UNIVERSITY OF
ST. THOMAS

NEW TO UST
START HERE

- **Visit Microsoft 365**
- **Set your password**
- **Access MYSTTHOM and More**

USER TIPS

- **Blackboard**
- **VPN**
- **Wifi**
- **Zoom**

INFORMATION TECHNOLOGY

U S E R   G U I D E   2 0 2 3

Contents

Essentials For Getting Started

Office 365 at the University of St. Thomas brings innovative products to the UST community. All faculty, staff and students have access to Office 365.

How to log into Office 365 for UST

1. Navigate to https://office.com.

2. Enter your full UST email (example@stthom.edu).

3. Once you enter your UST email, you will see a password screen that has UST branding as shown below.

4. To log in for the first time, you must know your first and last name as well as your UST ID number. For example, if your name is **Cap**tain **Ame**rica and your UST ID is **0123456**, the following would be your temporary password:

   - capAME0123456

   - This password uses the format:

      o The **first three letters** of your **first name**, **all lowercased** (*cap*).

      o The **first three letters** of your **last name**, **all uppercased** (*AME*).

      o Your **seven-digit UST ID number** (*0123456*).

5. Once you have successfully entered your login, you will be prompted to change your password.

6. You will be prompted to add more information, click **Next**.

7. You will then be prompted to enter either your phone number, an alternative email address, or create and answer security questions.

8. At the next prompt, check the box that states, **Don't show this again**, click **Yes**.

9. You should see the Office 365 homepage along upon completion.

WiFi

Network: UST-FACULTY-STAFF

Network: UST-STUDENT

Network: UST-RESLIFE

HyFlex & Zoom Room

Zoom Room:

- **Present** to others in the room by wirelessly projecting the computer to the Zoom Room display. Open the Zoom Client, press "Share Screen," and connect automatically.

- **Start** an instant meeting on the Zoom Room controller. Share the meeting ID with others through phone, text, Teams, Slack, etc.

- **Join** an existing meeting by pressing "Join" on the Zoom Room controller, then enter the appropriate Meeting ID.

- **Schedule** a Zoom meeting by adding the Zoom URL in the "location field on an Exchange Calendar event, then add the room as a participant. When you arrive, press "Start to begin the meeting." No computer needed!

- **Unlicensed Room**: If you open Zoom Rooms and the welcome screen indicates "Unlicensed Room" at the top left of the screen, a "sign in" button appears as well as the current time, please reboot the smartboard and relaunch the Zoom Room.

Use Windows Desktop on Smartboard

It is possible to exit Zoom Rooms to use the underlying Windows 10 system:

- To exit Zoom Rooms to use the Windows computer, double-tap on the screen so that the "Exit", "Sign Out", and "Settings" buttons appear at the bottom-right corner.

- Select "Exit" to see the Windows desktop.

Invite the Zoom Room as a Meeting Participant

To add the Zoom Room to a course Zoom meeting:

1. The instructor who is the meeting host should first login and start the meeting **usingthe Zoom application on their laptop** or other device.

2. Then, also using the Zoom application on their laptop (**not** the Zoom Room touchinterface), using the meeting host control bar, click **Participants**.

3. In the **Participants** panel, click **Invite**.
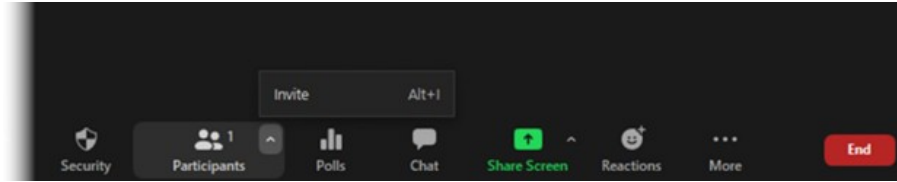
4. In the **Invite people to join meeting**… window, click the **Zoom Rooms** tab.

5. Scroll through the list of **Zoom Rooms** or search until you find the one that corresponds with your teaching space.
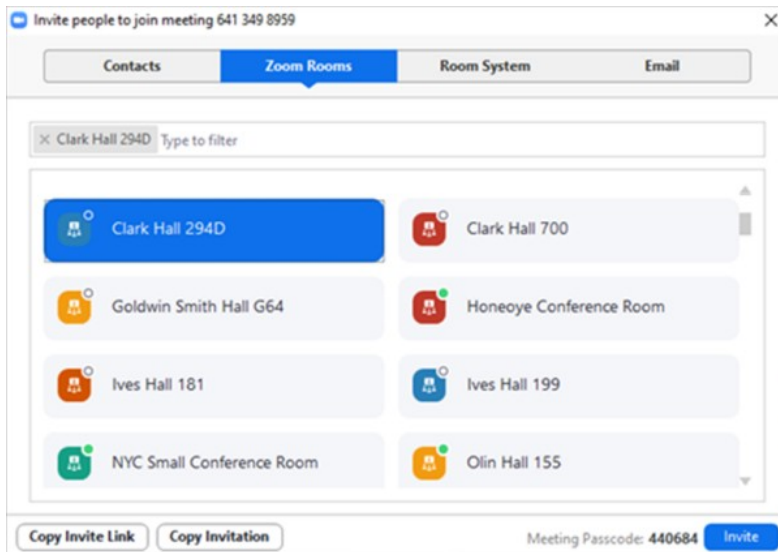
6. Click **Invite**.
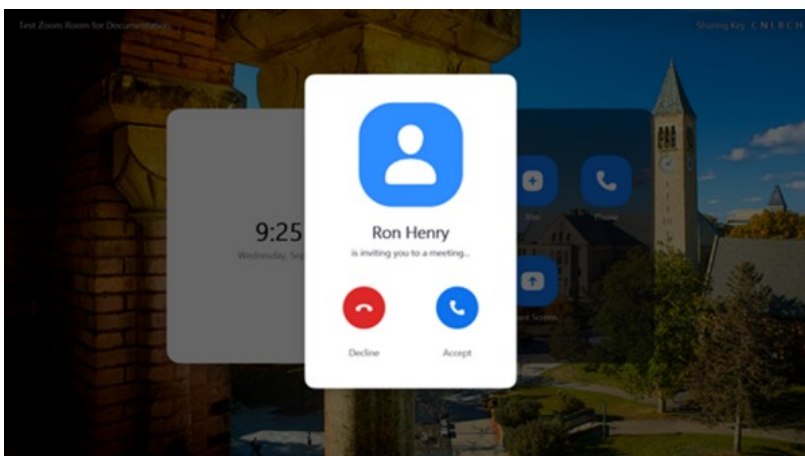
7. The Zoom meeting will "ring" the Zoom Room touch interface. **Using the Zoom Room's touch panel**, the instructor can use the stylus to tap **Accept**.

How-to Step-Up MFA in Microsoft

MFA stands for Multifactor Authentication. It allows for better security during the sign inprocedure by using your account's password alongside with another form of authentication. Some examples of these other forms of authentication are biometrics (such fingerprint and face) or your phone number or email address.

Multifactor authentication is used because it is more secure, as it requires more thanone piece of evidence to verify the user's identity. This makes it more difficult for an attacker to gain access to the account.

How to setup MFA

First, go to Office.com and click **Sign in**.
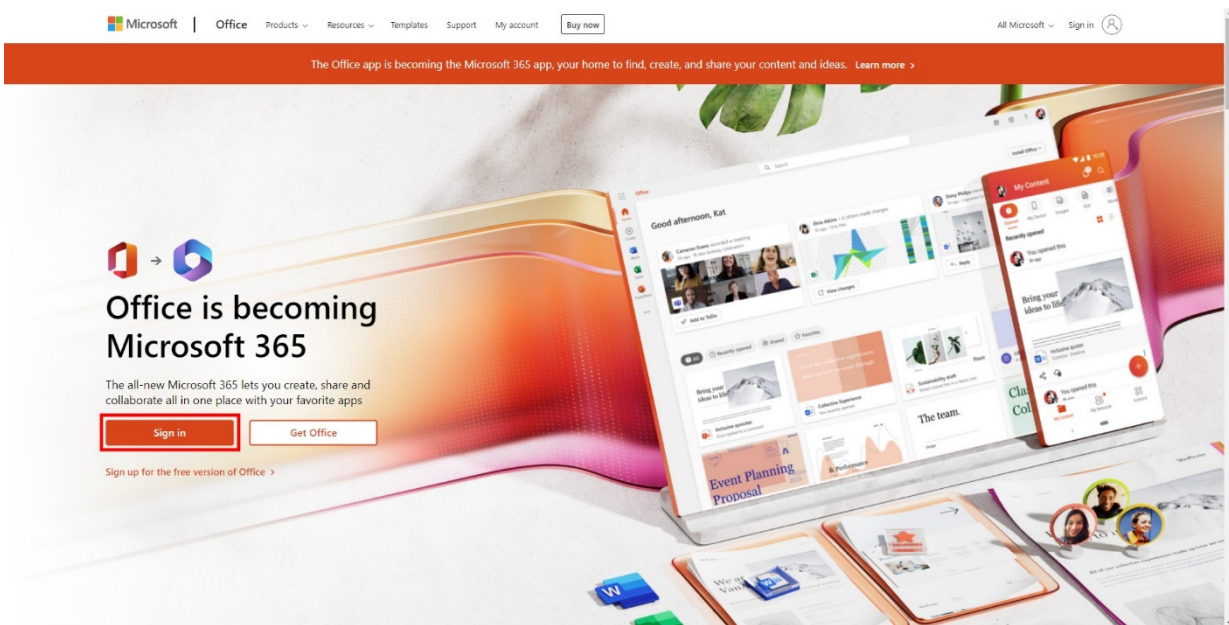
When signing in, there will be a prompt that will ask you whether you would like to staysigned in. Click **Yes** if you would like to stay signed in.
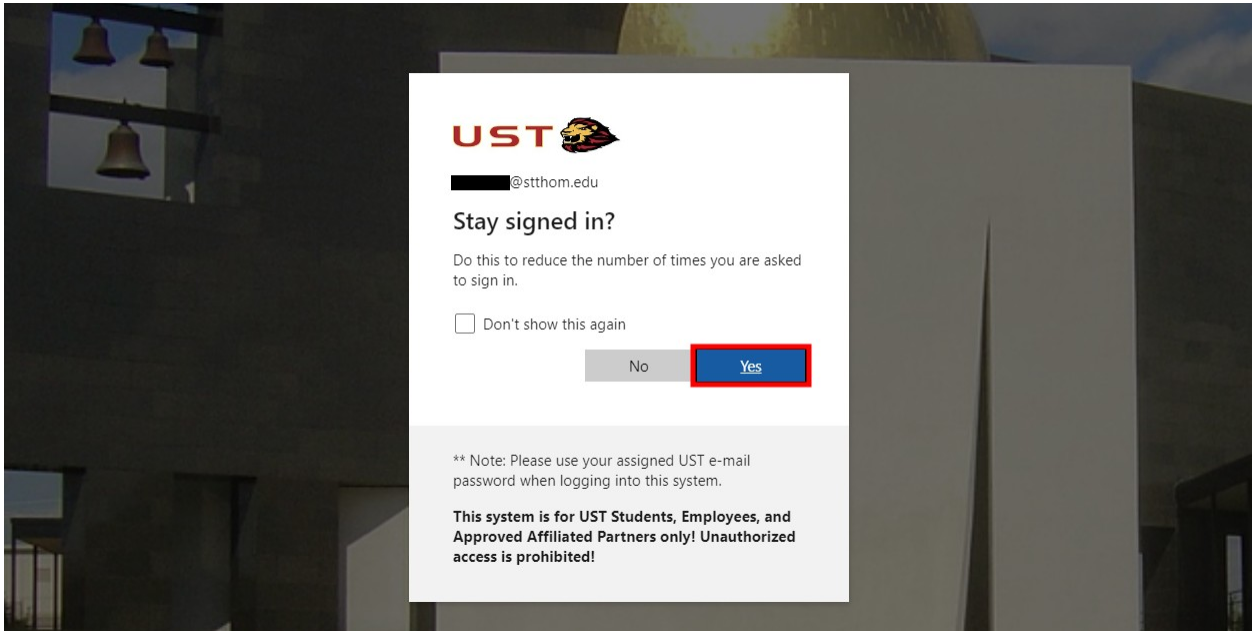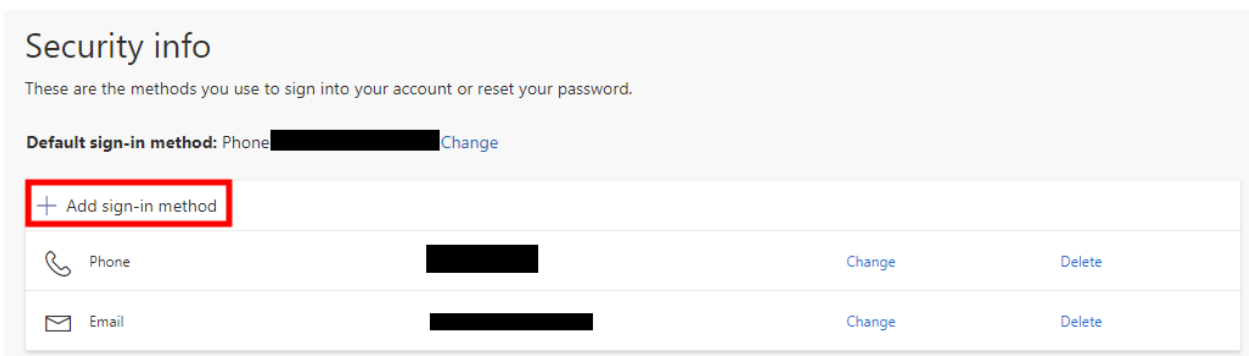
After the prompt, click on your profile at the top-right of the page (it will display yourname). Then, click on **View account**.
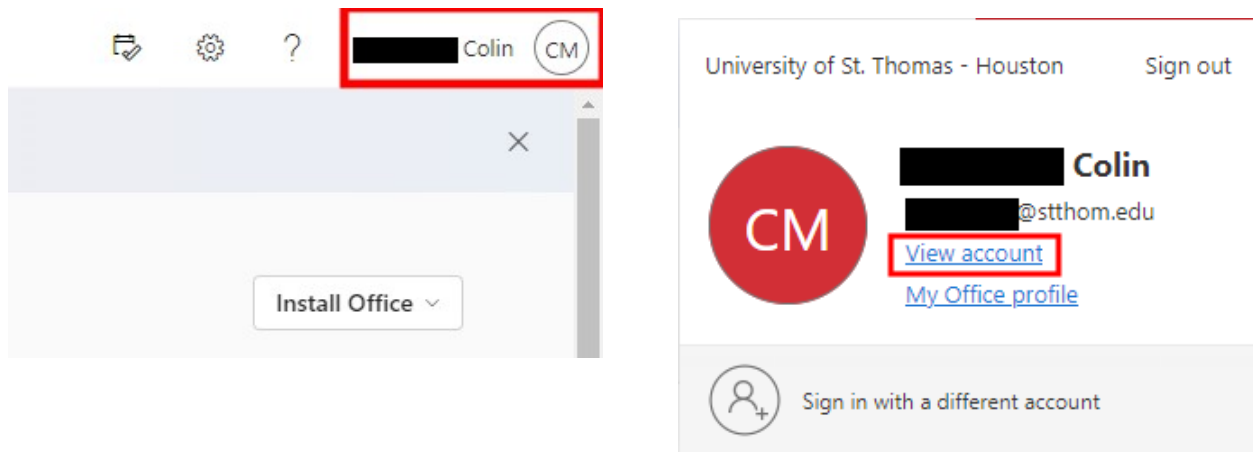

The next page will display a menu of tiles. Within this menu, select **UPDATE INFO** inthe **Security info** tile.
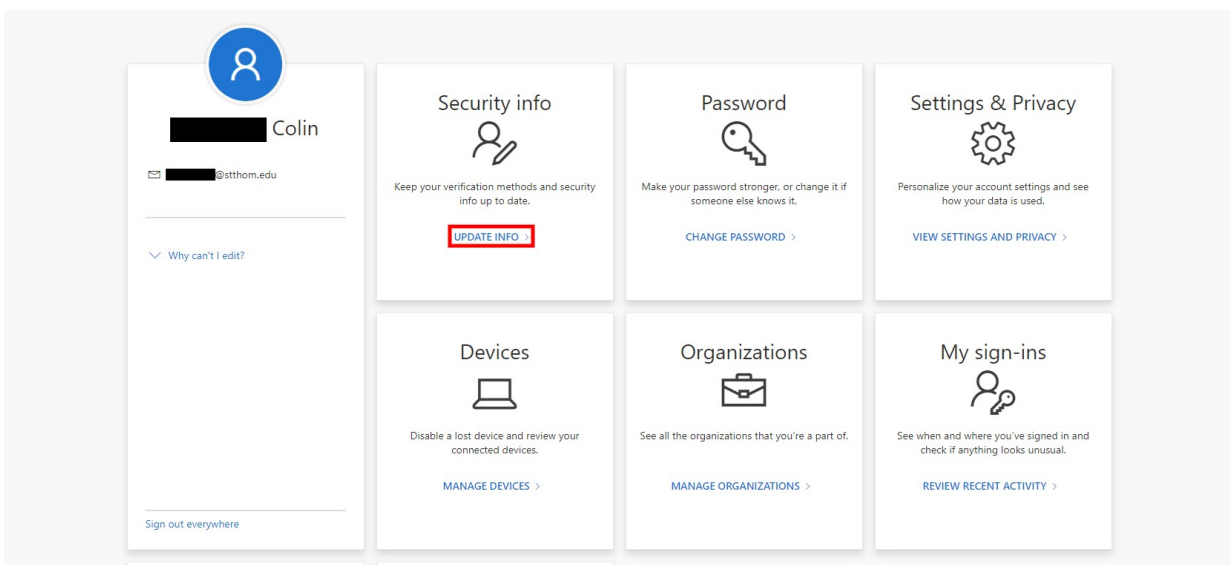
There should be several different authentication methods (phone and email). To addMultifactor Authentication, click **Add sign-in method**.

There will be a prompt that asks you for the specific method you would like to use for MFA. For this tutorial, we will be using **Authenticator app**.
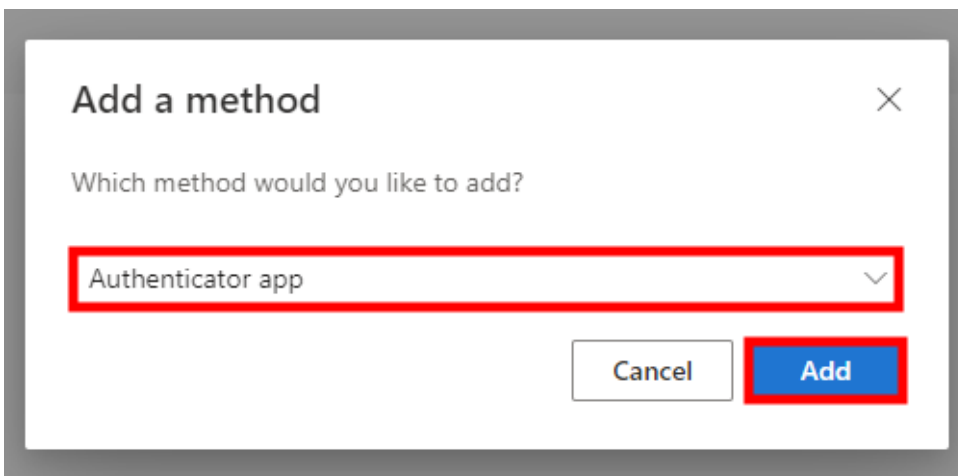
There will be several prompts. Read through them to finish the MFA setup. One of the prompts will tell you to install an app called **Microsoft Authenticator**, be sure to installthat in the App Store or Play Store.
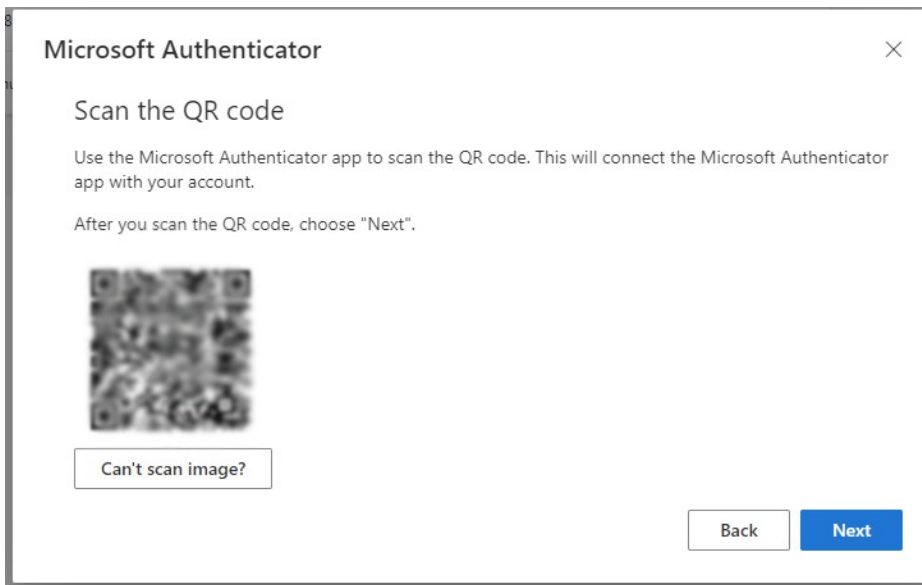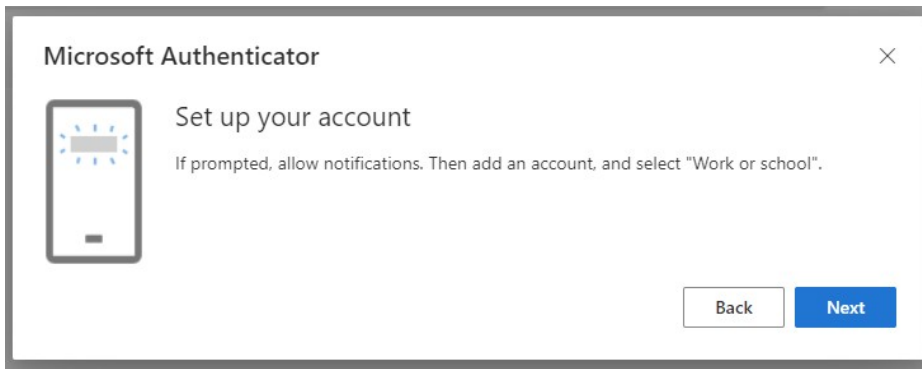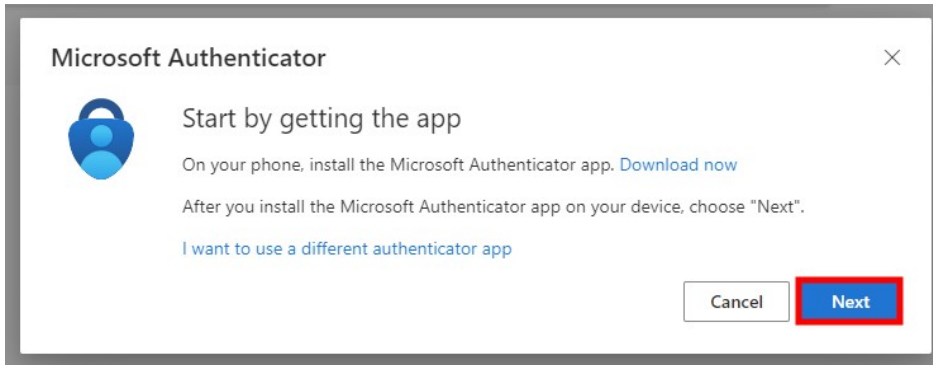

After completing these steps, you should see an extra option that states "MicrosoftAuthenticator." Now, when you sign into your stthom.edu account, you will now beprompted to sign in using the Microsoft Authenticator app.

How to Clear Cache

Disclaimer: The browsers that are listed are desktop browsers. Any browser that youwould use on your phone or tablet will not be documented here.

Clear cache in Google Chrome

1. Launch Chrome on your computer.

2. At the top right, click on the three dots that look like the following:
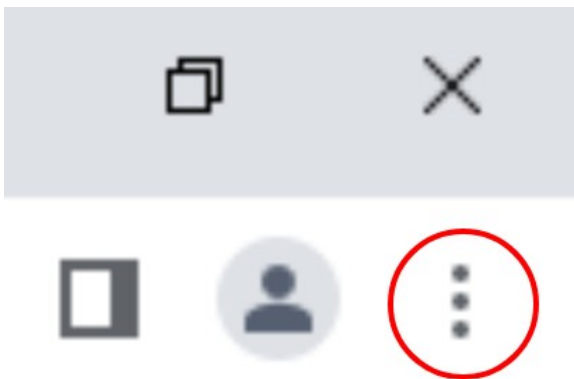
3. Select **Clear browsing data** under the **More Tools** menu.
4. At the top of the **Clear browsing data** box, select the **Time range** dropdown and then click **All time**.
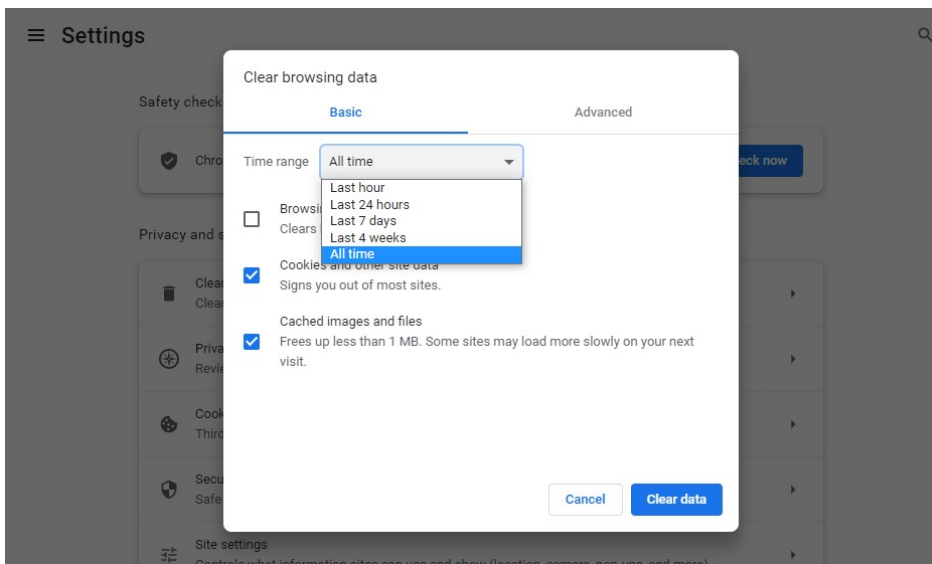
5. Check the boxes next to **Cookies and other site data** and **Cached images and**

files. You can check **Browsing history** as well if you would like, but please be aware that doing this will clear your browsing history along with cookies and cache.

6. Click **Clear data**.

Clear cache in Safari (Mac OS X)

1. To clear the history in Safari on your Mac, select **Clear History** from the **Historymenu**, then click the **pop-up menu**.

2. Select the time frame for which you want to clear your browsing history.

According to Apple, when completing this process, the following will be cleared fromSafari:

- A record of webpages visited

- The forward and backward navigation history for open webpages

- A list of frequently visited sites

- Recent search queries

- Website icons

- Screenshots of open webpages

- A list of downloaded items (downloads are not removed)

- Websites added to the Quick Website Search feature

- Websites that requested access to your location

Clear cache in Microsoft Edge

1. Open Microsoft Edge and click on the **three dots** in the top-right corner of the window to open the menu.
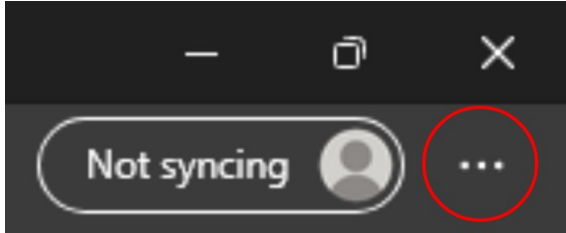
2. Click on **Settings** from the menu.

3. In the Settings menu, click on **Privacy, search, and services**.

4. In the **Privacy, search, and services** section, scroll down to the **Clear browsing data** section.

5. Click on **Choose what to clear**.

6. In the **Clear browsing data** window, check the boxes next to **Cached images and files** and **Cookies and other site data**.

7. Choose the time range, **All time**.
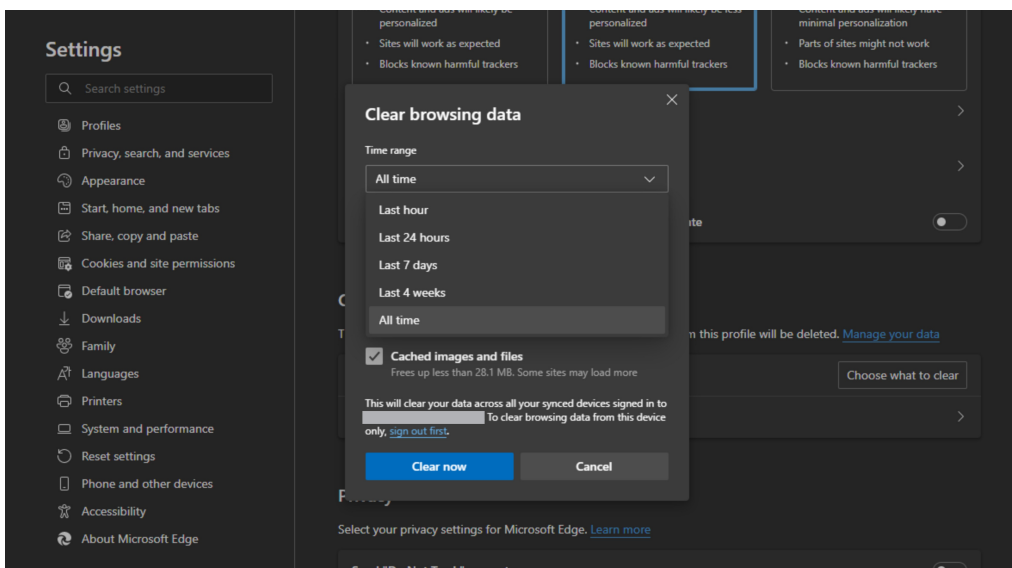
8. Click on **Clear now** to clear the cache.

Clear cache in Mozilla Firefox

1. Open Mozilla Firefox and click on the **three horizontal lines** in the top-right corner of the window to open the menu.

2. Click on **Settings** from the menu.

3. In the **Settings** menu, click on **Privacy & Security** on the left side of the window.

4. Scroll down to the **Cookies and Site Data** section.

5. Click on the **Clear Data** button.

6. In the **Clear Data** window, check the box next to **Cached Web Content**.

7. Click on the **Clear** button to clear the cache.

Clear cache in Opera
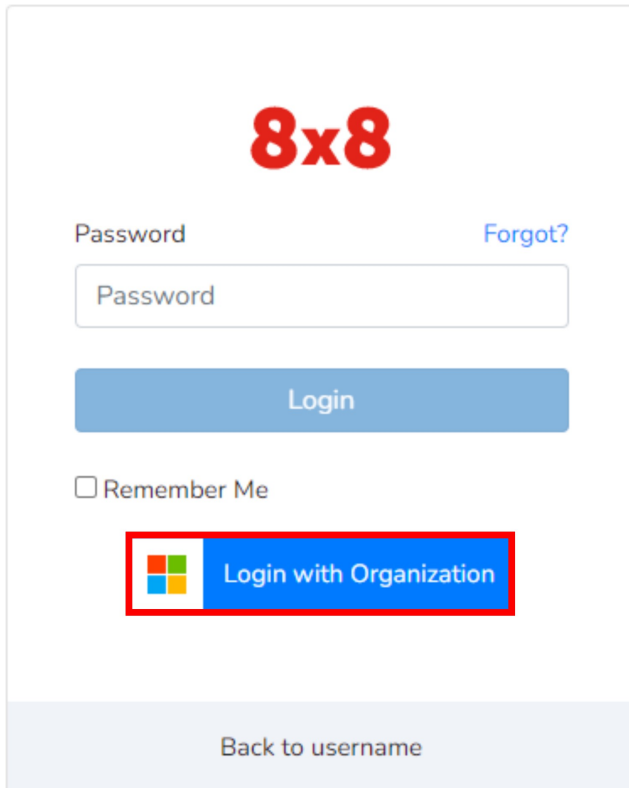
1. Open Opera.

2. Select the **Settings** icon at the top-right, next to the profile picture.

3. Scroll all the way to the bottom. Where it says **Browsing data**, select **Clear**.

4. For **Time range**, select All time.

5. Make sure that **Cookies and other site data** and **Cached images and files** are both checked.

6. Click **Clear Data**.

How to Log into 8x8

1. Upon opening 8x8 for the first time, you should be greeted with a login screen. From this screen, enter your full UST email (**example@stthom.edu**).

2. You should have a screen that looks like the following image. Here, do not enter your password. Instead, click **Login with Organization**.

3. This will take you to 8x8's in-app browser so you can log into Microsoft Outlook.

4. Log into Outlook using your full UST email (again), followed by your password.

How to Log into Microsoft Office

1. Go to Office.com.

2. Click **Sign in**.
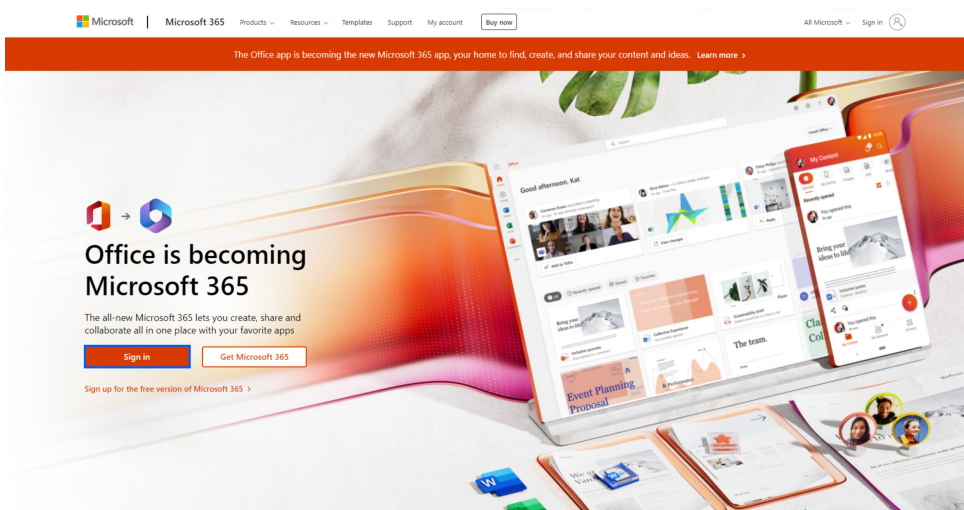
3. You will be prompted to sign in with your email. Here, enter your full UST email (**example@stthom.edu**).

4. After entering your email, you should now have a window that looks like the following:

5. After entering your password, you will be asked whether you would like to **Stay signed in** along with a checkbox that states **Don't show this again**. Toggle the checkbox on and click **Yes** so you won't have to sign in again on that device.

Downloading Office365

1. Now that you have logged into Office365, you should be able to download Office365 at Office.com.

2. Click **Install apps** at the top-right of this window.
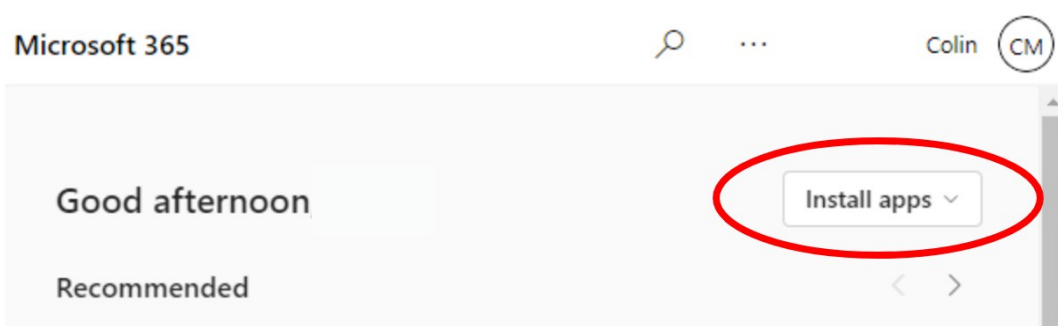
3. Select **Microsoft 365 apps**.

4. The installation file should appear at the bottom-left of the window and should be titled **OfficeSetup.exe**. Click on it to run it.
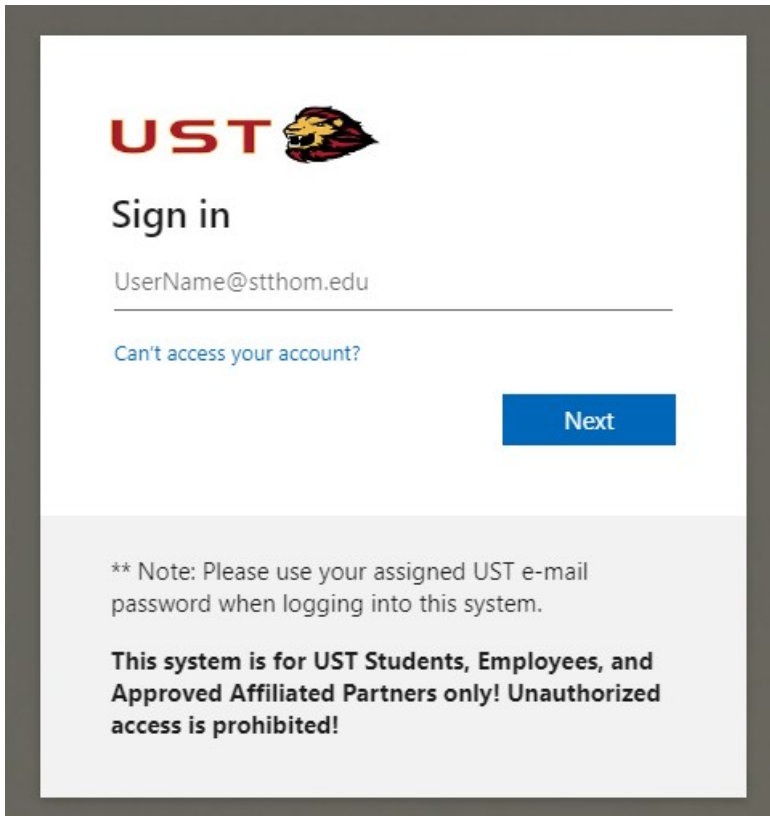
If everything is done correctly, you should have a window that looks like the following:
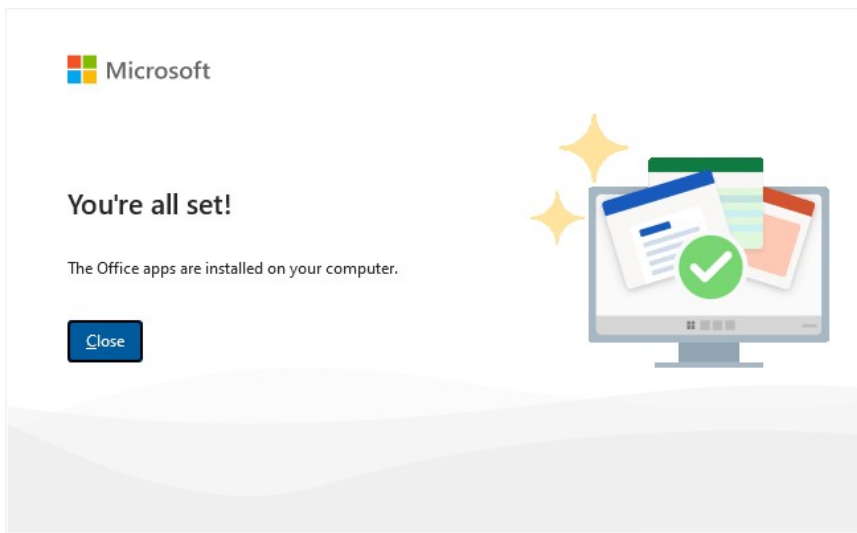
After closing that window, you should be able to open any Office365 program and sign in.

How to Log into Blackboard

1. Go to https://www.stthom.edu/.

2. At the top-right, hover where it says **LOGIN**.

3. Select **Blackboard**.

4. You will be prompted to enter your full UST email (example@stthom.edu).

5. After entering your UST email, you will be prompted to enter your UST password, followed by being prompted to stay signed in. Check the box that states **Don't show this again** and click **Yes**.

How to Log into Mystthom

1. Go to https://www.stthom.edu.

2. At the top-right, hover where it says **LOGIN**.

3. Select **MYSTTHOM**.

4. You should be sent to the following window.

5. Here, for your **User ID**, enter your UST username. For example, if your email was username@stthom.edu, you would enter "username", **NOT** the entire email. Along with this, enter the password for your UST account.

How to Reset Your Password

1. Go to https://peter.stthom.edu/.

2. Click **Reset Password**.

3. You should see the following prompt. Enter your full UST email and complete the captcha:

4. If you are prompted to provide extra verification by using either your phone number or email address, choose the method of verification that you would prefer. You should receive either an email, text, or call (depending on your selection) of a code to enter at the next page.

5. Enter your new password

verification step 1 ✓ > **choose a new password**

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* Enter new password:

* Confirm new password:

Finish   Cancel

How to Log into Fortinet VPN

These instructions describe how to setup two-factor authentication to increase the security of the method you are using for remote access.

A two-factor authentication code will be generated by a smartphone app called FortiToken.
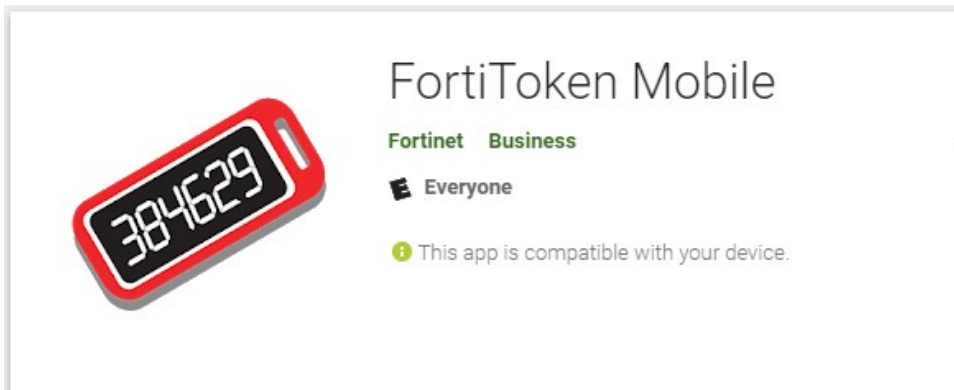
An email will be sent to you that contains an **Activation Code** that is required for the instructions below.
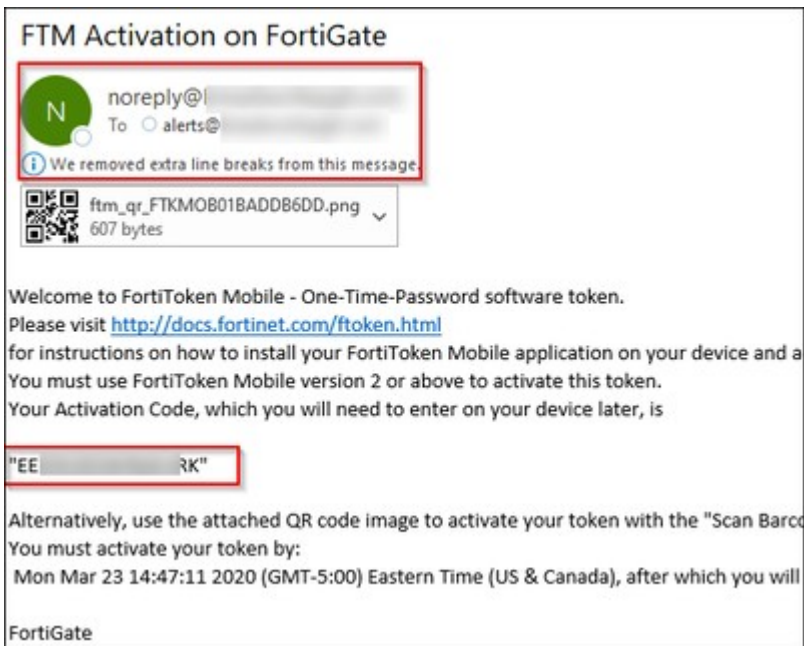
If you have any issues with the setup, please contact ithelpdesk@stthom.edu to create a ticket for assistance.

1. Download the **FortiToken** app from the App Store or Play Store on your smartphone:

   - [FortiToken for iOS](#)
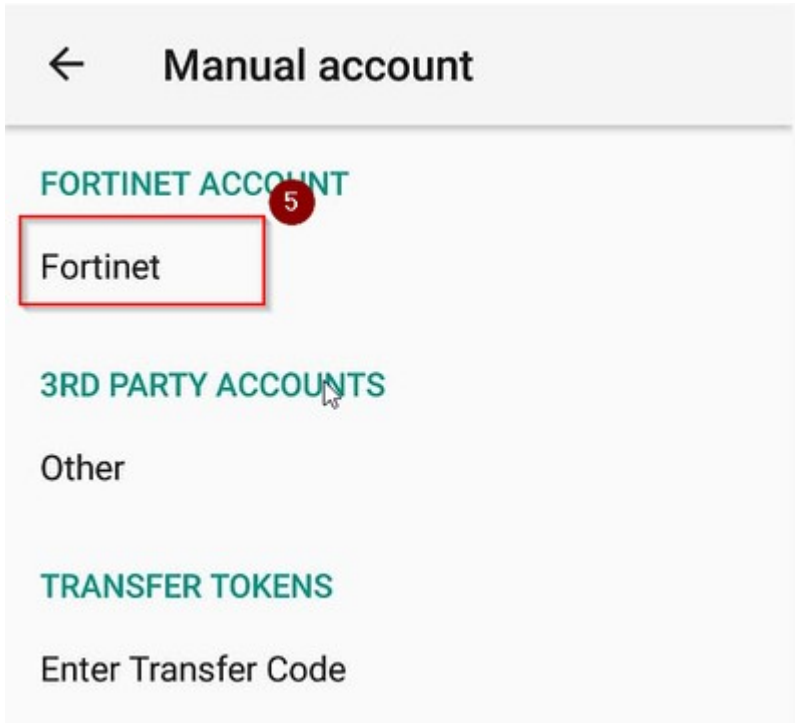
   - [FortiToken for Android](#)
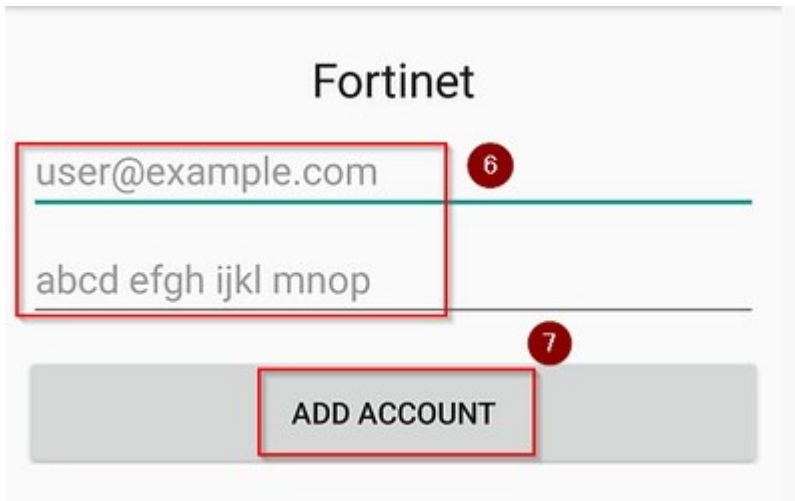

2. Open the app.

   - You can install the token by scanning the attachment on the email above (3) or manually entering the activation key (4).

   - If you choose the **Scan Barcode** option, point the camera's phone at the attached picture from the email on your computer. The app should auto-scan the barcode and return to the main screen.
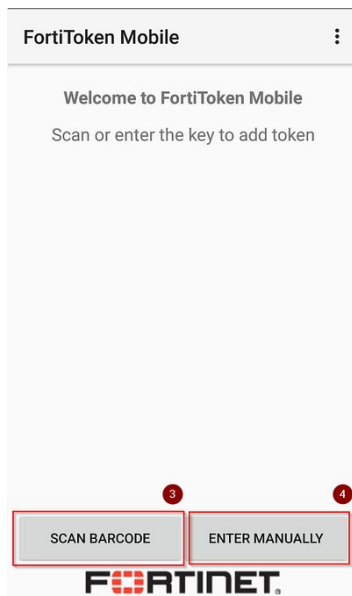
3. If you chose the **Enter Manually** option (4), tap **Fortinet** (5) when asked for which type of **Manual Account** to add.

← Manual account

FORTINET ACCOUNT ⑤

Fortinet

3RD PARTY ACCOUNTS

Other

TRANSFER TOKENS

Enter Transfer Code

4. Enter your UST email and the manual code from the email on the two input lines (6). When complete, click **Add Account** (7).

Fortinet

user@example.com ⑥

abcd efgh ijkl mnop

⑦

ADD ACCOUNT

5. Confirm there is an authentication code in the FortiToken app.

    *   You may need to tap the eyeball icon in order to view the code.
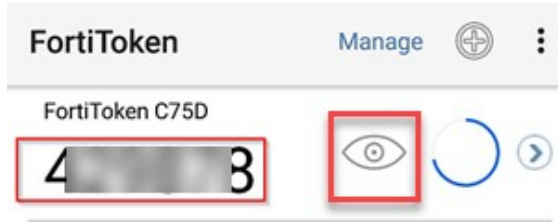
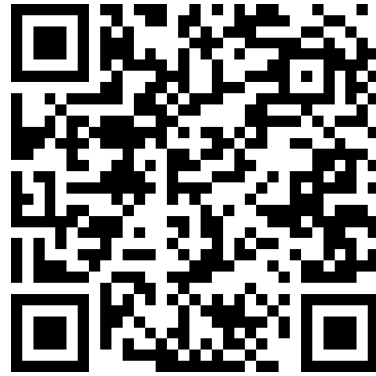6. Launch your SSL VPN connection and confirm access.

- When you sign into the SSL VPN, you will be prompted to enter the FortiToken code each time you connect (8). *Note: this will change each time you sign in and must be accessed on your phone each time*.
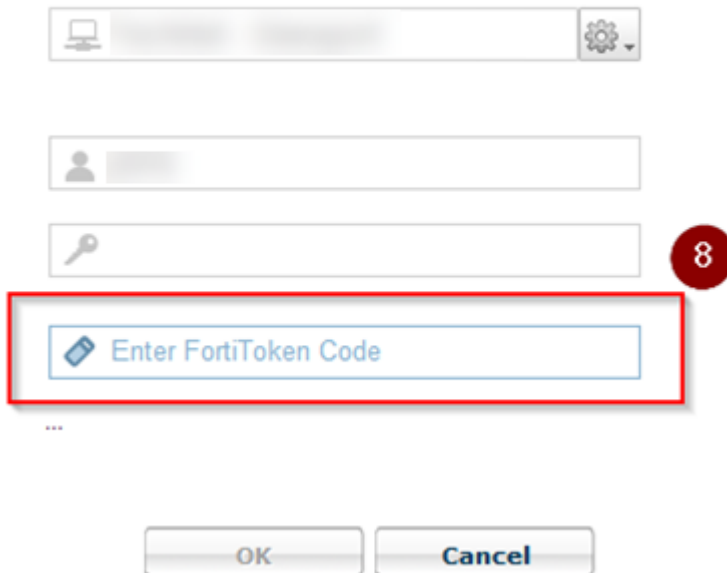
User Support SharePoint

Interactive Map

For additional support, you can call the help desk at (713) 525-6900 or

1-800-630-8715, or email ithelpdesk@stthom.edu.