**ICT SERVICES**

**Quick guide for a new student / Autumn 2021**

You will find more guidelines as well as news of ICT Services on the web site: [https://www.oulu.fi/ict/](https://www.oulu.fi/ict/)

**USER ACCOUNT**

The user account is your key to use the systems, the workstations and the print service of the university. As a new student, you already have activated your user account, in other words set a password for it, haven’t you?

**Activation guidelines:** [https://www.oulu.fi/ict/activation](https://www.oulu.fi/ict/activation)

**Password change:** [https://account.oulu.fi/password](https://account.oulu.fi/password)

- Information about user account: [https://www.oulu.fi/ict/account](https://www.oulu.fi/ict/account)
- Information about password and changing of it: [https://www.oulu.fi/ict/password](https://www.oulu.fi/ict/password)
- Don’t use special characters or Scandinavian letters in your password!

**OFFICE 365 EDUCATION (O365)**

After activated your user account, all the **Office 365 Education** services (O365) are in your use. O365 contains Outlook, Teams, Office applications, OneDrive (5 TB) and Office 365 ProPlus.

**O365 Portal:** [o365.oulu.fi](https://o365.oulu.fi)

- Login name: **account@student.oulu.fi**
- The login will not succeed if there are Scandinavian letters or special characters in your password!
- Your email address: **firstname.lastname@student.oulu.fi** and **account@student.oulu.fi**
- Information about the service: [https://www.oulu.fi/ict/office365](https://www.oulu.fi/ict/office365)

**Office 365 ProPlus:** [https://www.oulu.fi/ict/proplus](https://www.oulu.fi/ict/proplus)

- You may install Office 365 ProPlus applications on your own devices free of charge

**G SUITE FOR EDUCATION**

When you have an active user account of the university, you may activate the **G Suite for Education** service into your use if needed.

**Activation guidelines:** [https://www.oulu.fi/ict/gsuite](https://www.oulu.fi/ict/gsuite)

**Login address to G Suite:** [edu.oulu.fi](https://edu.oulu.fi)

- Login name after the activation is the same as your user account
The user account entitles you to use the **print services** on the workstations of the university. It is also possible to print from any device from anywhere by sending a file from your O365 email to address **mprints@oulu.fi**

Your print remains in the print queue for 4 hours. You can print it on the paper by any of the printer within the sphere of the Canon’s service on the campuses of UO and Oamk.

**Your login name** for printing devices and for the webstore is: **account@student**

- The login will not succeed if there are Scandinavian letters or special characters in your password!
- You log in the device every time when releasing prints, scanning or copying
- Register a rfid identifier (card or sticker) into your use; it is easier to log in just showing your rfid on card reader. If you redo the registration with an other rfid identifier, the previous registration will not remain in force. You can always log in by typing your login name and password using the touch screen of the device. Use this way for example when the card is not with you.

**How to register the rfid in the print service:**
1. Swipe your card or sticker which contains a rfid identifier in front of the reader of Canon device and then follow instructions shown in panel
   - The card reader is marked with a light blue sticker

2. Type your University’s user account in form **account@student**
3. Type your password
4. Touch **Login**

**Printing guidelines:** [https://www.oulu.fi/ict/printguide](https://www.oulu.fi/ict/printguide)

**Information about printing quota:** [https://www.oulu.fi/ict/quota](https://www.oulu.fi/ict/quota)
- Your basic quota is 4 €, you can buy additional quota in the web store

**Mobile printing:** [https://www.oulu.fi/ict/printguide#mobile](https://www.oulu.fi/ict/printguide#mobile)
- Send the file from your O365 email to address mprints@oulu.fi