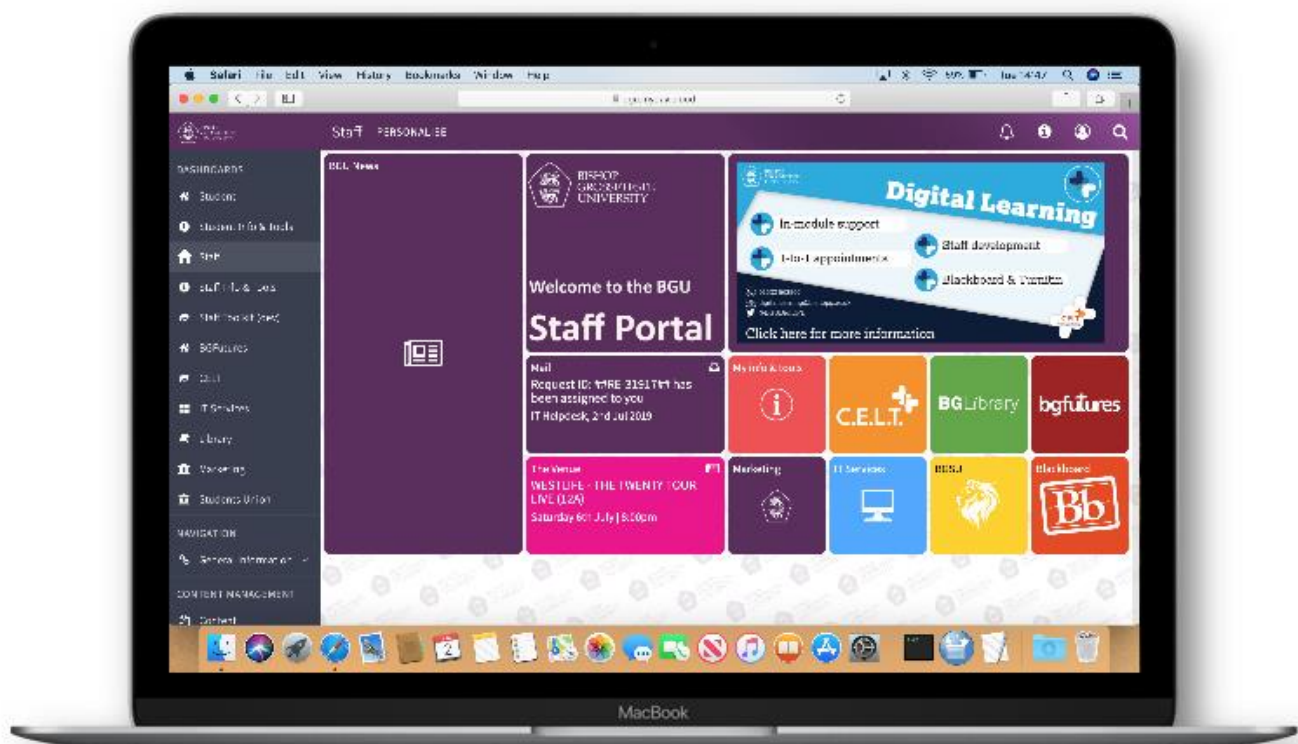# Apple Mac Quick Start Guide

Get Free **Wi-Fi,** university **email,** and a free copy of **Microsoft Office** all for your MacBook, iMac or MacMini

BISHOP
GROSSETESTE
UNIVERSITY

Let's get you on free Wi-Fi

BGU offers free Wi-Fi, in and around the university. Once connected, it even works in other universities and establishments around the world, check *eduroam.org* for more details.

The instructions below are for macOS Mojave, other versions of macOS may vary slightly.

1. Click on the wireless signal icon in the top right corner of the desktop.

2. Select **eduroam**.

3. Enter your BGU email address and your BGU password.

Student example: 1234567@student.bishopg.ac.uk (all lower case)

Staff example: fred.blogs@bishopg.ac.uk (all lower case)

4. Click **Join.**

Test out the internet and see if you are online, you can even try going to the BGU portal page as described in the next section…

Visit the BGU Portal for Email and much more

The portal is the gateway to many of the websites and services we use here at BGU, it will automatically appear when using a PC on Campus. If you are at home, or using your own PC, you can easily still access it…

Go to your Internet Browser and head to… **http://myday.bishopg.ac.uk/**

Some of the services available from the portal are…

Your Mail – Visit here to check your email
or check the next section on how to get Microsoft Outlook for free!

Blackboard – Our Virtual Learning Environment.

Install your free copy of Microsoft Office

To receive your free copy of Microsoft Office, head over to the BGU Portal (explained above) and log in.

1. Click on the **IT Services** tile, then **Software Downloads**, then the **Office 365** download button.

3. Check the **language** and the **version** (most modern computers are 64-bit, but if you are unsure 32-bit will work) and then click **Install Office**.

5. Follow the on-screen instructions to install Microsoft Office.

6. Once prompted to activate, login in with your BGU email address and password.

Access all your BGU websites directly from your laptop

Most of the websites you visit on campus are available from any computer using your web browser. Here are some of the most important ones…

Email
Head over to Office365 to get your BGU email…

Outlook.office365.com – login using your BGU email and password

Library
Head over to LibGuides to find out all about the library, or head straight to WorldCat. WorldCat is a catalogue and research tool that allows you to search across all BGU library holdings at the same time.

LibGuides: https://libguides.bishopg.ac.uk

WorldCat: https://bishopg.on.worldcat.org

Blackboard
Blackboard is your VLE (Virtual Learning Environment). Head here to check your work, grades, and much more!

mycourses.bishopg.ac.uk – login using your BGU username and password

Student username example: 1234567   /   Staff username example: fbloggs

Print directly from your laptop to the BGU printers

Rather than transferring files around between devices, it might be sometimes easier to print directly from your personal laptop. Click onto your Internet Browser and head to…

https://myprint.bishopg.ac.uk – login with your BGU username and password.

Student username example: 1234567   /   Staff username example: fbloggs

1. Click **Web Print** in the left hand menu, and then click **Submit a Job**.

2. Click **Webprint Colour** for colour prints, or **Webprint Mono** for mono prints. Then Click **Print Options and Account Selection** to proceed.

3. Type how many copies you need and then click **Upload Documents**.

4. Either drag a file on to the **Drag files here** or click **Upload from computer**. This can be done multiple times if you need to print multiple files. Once finished, click **Upload & Complete**.

5. Head to your nearest BGU Printer (the Cornerstone Building has several) and use your BGU ID card to login and print.
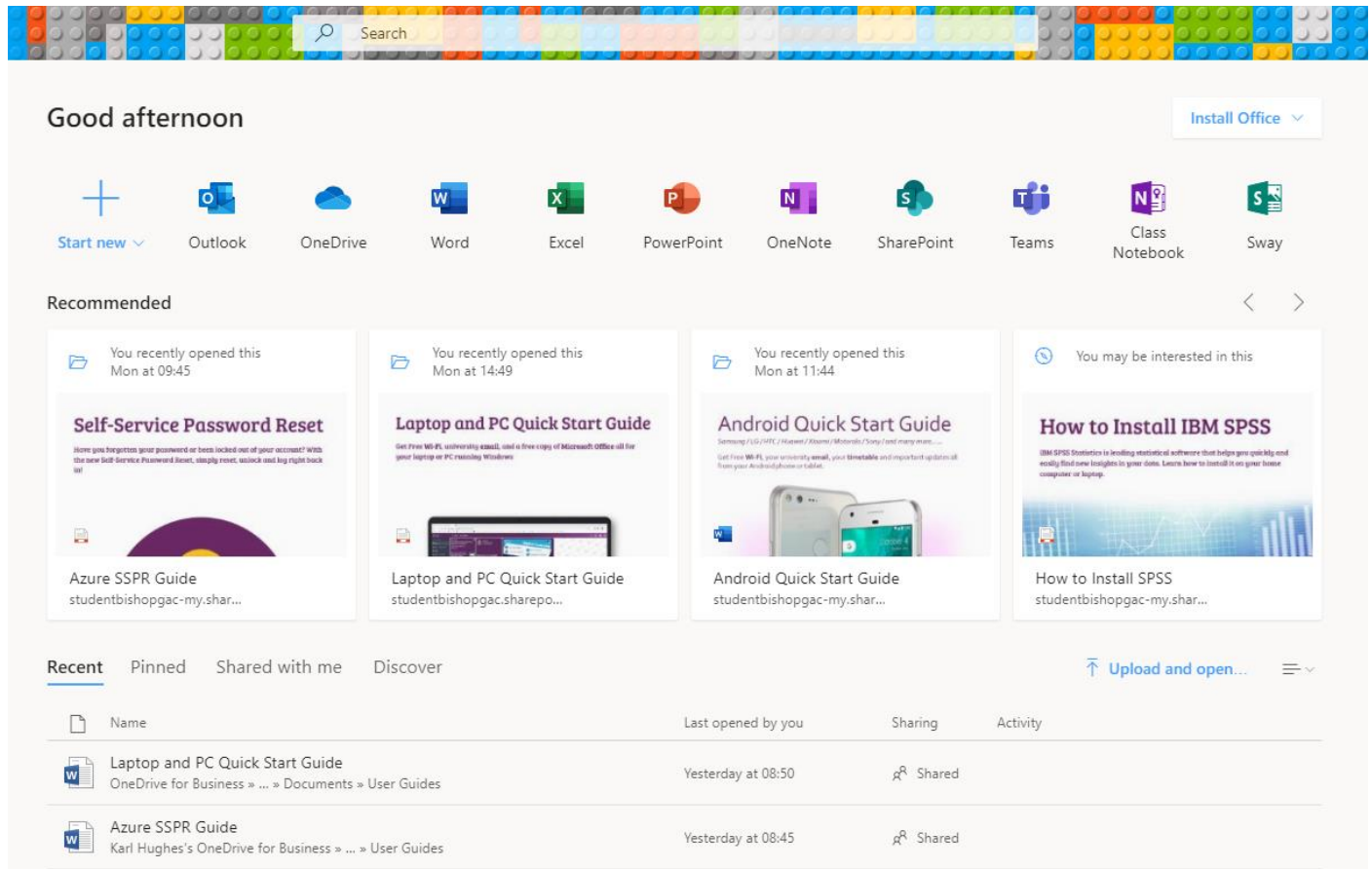
If you change your password

If you change your BGU password, remember to change it on all of your devices. This includes eduroam, email, Wi-Fi and the BGU app. If you don't change your password on your device you may get locked out of your account.

What is Office 365 and how do I use it?

Microsoft Office 365 is a service that provides users with the tools necessary to get work done. It includes all the applications you probably already know such as Word, Excel, Outlook plus much more.

Every BGU computer will come with Office pre-installed, but you can also access it online from any web browser by going to **www.office.com** and signing in with you BGU Email address and password.

Whilst you can use the Office apps online you will get a better experience if you download and install the apps to your device.

The above picture shows an example of office.com once you are signed in.

- Click **+ Start new** to create a new document, or click on one of the available apps.
- **Recommended** will show documents you may be currently working on.
- **Recent** will also show documents you have recently worked on.
- If you're currently using your home PC or MAC you can install the full desktop version of Microsoft Office 365 if you prefer by clicking the Install Office button in the top right.

Getting started with Microsoft Teams

You can use Teams through your web browser but for a better experience it is recommended to get the Teams app for your device. Teams allows you to chat, call, or video call with other students and staff members, and even people outside of the organisation – just add in their email address. You can also manage meetings, share files, and access your Outlook calendar all in one place.

You can use Teams on your laptop, phone, or tablet. Information on how to use Teams can be found on the staff/student portal https://myday.bishopg.ac.uk/pages/teams

Quick actions when using Teams

- Activity   contains a summary of everything in the teams channels you follow
- Chat   type messages to one or more people and call them from this button
- Teams   lists the teams you are a member of and you can join, create and manage teams
- Calendar   access your Outlook calendar and schedule meetings and live events
- Calls   make calls, review your call history, and check your voicemail
- Files   access your recent files, downloaded files and access cloud storage

Saving your work with Microsoft OneDrive

OneDrive allows you **1 TB** of online storage. It is recommended that you save all your work here as it will be automatically backed up in the event of a damaged or stolen device. OneDrive is available via your web browser or you can download the dedicated app for your Windows PC or Mac, laptop, mobile phone, or tablet.

OneDrive benefits from the following features.

- Share your files
- Move, delete, rename files, and create new folders
- Open your OneDrive files in other apps including Office apps
- Quickly get to documents you've recently opened
- Search for your files and folders

With the OneDrive app available on Windows and Mac you can easily access and edit your files via Windows Explorer or Finder on a Mac. You can add your BGU email address (staff and students) and access and sync your files to OneDrive in the cloud.

Contact us for help!

Email IT Support ithelp@bishopg.ac.uk
Call IT Support 01522 583666
available from 8.30am to 5.00pm Monday-Thursday
and until 4.30pm on a Friday.