This short introduction to IT at the University will give you some useful information and helpful resources to help you get started with your studies.

You can find everything you need to know about IT on the ‘IT for Students’ website at www.le.ac.uk/it4students.

If you have any questions, you can get help with IT by visiting the HelpZone in the David Wilson Library, by phone or by emailing ithelp@le.ac.uk.
You are automatically provided with a University IT account when you register for your course online.

You can use your University IT account username and password to login to any PC on campus, Blackboard, your University email, free wifi and Library resources.
University IT account

Passwords
- Do not share your password with anyone
- Ensure you choose a secure password
- Reset your password:
  - [www.le.ac.uk/resetpassword](http://www.le.ac.uk/resetpassword)

Do not share your password with anyone. Ensure that you choose a secure password. Instructions for creating a secure password are on the ‘IT for students’ website.

When you first log into a University PC you will be asked to fill in answers to four security questions.

If you forget your password you can reset it by going to the password reset website and entering the answers to your security questions.

You will then need to choose a new password.
Undergraduate and Postgraduate taught students can now store and access files using OneDrive. This is a personal online cloud storage space that you can use to access and edit your files from any device. With OneDrive, you can also share and edit documents with others.

To access OneDrive, go to onedrive.le.ac.uk
Email

- Your email address is username@student.le.ac.uk
- Email storage is 25GB
- **On campus:** Student email icon on your desktop
- **Off campus:** webmail.le.ac.uk
- Connect your email to your phone or tablet
  - Find the instructions at www.le.ac.uk/it4students

Your email address is your University IT account username followed by @student.le.ac.uk. You should check your email every day as your department will use it to contact you.

You have 25 Gigabytes of storage space, which is a lot of space for your emails.

You can get to your emails on campus by logging into a PC and double clicking the Student email icon on your desktop.

To get to your University email off-campus go to webmail.le.ac.uk.

Instructions to setup email on your phone or tablet are on the ‘IT for students’ website. If you need help setting up your device, visit the HelpZone in the Library.
For PhD students, your University IT account is more like that of a member of staff than a student. Therefore, you will access your email in a different way from students.

Your email address is your University IT account username followed by @le.ac.uk

You can get to your email from webmail.le.ac.uk but you need to click on the link for Staff.
Whilst you’re studying at University you will be using Blackboard. Blackboard is the University of Leicester’s Virtual Learning Environment.

It allows you to access course materials such as reading lists and lecture slides for the modules you are enrolled onto. You may also use Blackboard to submit your assignments and take part in activities such as online discussions and tests.

You can access Blackboard on or off campus by going to the website and logging in with your University IT account username and password. There is a link to Blackboard at the bottom of every page on the University website.

For help using Blackboard, see the Five Minute Introduction videos on the Blackboard Home page.
As well as the Library, there are many other PC areas around campus that all students can use. Most are open between 8.00am and 5.00pm, if not longer and most have printing available.

For more information about PC areas, visit the IT for Students website.
During your time at University you will no doubt need to print. Printers are available in most student PC areas.

You can print from any University PC on campus. When you print a document it is not printed out straight away. You need to login to a Smart Printer by swiping your Student ID card and select your documents to print. These Smart Printers also photocopy and scan.

You’ll need to credit your printing account in order to pay for your printing. You can top up online with your debit or credit card at the Print and Copy website or you can top up your printing account with cash at the payment machines in the Library.

Print and photocopy prices are available on the IT for students website.
You can also send documents to print from your phone, tablet or laptop. There are two ways you can do this.

You can either attach your document to an email and send it to print to one of the addresses on screen, depending on how you want your document to print.
Or you can upload a file to the Mobile Print website. On the website, you can also see a list of all of the documents that you have sent to print.

For more help and information about Mobile Print, visit www.le.ac.uk/mobile-print-help or go to the HelpZone in the Library.
You can connect your laptop, phone or other devices to free wifi called eduroam anywhere on campus. On your laptop or phone connect to the setup network. Then open your web browser and follow the instructions at wifi.le.ac.uk to set up eduroam wifi.

Once you have set up eduroam wifi at the University, you will also be able to use this wifi service at many other Universities and institutions that also use eduroam in this country and abroad.
You can download Office to use on your personal laptop at no cost whilst you are a student here. You can install it on up to five devices, including mobiles, tablets and Macs. Visit [www.le.ac.uk/getoffice](http://www.le.ac.uk/getoffice) to get the instructions for how to do this.

There are also many other programs that you can install on your personal laptop, including Refworks and EndNote to help with referencing.

If you’re on a University computer on campus, take a look at the Program Installer in the start menu and see all the programs that you can install on a University PC. This includes programs such as Firefox.

Go to the IT 4 Students website to for more information and how to install these programs.
You can attend student IT workshops in Word, PowerPoint and Excel. These workshops are taught hands-on in a PC area with an experienced IT trainer to answer your questions.

You can also book a one-to-one session if you need specific help with your documents.

Alternatively, you can use online training for Microsoft Office that is available on the IT for Students website.

To see all of the training we offer, visit the IT for students website.
Finally, you can follow IT Services on Twitter for the latest updates about IT at the University.

Thank you for taking the time to listen to this short presentation.