

HWDSB

Email Overview for School Council Chairs

Each year, incoming School Council chairs can access their account by speaking with their principal. School council chairs can use these HWDSB accounts during their one-year term.

School administrators can help School Council chairs log in to their new email address by visiting the following website: <https://outlook.office365.com/owa/?realm=hwdsb.on.ca>

Password protection

The School Council Chair can request a reset if you do not know the password to the account. The principal or the office administrator can make this request via eBase. School council chairs should change this password and share it with their principal.

Storing information

Ensure that school council chairs understand that this email account is the official school council chair email account and belongs to HWDSB. It is not to be used for personal email because the account will be used in subsequent years by different school council chairs. School council chairs are advised to keep their inboxes clean by deleting all transitory emails (e.g., communication about a meeting date), and keep only those emails that have value to school councils and to HWDSB (e.g., emails that demonstrate how decisions were made).

Forwarding Emails to Personal Accounts

Managing multiple emails can be challenging to a busy parent volunteer. Setting up the School Council Chair account and having the emails sent to a personal account is allowed.

Private information

School council chairs will only have access to email. They cannot access staff/student directories, the HWDSB intranet or other platforms.

Questions or concerns?

Contact your principal or office administrator who can contact the Help Desk.