Let's Use……
Technology @ Oblate for OST students

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

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IT Director   Network Administrator
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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.**

Inbox Rules

Choose how mail will be handled. Rules will be applied in the order sh

New...   ⋮ Details ✕ ▲ ▼ ⟳

✉ 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.**

New Inbox Rule

*Required fields
Apply this rule…
* When the message arrives, and:
My name is in the To or Cc box ▾
Add Condition

Do the following:
Select one ▾
Select one
Move, copy, or delete ▸
Mark the message ▸
Forward, redirect, or send ▸   Redirect the message to…
Add Exception   Send a text message to…
                                                       Forward the message to…
☐ Stop processing more rules (What does this mean?)   Forward the message as an attachment to…

Name of rule:
My name is in the To or Cc box

✓ 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.
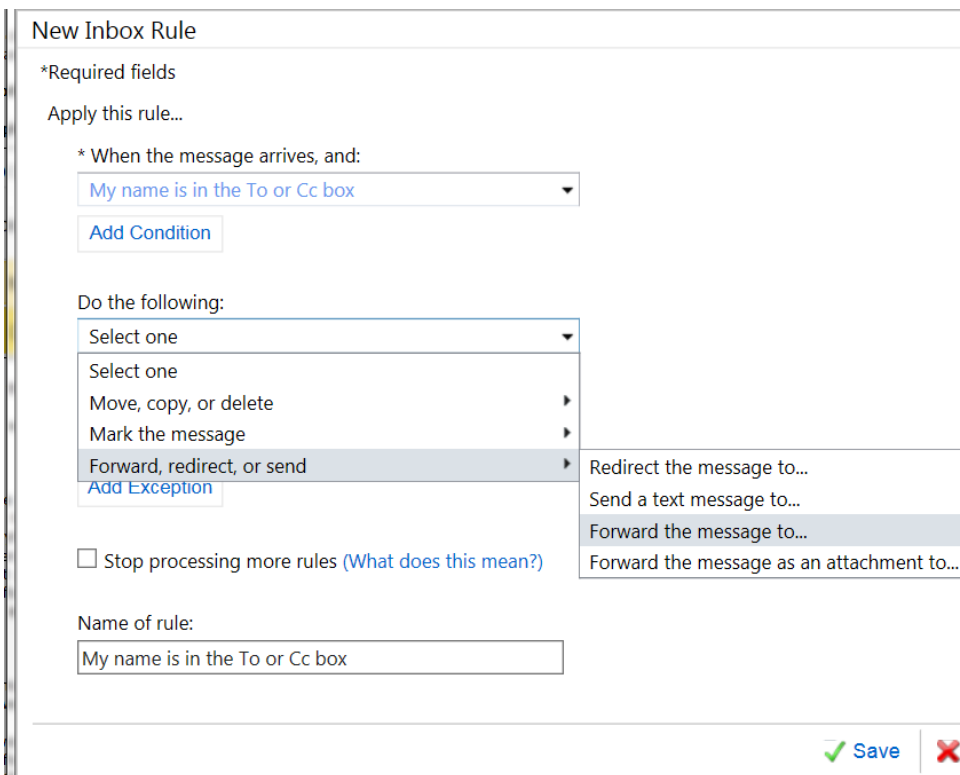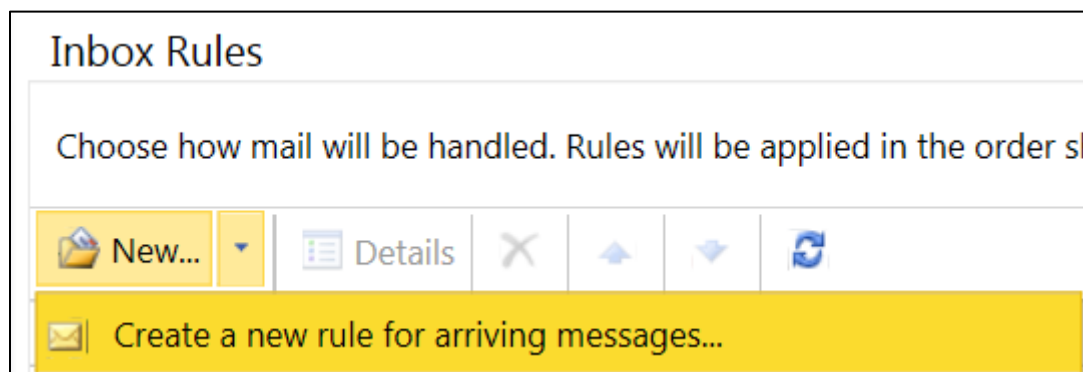
Passwords
You will not be able to change your e-mail password. This is a security issue and we will not compromise the safety of the OST community by allowing personal passwords for the e-mail network. The password for your Moodle™ account is the same as your OST e-mail account. However, you do have 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 Zoom for our online web conferencing platform. The link for the Zoom room is found in the Moodle™ site for your class. You can click on the link in Moodle™ and it will open the Zoom room. Zoom also has an app available for mobile devices, if you prefer using a digital device. If you are taking classes online, please be sure to purchase a headset or an earbud with a microphone. If you listen to the room via your computer or device speakers, there will be disruptive feedback in the classroom.

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 or here: https://products.office.com/en-us/student/office-in-education.