT will sync your main business working folders on your computer for you

   For example:

2. The second way to access your SharePoint and OneDrive:

You also can access all of the data which you already have the access permission online.
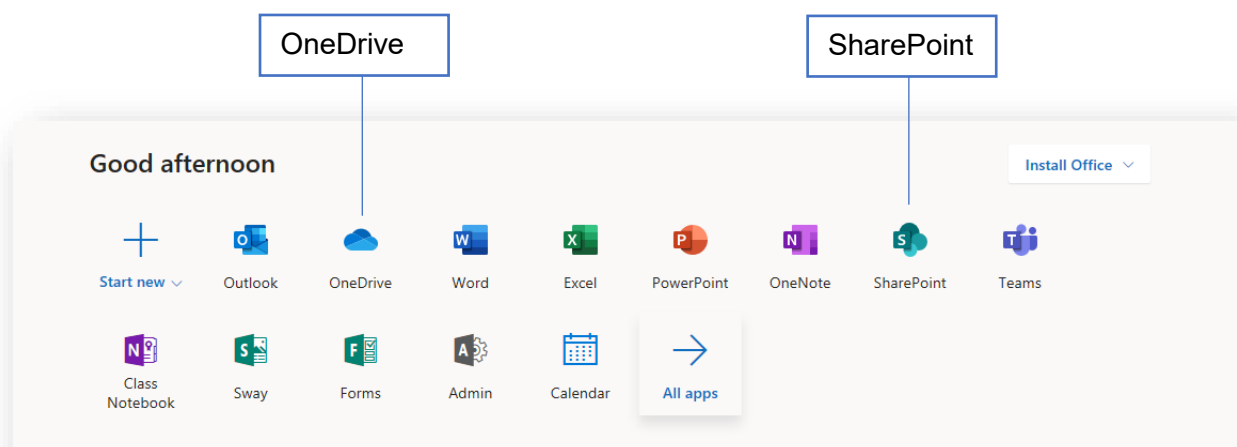Please use your email account to login
For example
name: Leo Zhang
Email account: leo.zhang@aibt.edu.au
Password: Abcde12345
Login link https://login.microsoftonline.com
-You also can find the link in our website

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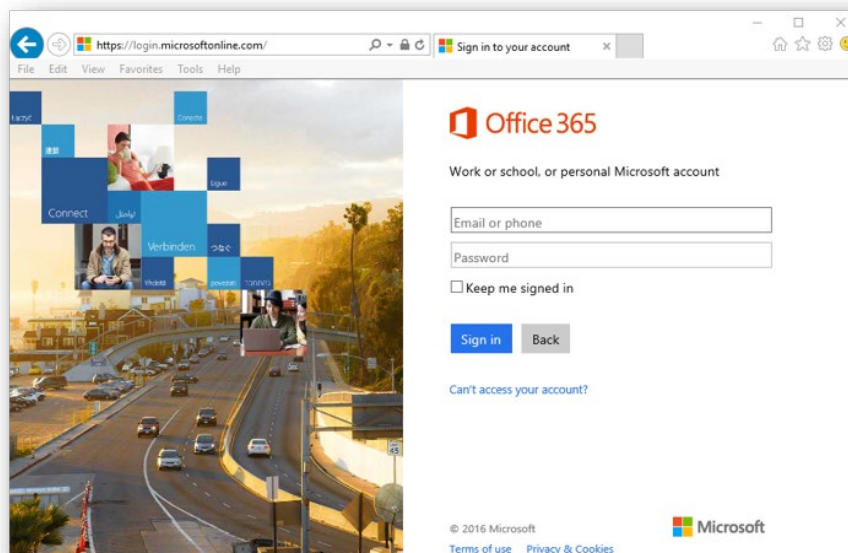
Basically, SharePoint is a cloud disk to store work document

- You can find company documents here
- You can online view, edit, del, download, upload and much more based on your permission settings for each folder and each file.
- Please check with your team leader about your permissions.

And the OneDrive is a cloud disk to store your personal data

- You can put your data here
- You can share with others

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