New Staff Technology Orientation
District Policy and Procedures

Board Policy and Procedure 2022P – available on website

• Network Use Guidelines
• System Security
• Personal Security
• Copyright
• General Use
• Service Procedures
Other Points Not Covered

• Printer Usage
• Technology Purchases
• Equipment Check-out
• Inventory
• Consumables
Staff and Student Environment
Staff Environment

- User Account Names and Passwords
- H: (Home) Drive
- S: (Shared) Drive
- N: (District Shared) Drive
- Network Printers
- Desktop Settings
- Google Drive
Connecting to Projector

- Windows logo key + P
- Duplicate
- Extend
- Document Camera
Student Environment

- User Account Names and Passwords
- H: (Home) Drive
- S: (Shared) Drive
- Desktop Settings
- Google Apps
System Security and Network Delivered Applications
Network Delivered Applications

- TSD Applications
- TSD Internet Shortcuts
Outlook and E-mail Access
Outlook and E-mail Access

- Outlook 2016
- Smart Phones Directions on web
E-mail Address and Password

• Same as your user name
• “first.last”@tumwater.k12.wa.us
• Same password as Windows logon
Quotas and File Attachments

- Max Mailbox Size (500mb)
- Max File Attachment size (15mb)
- Deleted Item Retention (60 days)
Group Distribution Lists

- Being Added to a list
- Creating your own
- Sending to your building
- Other Buildings
- District Wide E-mails
Outlook Web Access (OWA)

- https://mail.tumwater.k12.wa.us/exchange
- Browser Compatibility
- Username
- Password
Telephone and Voicemail

• In-district Dialing
• Dialing out
• Long Distance
• Accessing Voicemail
• Who do I contact?
## District Tech Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randal Thomas</td>
<td>7080</td>
<td>Help Desk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Michael T. Simmons</td>
</tr>
<tr>
<td>Dan Reich</td>
<td>7037</td>
<td>Technology Supervisor, District Office</td>
</tr>
<tr>
<td>Jeff Caldwell</td>
<td>7083</td>
<td>All Elementaries (except MTS)</td>
</tr>
<tr>
<td>Nadine White</td>
<td>7084</td>
<td>Black Hills High School, Tumwater Middle School, Secondary Options</td>
</tr>
<tr>
<td>Wendy Roberson</td>
<td>7669</td>
<td>Tumwater High School, Bush Middle School, Tumwater West Education Center</td>
</tr>
<tr>
<td>Tina Schmidt</td>
<td>7086</td>
<td>Elementary TOSA – Integration Specialist</td>
</tr>
<tr>
<td>Justin McKaughan</td>
<td>7087</td>
<td>Secondary TOSA – Integration Specialist</td>
</tr>
<tr>
<td>Jordan Smith</td>
<td>570-4444</td>
<td>New Market Skill Center</td>
</tr>
</tbody>
</table>