

Technology Manual

TECHNOLOGY SUPPORT

Post Companies

Dedicated email ticket system at: steiner@postcompanies.com

Dedicated SMS/text system at: (734) 926-9001

Phone callback system at: (734) 926-9001

STEINER TECHNOLOGY OVERVIEW

1. “Portal” or “Family Portal” refers to FACTS
2. Office365 refers to www.office.com (Microsoft Application Suite & OneDrive)
3. www.outlook.com refers to all @steinerschool.org email access
4. ParentSquare refers to www.parentsquare.com website and downloadable app (iOS and Android) for parent/teacher/class/student communications

ONBOARDING

All new employees must contact Post Companies to have their computer/phone/tablet set up to access the school's network.

WEBSITE CONTENT

If you see errors or need to add or update content, please contact: Denise Guillot, denise@steinerschool.org

Office365

You may access the entire Microsoft Office Suite online any time by visiting: www.office.com. Use your complete @steinerschool.org email address and then enter your password.

The entire Office suite, including Outlook (email), OneDrive (complete file storage), Word, Excel, etc. is available from your Dashboard once you are logged in. You can access your entire @steinerschool.org account from any device in the world with Internet.

Email

You may access your email from any computer/device in the world by navigating to www.outlook.com. Use your complete @steinerschool.org email address and then enter your password.

For online help setting up your email address with your device, please visit:
<http://steiner.postcompanies.com/android> <http://steiner.postcompanies.com/apple>

Email Addresses

Email addresses have been created for all employees using the format:
firstinitial+lastname@steinerschool.org (no spaces)

For example, Jane Does is:

jdoe@steinerschool.org

Email address are CASE INSENSITIVE, so all of these addresses successfully deliver email to Jane:
Jdoe@steinerschool.org

JdOE@steinerschool.org

JDOE@steinerschool.org

Important information will be sent to these emails, and we ask that all employees check their email address frequently. Please keep personal and work email separate for security and privacy.

All RSSAA email communications should go through steinerschool.org emails.

Checking Email

Type www.outlook.com into your web browser.

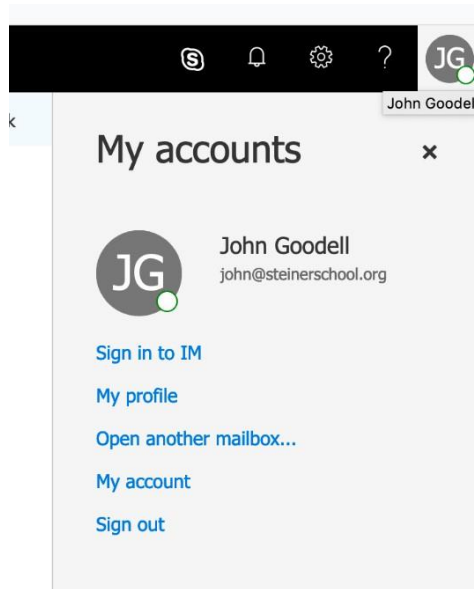
Click SIGN IN and use your complete email address (ex. jdoe@steinerschool.org). Enter your password.

If you do not remember your password or need help resetting it, please contact Post Companies:

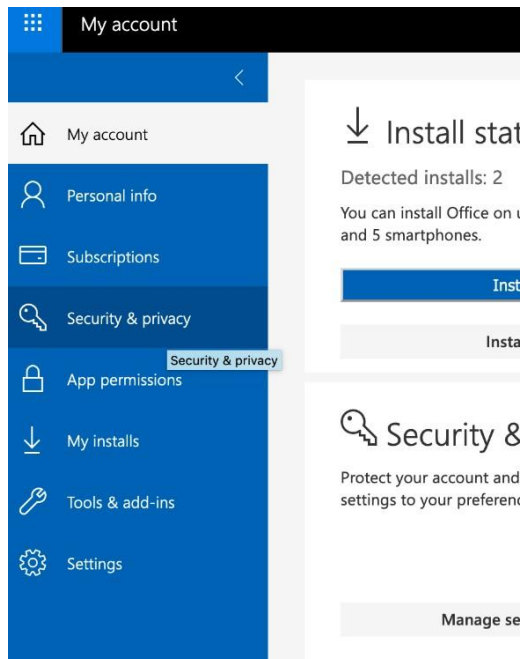
steiner@postcompanies.com 734-926-9001 (call or text)

Changing Your Password

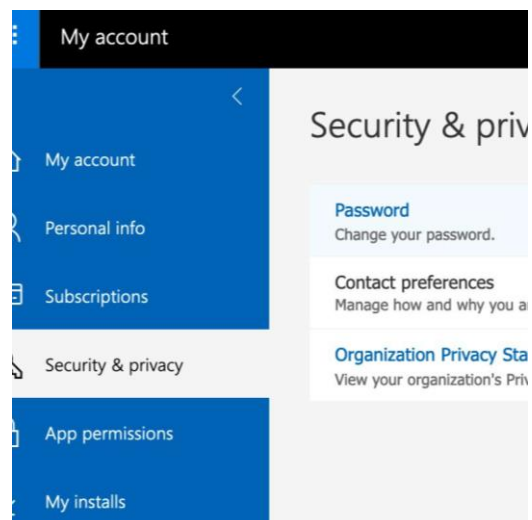
Once you are logged into Outlook.com, you can change your password by clicking your initials near the TOP RIGHT of the screen, and then clicking MY ACCOUNT:



Then click on the SECURITY & PRIVACY tab on the left:



Then click CHANGE YOUR PASSWORD:



Email Signature Line

All email coming from the school should have a formal signature block. It is possible to have your signature automatically embedded in every email. You can create your own text signature block that includes the following information in the following format.

- **Your name** (in bold)
- Your gender pronouns (optional)
- Your title
- Your office and/or cell phone
- Rudolf Steiner School of Ann Arbor
- SteinerSchool.org



Cassie Standke (she/her)
Communications Director
253-227-4832
Rudolf Steiner School of Ann Arbor
SteinerSchool.org

Alternatively, if you would like a graphic signature like the examples below, send the above details to denise@steinerschool.org and one will be created for you.



Here are the instructions to create your own text signature block in Outlook. (If you choose to have a graphic signature created, separate instructions will be sent along with the graphic file.)

Outlook Web

- Open Outlook in your web browser.
- In the top menu select the “View” tab then “View Settings”.
- On the left choose “Mail” then “Compose and Reply”.
- In the Email Signature section, name your signature.
- Type in and format your information. Font should be Calibri. Size should be 11 or 12.
- Choose if you want the signature applied to all new messages and all replies or forwarded messages.
- Click Save.

Outlook Desktop

- Open the Outlook app and start a new message.
- In the top menu select the “Message” tab and click “Signature” and “Signatures...”.
- Click “New” and name your signature.
- Make sure that “Email account” shows your email address.
- Choose if you want the signature applied to all new messages and all replies or forwarded messages.
- Type in and format your information. Font should be Calibri. Size should be 11 or 12.

- Click Ok.

School mail Signature for Mobile Phone

Unfortunately, setting up your signature in Outlook on your computer does not translate to your phone, so if you manage school email on your phone you'll need to set up a signature in your email app. If you use Outlook for Android, the app does not allow for a graphic signature file so you'll need to use plain text in the setup, though you can bold your name. If you use Outlook for iPhone, you can use a graphic file for your signature, so you'll need to save a copy of your graphic file to a place you can access it from your phone. Below are instructions for both set ups.

Creating a signature in Outlook for Android (text signature only)

1. Open the Outlook app and go to the Outlook icon.
2. Click on the Gear icon at the bottom-left corner of the column
3. Tap on your account and then tap Signature.
4. Enter all the text you want to use as your signature. Bold your name.
5. (Optional) Highlight the school's name and click and link icon in the bottom right corner. Enter www.steinerschool.org into the link field to make the school's name a link back to our website.
6. Tap the Check Mark in the upper right corner.

Creating a signature in Outlook on iPhone

1. Open the Outlook mobile app and go to Settings.
2. Tap on your account and then tap Signature.
3. Enter your desired signature text in the box provided. You can also tap the Signature Image button to add an image to your signature (this is optional).
4. Once you're happy with your signature, tap Save.

Internal Communications Style Guide

Purpose

The purpose of this style guide is to help the school unify the look and feel of all communications coming from both the High School and the Lower School. The community, both internal and external, needs to recognize the various communications they see - whether handouts, mailings, or email - as being from RSSAA.

- Document Body Fonts: Calibri Light 10, 11 or 12
- Other variations of the Calibri font family can be used to bring emphasis to your documents
- Use area codes and hyphens in phone numbers 734-669-9394. No parentheses.
- Simplify times: 9 am NOT 9:00 am, 9 a.m. or 9AM. Use noon and midnight NOT 12 pm and 12 am
- Grade 8, NOT superscript 8th grade - “Grade 8 students study math”.
- Do not use “th”, “st” or “nd” superscripts at the end of dates. July 25, 2023 NOT July 25th, 2023
 - The 25th of July would be correct when the day is written before the month
- Capitalize first letter of school descriptions: Lower School, High School, Winter Festival etc.
- Use abbreviations EC, LS and HS with no periods.
- Consistency in referring to job titles (i.e. “School Administrator” or “High School Coordinator”)

Website Content Managers

The individuals below are responsible for making sure that the content of the school website is up to date and accurate. They will relay any needed updates to the Marketing Coordinator who will update the website.

WEBSITE AREA	CONTENT MANAGER	POSITION	FINAL CONTENT APROVAL and UPDATING
HS Events	Sara Deon Katie Simon	HS Coordinators	Marketing Coordinator
HS Admissions	Brooke Pickrell Katie Simon	Admissions Director HS Admin Coord.	Marketing Coordinator
LS Events	Kim Likosky	LS Coordinator	Marketing Coordinator
LS Admissions	Brooke Pickrell Kim Likosky	Admissions Director LS Admin Coord.	Marketing Coordinator
EC Events	Angela Gladstone	EC Pedagogical Coordinator	Marketing Coordinator
EC Admissions	Brooke Pickrell Angela Gladstone	Admissions Director EC Pedagogical Coordinator	Marketing Coordinator
Development	Jane Ford	Development Director	Marketing Coordinator
Tuition/Finance	Brian Vroom	Operations Manager	Marketing Coordinator
Academic Calendar	Julie Kelley	LS Operations Coordinator	Marketing Coordinator
Festivals	Kim Likosky	LS Coordinator	Marketing Coordinator
HS Athletics	Matt McGlinnen	Athletic Director	*Access to change athletics info on calendar
LS Athletics	Matt McGlinnen	Athletic Director	*Access to change athletics info on calendar
Staff Changes EC	Angela Gladstone	EC Pedagogical Coordinator	Marketing Coordinator
Staff Changes Grades	Kim Likosky	LS Coordinator	Marketing Coordinator

Staff Changes HS	Katie Simon	HS Administrative Coordinator	Marketing Coordinator
Employment Opportunities	HUB Members	EC, LS, HS CoordinatorsSchool Administrator	Marketing Coordinator
Alumni K-12	Jane Ford	Development Director	Marketing Coordinator
Homepage and areas not listed above	Denise Guillot	Marketing Coordinator	Marketing Coordinator