

# New User Guide

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## Welcome!

You now have access to the Statistics and Probability Department's computer systems.

## Password:

Please change your password immediately. It can be changed by logging in to email and selecting Options (top right) -> Change Your Password, or by logging in to a department machine and selecting Start -> Windows Security -> Change a Password.

Your new password must contain three of the following four criteria:

1. Uppercase Letters
2. Lowercase Letters
3. Special Characters (ex. @\*^\$#&)
4. Numbers

## Email:

To access your department email, browse to <http://mail.stt.msu.edu> and enter your username and password. This can be accessed from any internet connection anywhere. Please note that for shared machines, the 'This is a public or shared computer' option should be selected.

## Current Members:

The [Current Members](#) section of the department's website contains online resources and other important information. It can be accessed by going to <http://www.stt.msu.edu> and selecting 'Current Members' from the navigation menu, and providing your username and password.

## Application Server:

The department's application server is available to connect you to your desktop while you are not in the department. [Instructions](#) on its use can be found in the Current Members section.

## Printing Quota:

Your current number of pages printed can be found at the bottom of the Current Members section. You will be contacted via department email if you near or pass your quota.

## Further Questions

If you have any further issues, please contact the IT department by whichever method you prefer:

In person: Wells Hall, Room C407

By phone: 517-432-4068

By email: [huffordw@stt.msu.edu](mailto:huffordw@stt.msu.edu)