

IT services

**GETTING
STARTED WITH**

IT

Student edition
2022/23



University of Essex

YOUR ESSEX ACCOUNT

Everyone at Essex gets an account. You'll use your account to access a range of services. Your account consists of a username, password, and email address. Your Essex email address is your username with **@essex.ac.uk** after it.

By now you should already have your account details, but if not, you can get them online at www.essex.ac.uk/it/getaccount

ACCOUNT SECURITY

You'll need to set up a security feature called multi factor authentication (MFA) the first time you sign into Office 365. This feature helps protect your account with both your password and your phone.

If you need help, step-by-step instructions are available at: www.essex.ac.uk/student/it-services/mfa

Never share your password

Beware of messages that ask you to confirm your account details. The University will never ask for your password.

OFFICE 365 AND EMAIL

As a student at the University of Essex, you get a free Microsoft Office 365 subscription for the duration of your studies.

This gives you access to apps like:

- **Outlook** – for your email and calendar.
- **OneDrive** – 1TB cloud storage for saving your work.
- **OneNote** – great for taking notes in lectures.
- **Teams** – collaborate with your classmates and stay organised with tasks.

Sign in to Office 365

To access all of your Office 365 apps, go to email.essex.ac.uk and sign in with your Essex email address and password.

Have a laptop or PC?

You can also download the latest version of Microsoft Office on up to five personal devices.

How to download:

1. Visit **portal.office.com/account** and sign in with your Essex email address and password.
2. Click **Install Office**.

WIFI ON CAMPUS

eduroam

Our campus wifi network is called **eduroam**. It's free to use and is available all over campus, except in student accommodation.

To connect to eduroam:

- Choose **eduroam** from your available wifi networks.
- Enter your **Essex email address** for the username/identity and your **Essex password** for the password.

If you need help connecting, visit essex.ac.uk/student and search eduroam.



IT LABS, LAPTOPS AND PRINTERS TO USE ON CAMPUS

IT labs

There are hundreds of computers for you to use, conveniently located around campus in IT labs and study spaces. Many are open 24 hours a day.

For locations and availability, visit essex.ac.uk/student and search for **computers on campus**.

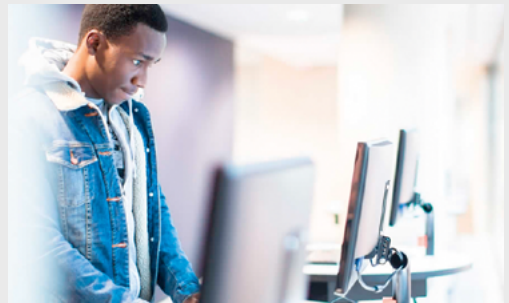
Laptop loans

You can loan a laptop from the Library for up to 3 hours, for free. For more information, see: library.essex.ac.uk/laptop

Print, copy, scan

You can find our multi-function printers conveniently located around campus.

You'll need your Essex student registration card to tap and log in to the printer. Printing is free, but subject to our fair use policy – please think about your carbon footprint and print only what you need.



YOUR ESSENTIAL ONLINE LEARNING TOOLS

Moodle

Moodle is our Virtual Learning Environment (VLE) and is the place to go to access most of your course materials and lecture slides.

moodle.essex.ac.uk

Listen Again

Listen Again records your lectures so you can listen back to them at a time that's convenient to you. It's great for exam revision.

listenagain.essex.ac.uk

Zoom

You'll be using Zoom to watch any online classes or lectures. To get set up, visit essex.ac.uk/student and search for **Zoom**.

FASER

You'll be using FASER to upload coursework and assignments and to get feedback on your work.

faser.essex.ac.uk

Apps and tools to support your studies

You can access a wide range of apps and tools anywhere, and on almost any device.

To see what's available, go to software.essex.ac.uk and sign in with your Essex username and password. Follow the set-up instructions and you're good to go.



Pocket Essex

Pocket Essex is our official mobile app for students. It gives you instant access to events, your course info, timetables, modules and marks, library loans, contact details and much more.

Get Pocket Essex at:

[**essex.ombiel.co.uk/get**](https://essex.ombiel.co.uk/get)

LinkedIn Learning

As a student, you get a free subscription to LinkedIn Learning for the duration of your studies.

[**essex.ac.uk/linkedinlearning**](https://essex.ac.uk/linkedinlearning)

HELP, SUPPORT AND TRAINING

Check the Student Directory

We have lots of help articles and answers to frequently asked questions on the Student Directory. Visit essex.ac.uk/student and use the search box to find what you're looking for.

Digital skills

To find out about developing your digital skills and the resources you can access, visit essex.ac.uk/student and search for **digital skills support**.

Contact us

If you can't find what you're looking for on the Student Directory, or if need to speak to someone about IT, then you can contact the IT Helpdesk. For contact details and opening hours, visit essex.ac.uk/student and search for **IT Helpdesk**.

