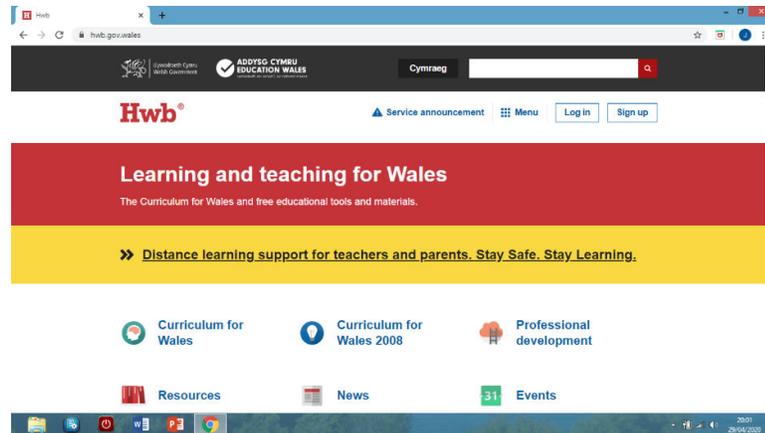
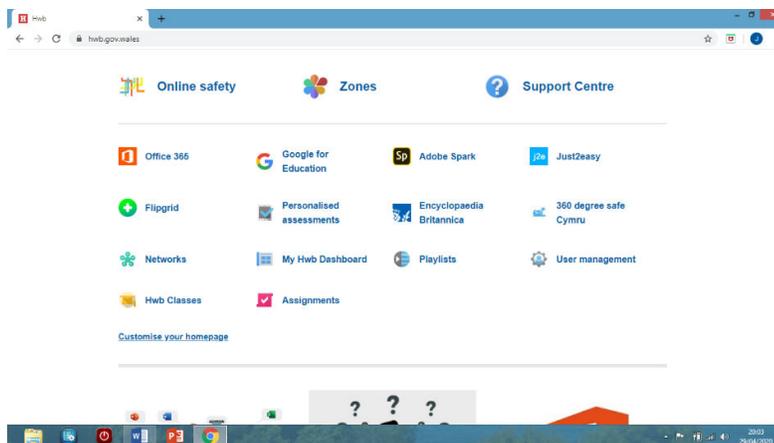


How to access Hwb and your child's email account

- Put www.hwb.gov.wales in a search engine and the following page will appear.
- Click the Log in button and log in with your child's username and password (If for any reason you have lost these please email the school so we can re-send)

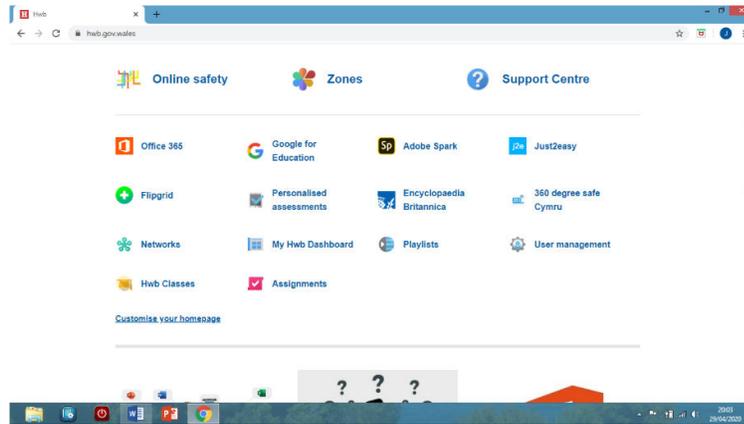


- Click on **Office 365**

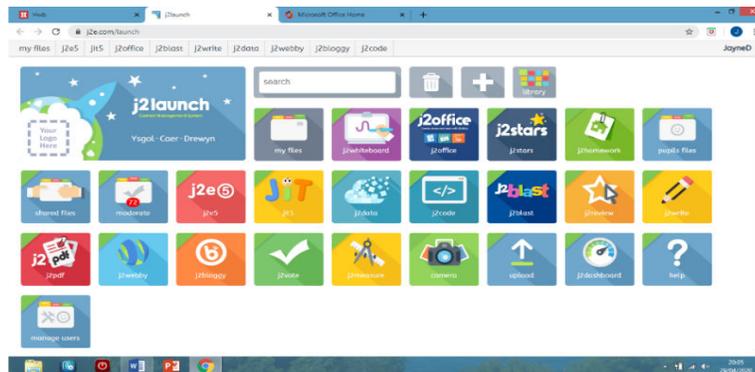


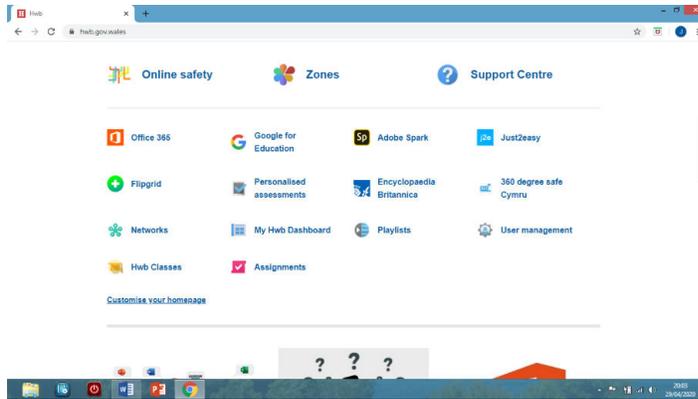
- Click on Outlook  - you can now read and reply to the emails sent by the teachers, which you will find in their inbox.
- You can also access all the other programmes on this page including word and power point. If the children use these through their Hwb accounts they will automatically save their work and they can email to their teachers.
- As parents you can also click the Install Office button and download for free the full Office 365 on up to 5 devices.



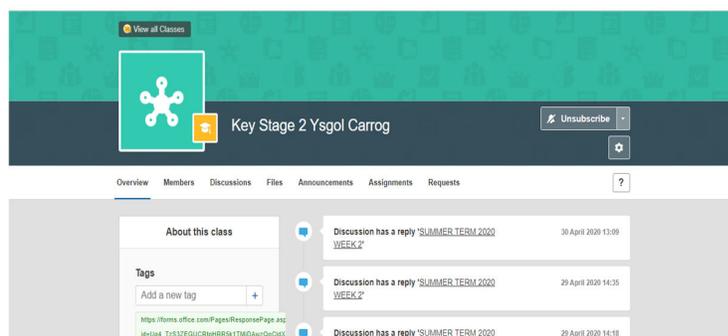


- If you click on the **Just2Easy (J2e)** icon, it will take you to a screen full of additional programmes you can use.
- In J2Homework, there are additional tasks set by the teacher. You can click on it to say if you have completed it.
- Pupil's work will save into 'My Files'.
- If you hover over each area, an 'i' appears, click on that to tell you what can be done in each section of J2e





- In **'Hwb Classes'** you will find a class called **'Key Stage 2 Ysgol Carrog'**. Click on this.



- If you click on **'Discussions'** you will find discussions between pupils and their teacher.
- If you click on **'Files'** you may find additional ideas and tasks that have been set by the teacher.