



Chiu Sheung School, Hong Kong  
 79B Pok Fu Lam Road, Hong Kong  
 Tel : 2546-1644 Fax : 2517-2483  
 Website : www.csshk.edu.hk

17<sup>th</sup> September, 2018

Dear Parents/Guardians,

**School Smartphone App and eCircular2018-2019 No.040B**  
 (To: All Students)

To strengthen the communication between parents and school, a smartphone app "Teamwork School Messenger" has been used by school to distribute instant messages to parents. In the new school year, a year of free usage will continue to offer to all parents.

In addition, eCirculars are also distributed to all parents through this app. To ensure you can receive every eCircular, all parents are recommended to use your own device (smartphone or tablet) and to stay login with the system all the time. Please don't let your child or any other people to login the system using their devices. In the meantime, all circulars will keep uploaded to the school website for your information.

Parents can download the app in Google Play Store (Android) or Apple's App Store (iPhone / iPad) by searching "Teamwork School".

Login details can be found in the attached user guide. The login user name and password are printed on a sticker in your child's student handbook. The template is as follow:

<p><b><u>Teamwork School Messenger</u></b>  <b>Student Name:</b> XXX (1AXX)  <b>Login Name:</b> xxxxxxxx@csshk.edu.hk  <b>Password:</b> xxxxxxxxxxxx          (Please change your password after the first login)</p>
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Please return the reply slip to the class teacher on or before 19<sup>th</sup> September, 2018. For further enquiries, please contact the class teacher or Mr. Brian Tsang. Thank you for your attention.

  
 Mr. Chim Hon Ming  
 Principal, CSSHK

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 To: CSSHK Class No. (    )

**Reply Slip for Notice on "School Smartphone App and eCircular" 2018-2019 No.040B**

I acknowledge receipt of the above notice and understand its content.

Name of Student : \_\_\_\_\_ Class: \_\_\_\_\_

Name of Parent/Guardian : \_\_\_\_\_ Signature : \_\_\_\_\_

19.09.18 Tsang

User guidelines - Teamwork School Messenger

Login

Step 1.

Go to App store or Google Play, search "Teamwork School", download and install it. You can also get the app by scanning the QR code below or type in the web link directly.



iPhone/iPad App Store

<https://itunes.apple.com/us/app/teamwork-school-messenger/id905909678?mt=8>

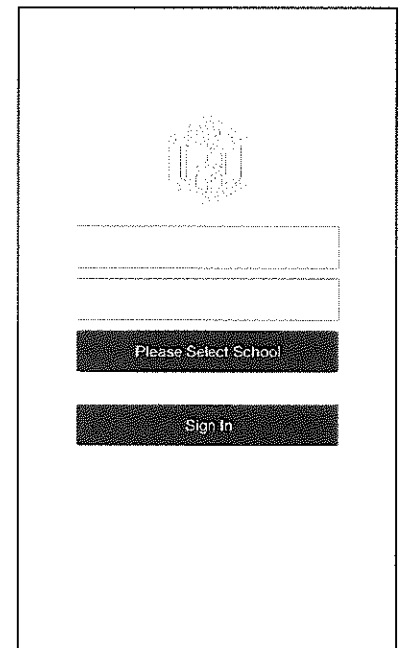


Google Play Store

<https://play.google.com/store/apps/details?id=com.talkboxapp.teamwork.school>

Step 2.

Run the app, type in the email address provided "XXXX@csshk.edu.hk" as your username, then type in your password "csshk\_XXXX" as printed on the sticker.



Step 3.

Select "Chiu Sheung School, Hong Kong" by searching "chiu sheung". Then click "Sign In".

Changing password

Change your password by clicking "me" in the bottom right corner, then click on your profile picture. The "Change Password" button will then be shown under your name.

