**Intra:**

**1.**

a) Find out what's available at the main campus cafeteria. What you would like to eat today (pick one from the menu)?

Sunny chicken paella

b) When does the TAMK main campus' library open on Saturdays?

With key card library opens at 10:00 on Saturdays

c) What are the main campus door opening hours?

TAMK main campus doors are open from Monday to Friday between 7.45 - 18 o´clock and Saturday 8-15 o´clock also to University community external persons. Staff and students are able to access the campus premises with their key card when necessary.

d) When can you access the campus facilities by your access card?

During the actual academic year at TAMK, student access rights will remain activated on the TAMK main campus on weekdays from 6:45 to 22, on Saturdays from 7.30 to 20, and on Sundays from 8 to 20.

e) How much is the SportUni fee for students for the whole academic year?

f) What you can get with that fee?

**Intra & news**

**2.**  
a) News: find **recent study news** articles for TAMK students. How many did you find?

b) From the previous search find an interesting event/course that you would like to attend. What did you find?

c) News settings: Find place where you order daily news summary to your email. Make sure that you order them!

d) News: How you can create new news articles?

e) Find student well-being and support services, Don't fly solo **–** join Parvi! What kind of support can you find. Describe shortly.

f) Find from Intra, start and end date of each period of this academic year 2024-2025?

**IT services and email:**

**3.**

a) Find software available for programming and intended for students. How many you got listed? Name, which you have already installed on your computer?

b) What wireless networks are recommended to use on your own devices and which user ID you can use to sign in (= how you log in to that network)?

c) Find, when at the latest you need to do the mandatory information security training after activating your account? Have you already done that?

d) Find the address where you can change your password and how often you need to change that?

e) Find the instructions what you should do if you forget your password or you forget to change your password often enough?

**4.**

a) If you need help with IT services, what you should do? describe shortly.

b) Find TAMK email from Intra (tuni email services)? Describe shortly how you found it.

c) Use web e-mail and send an e-mail to student next to you. Was it successful?

d) Student next to you shoud reply to your email. Was it successful?

e) Start using Office 365 services and OneDrive. Create a folder under your own files and name it to ICTstudies. Then try to share it with a student next to you. Was is successful?

**Pakki**

**5.**

a) Find Pakki? Describe how did you find it.  
  
b) Find your own timetable from timetable engine ("Lukkarikone"). From there, find your tutor teacher's time table. When does he have the first classes of the next week?

c) Find how  can you apply course accreditation from studies you have done before starting at TAMK. What is the system called? How many pages are there information concerning this application form? From who can you ask help, if you do not know what to do?

d) How can you give feedback to course? Describe shortly.

e) Check if you have enrolled to all the courses listed in your Curricula for this semester. Did you have done that already?