

Personnel (Offices located on 3rd floor; same side as room 313)

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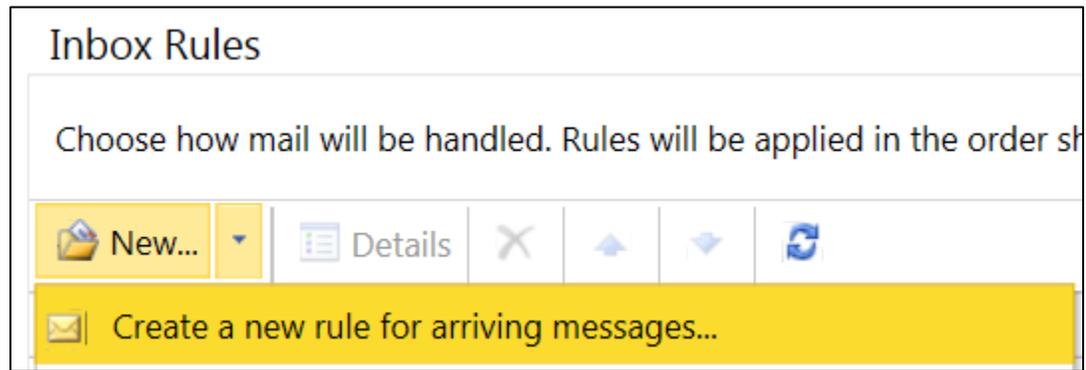
OST E-mail

- Access via the OST homepage; click under **MyOST** on the main menu.
- E-mail information (user name and password) is available in the registrar's office.

Forwarding Your OST E-mail to another Account (such as gmail or yahoo)

Go into your OST email account. Click on the "Options" link at the top, right of your screen, then *Create an Inbox rule*. The following screen will open. Do the following:

1. Click on **New**, then on **Create a new rule for arriving messages**.



2. A dialogue box will appear. Click on the **More options** link.

3. In the first drop down box, select *It was sent to*, then select *My name is in the To or CC box*.

4. In the next drop down box, select *Forward, redirect, or send* then *Forward the message to...*

5. In the dialogue box that opens **type your e-mail address in the box at the very bottom of the screen next to To:**

6. Click **Save**.



Please remember that OST will continue to send any email and/or announcements to this address. It is our policy not to send anything to personal accounts (unless in an emergency situation). Lastly, some e-mail may not get forwarded for unknown reasons, therefore, it is still a good idea to go into your OST email and check it periodically.

Passwords

You will not be able to change your e-mail password. This is a security issue and we will not compromise the safety of the OST community by allowing personal passwords for the e-mail network. The password for your Moodle™ account is the same as your OST e-mail account. However, you do have the ability to change your Moodle™ password since Moodle™ is not on the OST network, but hosted externally. However, this will limit the IT department's ability to assist you when you are in need of support. Also, your account will be more liable to hackers and you run the risk of having your account and course information stolen or misused.

Comodo

This is the provider we use to filter junk mail. You will begin to receive daily spam digests in your e-mail such as the one below. You should have already received an email in your Inbox with directions on how to access the filtering site. This is what the email will look like when it comes. Open it and if you want to investigate an email to see if it's legitimate or not, click on the link in the email.



Wireless Access on Campus:

- Network is called **student**. Please see the receptionist or the librarian for the current access code to the wireless network, if you forget it after today.
- BTC building – ground floor, 1st floor, 2nd floor
- Library building – entire building

Moodle™

- Access via the OST homepage; click under **MyOST** on the main menu.
- Click **Students**, then Moodle™.
- Username and password is the same as your OST e-mail information. However, do **not** use the @ost.edu in the username!
- See separate handout on the Moodle™ site for more detailed instructions on using Moodle™.

Online Classroom

We use Blackboard Collaborate (formerly known as Elluminate, which is sometimes still mentioned by faculty or administration). They have upgraded their product and it is now available for iPads and tablets. Download the Collaborate app, open your Moodle™ site on your device, click on the link in the course site. It will automatically open the Collaborate app. It will pause briefly on a screen where it allows for enrollment key entry; we do not use enrollment keys, so it will continue on to another screen where you enter your name to access the online class. You should now be in your online class.

O365

O365 is available for free to all students. The link to access the software is found on the **Moodle™** site, under the **Site News** forum. You must be logged into Moodle™ in order to access Site News. It is found on the left hand side of the Moodle™ homepage, under the login block.