

This document contains instructions about STMU Email Accounts, Email Forwarding, Logging onto Library Computers, Changing Your Password, and Logging Off.

ABOUT STMU EMAIL ACCOUNTS:


All students have a St. Mary's email account. Your St. Mary's email is important. Many notices, bulletins, Registration information and more are now sent to your STMU email.


- Your email address is: **firstname.lastname@stmu.ab.ca**
- If you haven't logged in before, then your email password will be your last name plus the last 4 digits of your student ID number: **PW = "lastname####"**
- On campus you can access email on library computers by clicking on **Outlook**. For off-campus

access click on  on the Library's home page: <http://library.stmu.ab.ca/>

EMAIL FORWARDING:

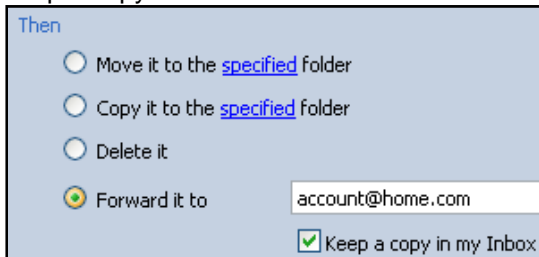
It is possible to configure your account to automatically forward all items to another email address. Follow the directions below.

- Open a web browser  or  and go to <<http://library.stmu.ab.ca/>>. Click on the  button and Login;

- Click the  button on the menu on the bottom left of the page to access the Rules




- To create a new rule click on ;
- Select "Forward it to", enter an email address & check keep a copy
- Save and Close your rule.



Now all email received by your St. Mary's account will also be forwarded elsewhere.

SELF SERVICE:

SelfService is the StMU online registration system. You can use it to register for courses, check your course schedules, and make payments. Access StMU SelfService by clicking on the  button @ <http://www.stmu.ab.ca>.

If you have any questions or need assistance, please contact helpdesk@stmu.ab.ca or 403-254-3123

All computer, network, email and printer use must adhere to the St. Mary's University College Network Use Policy. By using these and all related services you agree to adhere to the Network Use Policy.

HOW TO LOGON TO LIBRARY COMPUTERS:

It is possible to configure your account to automatically forward all items to another email address. Follow the directions below.

- Press [Ctrl], [Alt] and [Delete] to begin. Your ID/USER NAME and PW/PASSWORD should be configure as follows"
 - User Name: firstname.lastname
 - Password:--lastname-nospacefollowedbyIDnumber-WITHOUTleadingzeros
 - Log on to: SMC

Example:

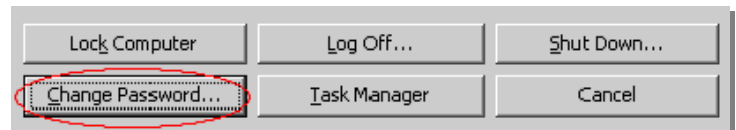
- Name: Emily Carr
- ID number: 000001234
- User Name: emily.carr
- PW: carr1234



- After you logon for the first time, you should change you password When you are finished, please be sure to LOGOFF (see below)

CHANGING YOUR PASSWORD:


- To reset your password, log onto a library computer;
- Press [Ctrl], [Alt], [Delete] at the same time;
- Click [change password] and enter your new password.



DOCUMENTS:

The Library has 51 workstations. When using a library workstation save all your documents, files and assignments to the *My Documents* folder. This is your storage space on StMU servers. Storing your files and materials in the *My Documents* folder will make them available from any workstation and also available off-campus via *File Transfer Protocol* (FTP) @ <ftp://ftp.stmu.ab.ca>. The Library recommends using *FileZilla*, FTP client software available for download from <http://filezilla-project.org/>.

PRINTING:

StMU charges 10¢ a page for printing. At the Library circulation desk you can have money added to your account. To check you print account balance, mouse over the  icon in the bottom right hand corner of the screen.

HOW TO LOGOFF:

- Click the Start button;
- Select **Log Off**.

