



# **A HOW TO GUIDE FOR PARENTS: HWB**

# 1



In your internet browser, type in [www.hwb.gov.wales](http://www.hwb.gov.wales)

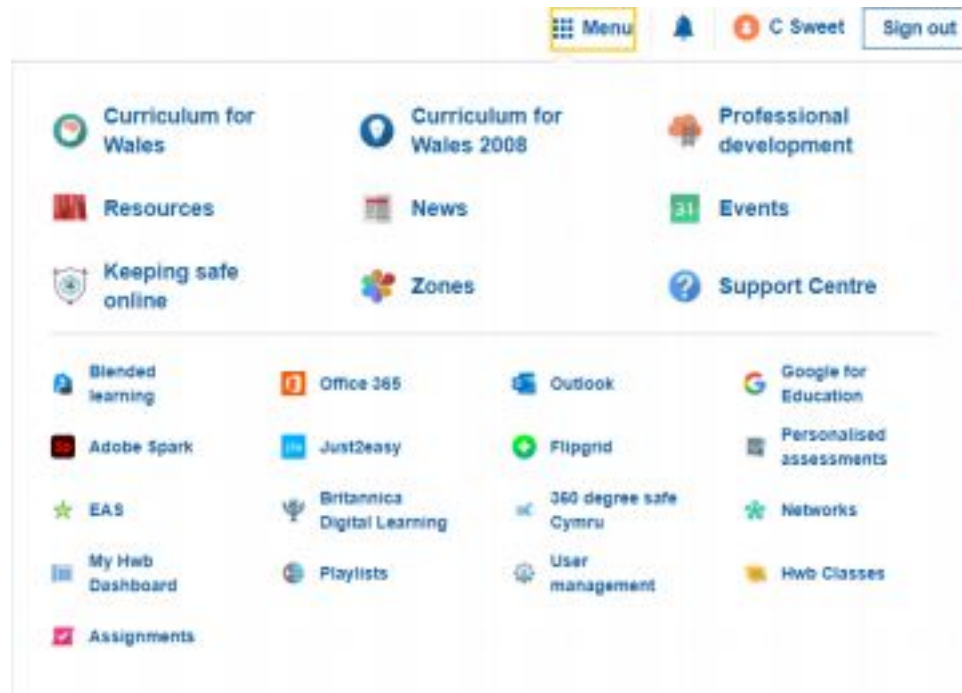
# 2



Click on the 'Log in' button and fill in your username and password.

# 3

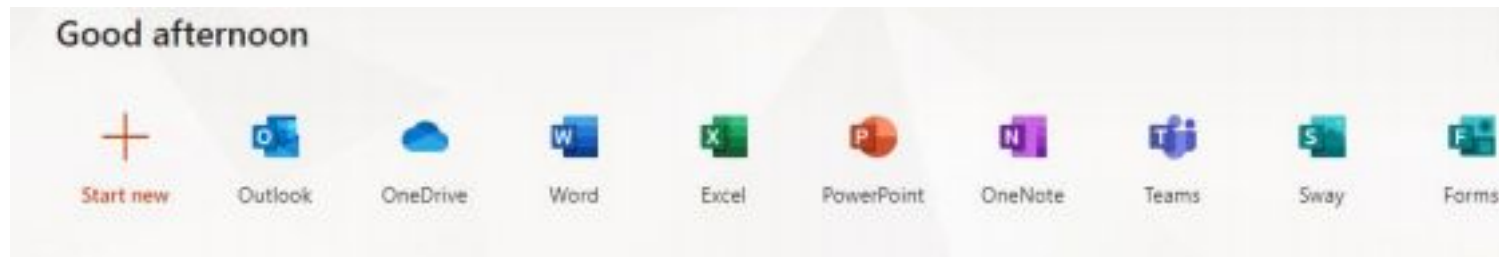
Once you have logged in, hover over the 'Menu' image and it will show you all of your options. Your most useful icons for home learning will be 'Office 365' and 'Google for Education.' These are circled in red on the image below.



# 4

## Office 365

Click on this icon. Office 365 is where children can create and access documents in Word and Power Point. Just click on a programme if you wish to use it.



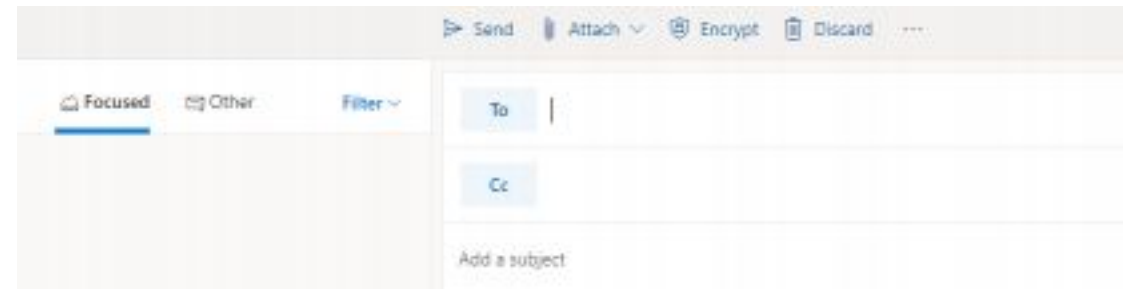
Your child can email their teacher by clicking on the 'Outlook' icon. See the next page for how to write an email.

# 5

## To write an email

Click on the 'New message'

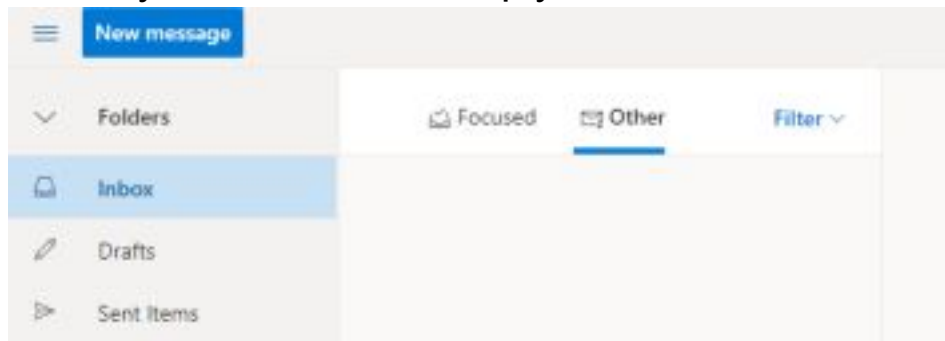
button to write an email to your teacher.



Type your teacher's email address here.

Once you have finished writing your email, press send.

Check your 'Inbox' for a reply.



Click here to begin typing the main message of your email.



Just2Easy



This is a place where children are able to play games, complete code and access lots of other activities within the safety of Hwb.

