



# README.HLP

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## Managing Your Student Computer Account

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### Introduction

In order to use the PC's in the student computer labs, each new student needs to activate their computer account. The instructions on this handout will help you set up your account. You may use the student computer labs in Reid 302, 305, 306, Roberts 109, 110, 111, EPS 110, Cheever 121, Linfield 232 or Renne Library 217 and 317.

### User Support Associates (USA's)

USAs are student employees whose duties include providing assistance to other students and staff in the computer labs. USA's are available to assist you in Reid 306 and Roberts 110. Do not hesitate to ask them for help.

### Student Account Configuration

This student account configuration page can be used to:

- Create your new account
- Change your password

1. In the Windows Logon window, type **guser** in the **User name** textbox and then click on **[OK]**.



2. Follow the instructions on the MSU Student Configuration Page on your screen.

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# Once Your Account Is Activated

## Computer Login

Use your newly created username and password to login to the computer. This username and password is also used to access your web based email account.

## Your Z Drive

Registered students are allocated their own personal share on a network server. This means every student is allowed up to 20 MB of disk space on a server. Once you are logged in, your personal share is mapped to your 'Z' drive which you can access by double clicking on "My Computer" and locating the drive labeled "**your username (Z:)**". You can save your work to this account and only you have access to it from any student computer lab. This is the most secure way to save and we highly recommend that you take full advantage of it.

**Accessing your Z drive from off campus:** Open Internet Explorer. In the address bar type "**ftp://opal/first letter of user name/username**". For example, if your username is iruser, you would type ftp://opal/i/iruser. A dialog box will come up and ask for username and password. Type "**MSU\username**", for example MSU\iruser. Then enter your password. You can then view documents or transfer files between your Z drive and your local machine.

## Your Email Account

Your new email address is "**username@montana.edu**." You have a maximum of 25 MB of space for messages. To access your email, go to **http://mymail.montana.edu** and enter your username and password. In the student computer labs, there is a shortcut to this website in the "Network" folder on the desktop entitled "Mymail Web-mail" and on the quicklaunch bar at the bottom left of your screen. If you want to use POP mail such as Outlook, Eudora, etc, use "**mymail.msu.montana.edu**" as the incoming mail server name.

## Forwarding Your Email

If you would like to forward your email to a pre-existing web based account e.g. hotmail, yahoo!, etc..., log into your email account and click on the "Settings" tab at the top of the screen. Type in the forwarding email address in the "Forward mail to:" field, and then click "Save."

## Getting Help With Email

To get help with your email account, go to **http://mymail.montana.edu** and click on help. You can also request assistance from the USA on duty or by calling the help desk at 994-1777.

## Logging Off Your Computer

### ***IMPORTANT: ALWAYS LOG OFF WHEN YOU ARE DONE***

Never leave your account opened by leaving your computer logged on.

You can log off by using any of these methods.

- Click on the log off icon on the desktop.
- Press the [Ctrl] [Alt] [Delete] keys simultaneously and select **Log Off**.
- Click [Start] in the lower left hand corner and select **Log Off "Username"**.