



FAQs

- 1. Where are the computer labs in the school?**
 - a. First Floor: Room 123 (Open access most of the day – see posted schedule at entrance), the Junior Commons (Open access all day (7:30am-6:00pm), the Library (Open access (7:30am-4:30pm).
 - b. Second Floor: Room 201 (Math, SOL Testing, Registration) and 242 (Languages, SOL Testing, AP Testing, Registration).
 - c. Third Floor: Room 318 (Open access most days (7:30-4:30pm) when not reserved by teachers for class work.
 - d. Multiple mobile labs throughout the building for use with teachers in specific courses/classes.
- 2. May I connect my own computer school's wireless network?** Yes! Personal laptops are allowed. Search for 'MLWGSWireless', click connect, and accept the terms of use listed on the captive portal.
- 3. What is Microsoft OneDrive?** Your Microsoft 365 account will allow you to use OneDrive as a cloud file storage application. This means you can save something you're working on at school and open it again at home without using a jump drive. Don't forget...you can do the same thing with GoogleDocs!
- 4. We have a Google Account at MLWGS, but I can't find the e-mail option. Where is it?** The Google Account provided by MLWGS does not come with an e-mail account. (You have been provided with a email account through Microsoft Office 365). See Ms. Snagg or Mr. Bortz in room 114 if you need help accessing your account.
- 5. Who do I ask if I have an issue with any of my school student accounts (computer, email/Office365, GoogleDrive, PowerSchool, Itslearning/Schoology)?** – see Ms. Snagg or Mr. Bortz in room 114.
- 6. How do I print at MLWGS?**
 - a. You can access printers by logging into your account in any of the computer labs (123, Junior Commons, the Library, 201, 242, 318).
 - b. To print wirelessly, your document must be in MS Word, Excel, Google Docs, Sheets or PDF format.

- i. To print to the junior commons (downstairs commons area), attach the document to be printed to an e-mail and send it to **mwcommons@hpeprint.com**.
 - ii. To print to Room 318, attach the document to an e-mail and send it to **mwlab318@hpeprint.com**.
 - c. To print a document from a jump drive: go directly to the printer, insert your jump drive, and follow the directions on the printer's touch screen.
- 7. What is this Office 365 everyone keeps talking about?**– As a student at MLWGS, you have licensed access to Microsoft Office products (Word, PowerPoint, Excel, OneDrive, Calendar, OneNote, etc.) Remember: you can download Office applications on up to 5 devices! (see below for help downloading)
- 8. How do I make copies of work for my classes?** – There is a student copier located in the Commons (first floor). Remember: Use the copier...don't print multiple copies to the printers. Need help? Contact Ms. Snagg or Mr. Bortz in room 114.
- 9. I can never remember the internet addresses for PowerSchool and ItsLearning Is there one place I can access both of them?** Yes! Go to www.mlwgs.com. Along with the school calendar, director's blog, and other-related info, you'll find links to both PowerSchool and ItsLearning.