



HOËRSKOOI MONTANA

DIË BAKEN VAN GROEI EN GELUK

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MONTANA
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20 January 2022

Dear Parent / Guardian

Hoërskool Montana uses MICROSOFT TEAMS.



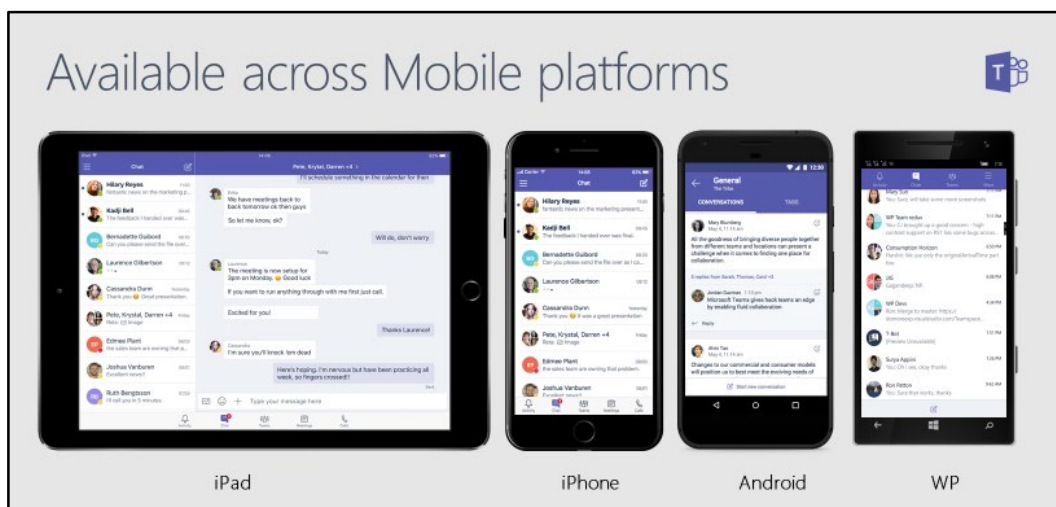
An **@HSMONTANA e-mail address** has been created for each learner. This e-mail is a MICROSOFT PROFILE and will be used by all educators of Hoërskool Montana to communicate with learners on MICROSOFT TEAMS.

Your child's profile details are:

	NAAM EN VAN
MSTEAMS USERNAME:	MSTEAMS USERNAME
TEMPORARY PASSWORD:	WAGWOORD

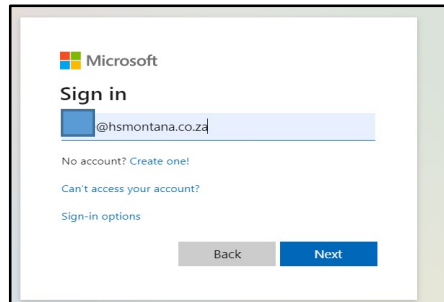
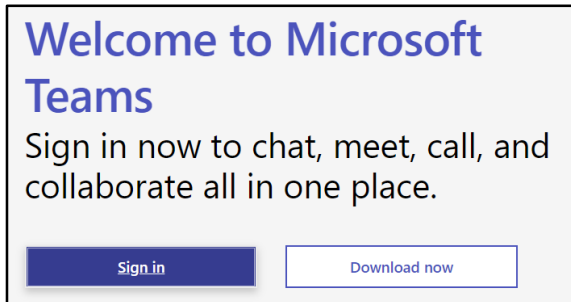
Please note: If you as parent want to see the communication from the educators, you must use your child's e-mail address and password (for security reasons). No e-mail addresses other than @hsmontana.co.za will be entered on Hoërskool Montana's Microsoft Teams.

Learners can use MICROSOFT TEAMS via a browser or an APP (Windows or phone). (Read more about it: <https://www.microsoft.com/en-za/microsoft-teams/download-app>).

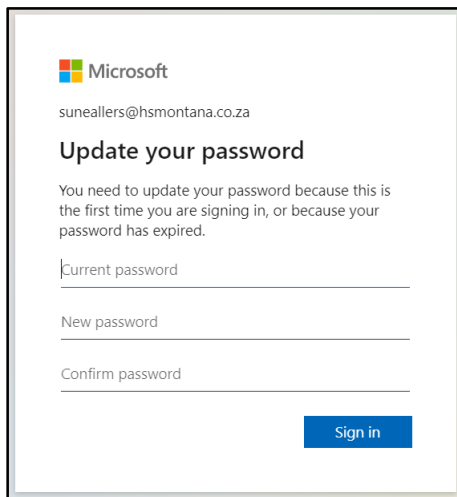


Microsoft Teams also contain Office 365 which learners can use. Both are online and data must be available for the learners/parents to use this platform.

Step 1: Learners sign in at <https://www.microsoft.com/en-za/microsoft-teams/log-in> (or via the app downloaded) with their @hsmontana e-mail address and password (which is set-up by the school).



Step 2: When learners have successfully logged in for the first time, the option to change their given password will appear.



Step 3: After a learner has set their new password, their profile is ready to view the communication channels from the educators at Hoërskool Montana. Remember, parents must use their child's profile to connect and view important information.

Additional information: If learners (up to the age of 24) want to download the OFFICE 365 package to their computer for free (ONENOTE, WORD, EXCEL, POWERPOINT, OUTLOOK AND 5TB ONEDRIVE ONLINE SPACE), more information is available at: <https://mahala.ms/>

We trust that this approach will ease all the Monties' tasks. For enquiries, please send an e-mail to teams@hsmontana.co.za.

Montie greetings

M.C. BOTHA
PRINCIPAL

M. DU PLOOY
DEPUTY PRINCIPAL