Get started

1. Make sure the laptop charger is plugged in to ensure initial setup does not fail.
2. Follow the prompts to complete the setup. You may need to create or use your personal Microsoft, Outlook or Skype account.

Connect to the internet

For a stable internet connection, using a wired connection is recommended. For connection to your home Wi-Fi, please follow:

1. Left click on the **Start** button, open settings
2. Click on **Network and Internet**
3. Click on **Show available network**
4. Left click on your network and connect. It will prompt you to enter your Wi-Fi password. If you do not know your Wi-Fi password, please contact your internet service provider.

Home internet access guidelines

A strong internet connection is essential for learning from home, below are the minimum and optimal internet speeds. To check your internet speed, visit **speedtest.net** and click go.

Minimum recommendation: 5 Mbps down, 1 Mbps up

Optimal recommendation: 10 Mbps down, 5 Mbps up or greater.

If your internet is unstable, you may need to hotspot off of your mobile device. Fees may apply, visit your cell phone provider's website for more information about data usage and charges.

Using hotspot

Android:

- Open your phone settings app
- Tap on **Network & Internet > Hotspot and tethering > Wi-Fi Hotspot**
- Turn on Wi-Fi Hotspot
- To see or change hotspot settings like name or password, tap it.

Apple:

- Go to **Settings > Cellular or Settings > Personal Hotspot**
- Tap on the slider next to allow others to join.

Email

To access your email, visit **mySaskPolytech.ca** and click on the **Email** icon.

Accessing your files

To access OneDrive, visit **mySaskPolytech.ca**, click on **myOffice365** and click **OneDrive**.

myWorkspace

myWorkspace provides a virtual Windows desktop and software to complete assignments, print and access email.

To access myWorkspace visit **mySaskPolytech.ca** and click on the **myWorkspace** icon.

To successfully run myWorkspace you will need to install the Citrix receiver on your machine. If you do not have the Citrix receiver installed, the browser will prompt you to install the software.

Office applications

You can access Outlook, Word, Excel and PowerPoint through a web browser. Log in to **mySaskPolytech.ca** and click on the **myOffice365** icon and select the application you want to use.

*Please note that web apps for Office do not support advanced functionality.

Office can also be downloaded to your personal computer. Log in to **mySaskPolytech.ca** and click on **myOffice365** icon and click on **Install Office**.

Online knowledge articles

You can access our extensive knowledge base and how to articles through **saskpolytech.service-now.com/sp**. Login using your SaskPolytech username and password to chat with a helpdesk agent or to submit a request.

For more information about online tools that can be used while learning from home visit **www.saskpolytech.ca/learnfromhome**.

If you require support or have questions, please contact the Helpdesk at **helpdesk@saskpolytech.ca**
1-888-733-5333

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