

Student Orientation - ICT

ICT Dept
icthelpdesk@mic.ul.ie

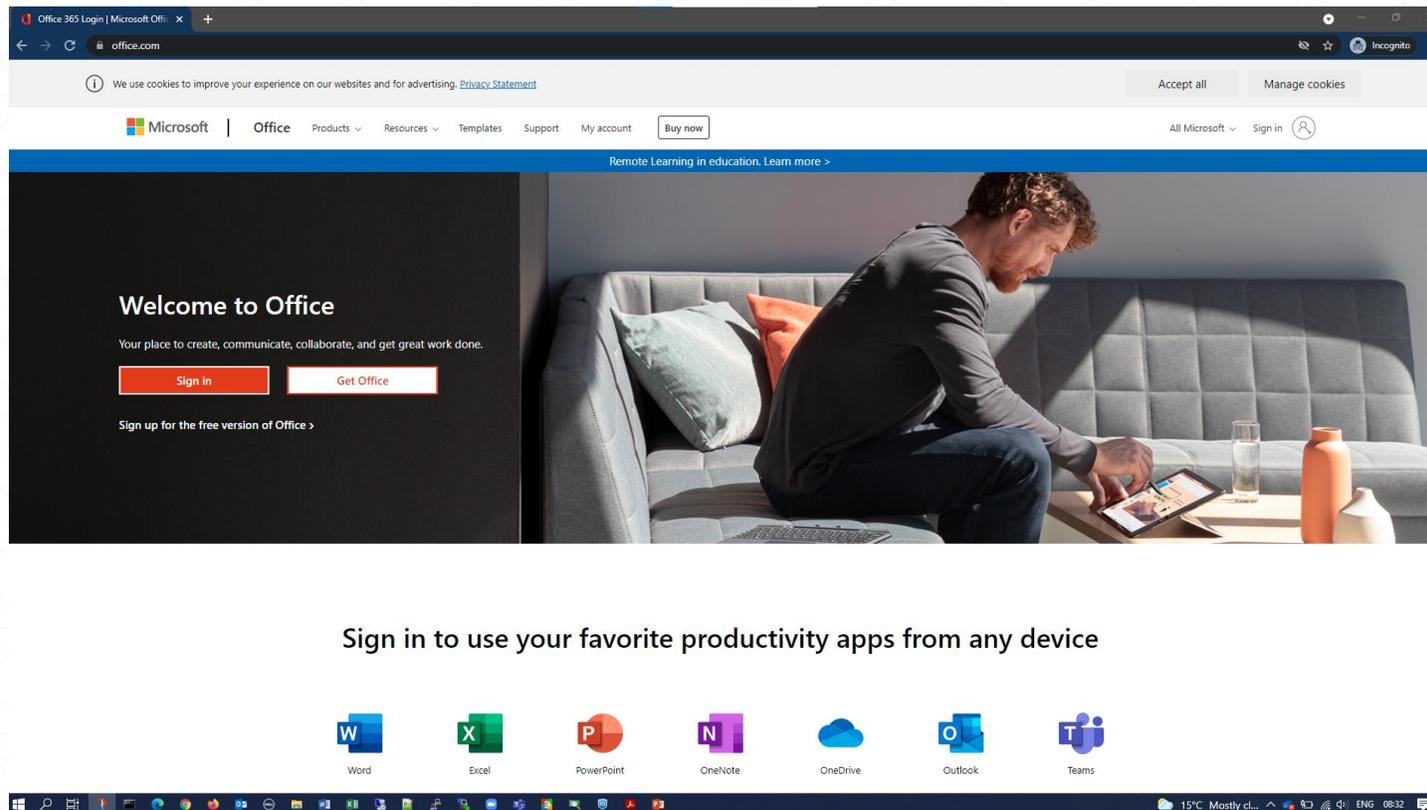


Accessing Office 365 (Student Email)

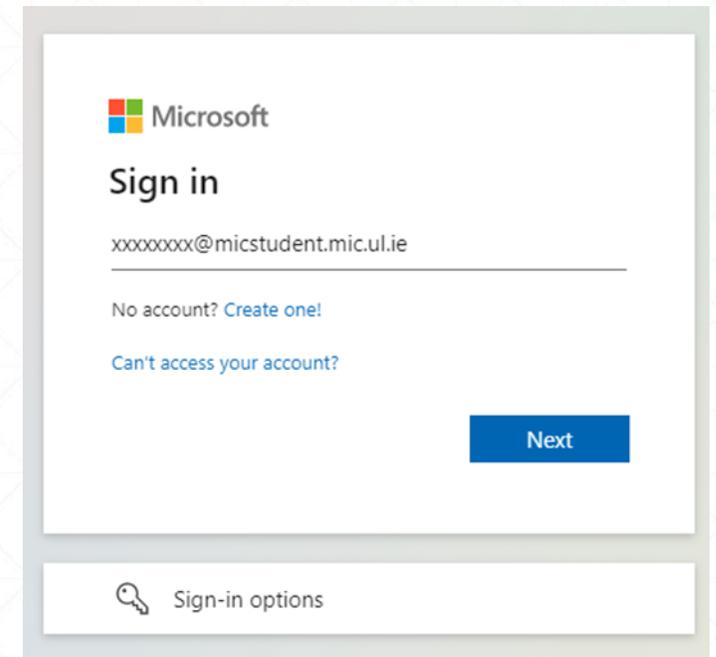
Type in the address bar of your browser: <https://office.com>

Click on 'Sign in'

Enter your StudentNumber@micstudent.mic.ul.ie

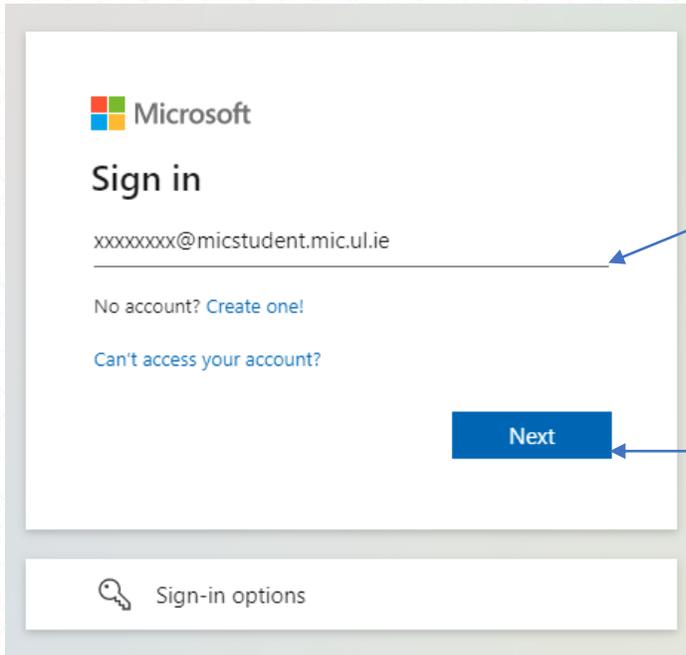


The screenshot shows the Microsoft Office 365 login page in a browser. The address bar displays 'office.com'. The page features a navigation bar with 'Microsoft | Office' and a 'Sign in' button. The main content area has a 'Welcome to Office' heading and a 'Sign in' button. Below the main content, there is a section titled 'Sign in to use your favorite productivity apps from any device' with icons for Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams. The browser's taskbar at the bottom shows the system tray with a temperature of 15°C and the time 08:32.



This image shows a close-up of the Microsoft sign-in form. It includes the Microsoft logo, the text 'Sign in', and a text input field containing 'xxxxxxx@micstudent.mic.ul.ie'. Below the input field are links for 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is positioned to the right of the input field. At the bottom of the form, there is a 'Sign-in options' link with a key icon.

Accessing Office 365 (Student Email)

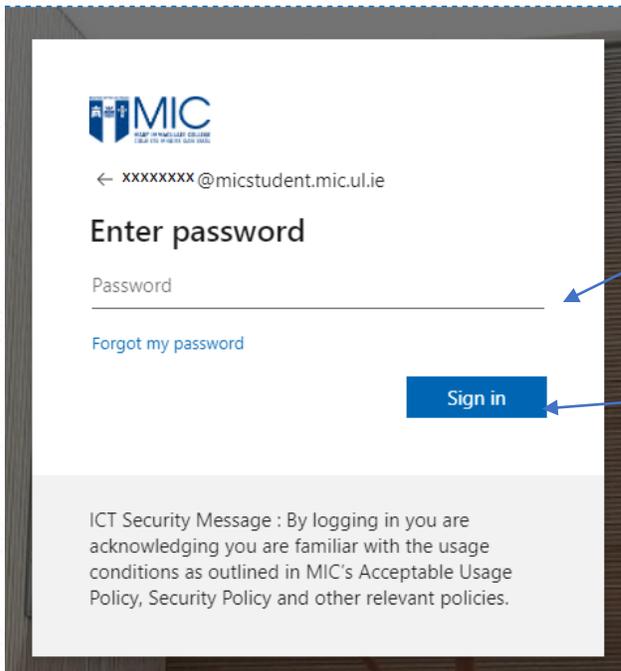


The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "xxxxxxx@micstudent.mic.ul.ie". Below the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned below the links. At the bottom left, there is a "Sign-in options" link with a key icon.

Enter your email address:
Student Number@micstudent.mic.ul.ie

Click Next

Accessing Office 365




← xxxxxxxx@micstudent.mic.ul.ie
Enter password
Password
[Forgot my password](#)
Sign in

ICT Security Message : By logging in you are acknowledging you are familiar with the usage conditions as outlined in MIC's Acceptable Usage Policy, Security Policy and other relevant policies.

Enter the password set at registration.

Click Sign in

Accessing Office 365 (Student Email)

Account security will need to be setup.

Please wait at this screen until everyone is logged in as clicking 'Next' will start a countdown timer.



xxxxxxx @micstudent.mic.ul.ie

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

ICT Security Message : By logging in you are acknowledging you are familiar with the usage conditions as outlined in MIC's Acceptable Usage Policy, Security Policy and other relevant policies.

Accessing Office 365 (Student Email)

Additional security verification

Secure your account by adding phone verification to your password. [View video](#) to know how to secure your account

Step 1: How should we contact you?

Authentication phone

Ireland (+353)

Method

Send me a code by text message

Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Next

Select these preferred options

Choose the 'Authentication phone' method.

Select the required country code from the drop down.

'send me code by text message'.

Then click 'Next'

Accessing Office 365 (Student Email)

You will be sent a code which you must enter and then click on 'Verify'

It will then show 'verification successful!' if the code was correct.

Click on 'Done'

Additional security verification

Secure your account by adding phone verification to your password. [View video to know](#)

Step 2: We've sent a text message to your phone at +353 087

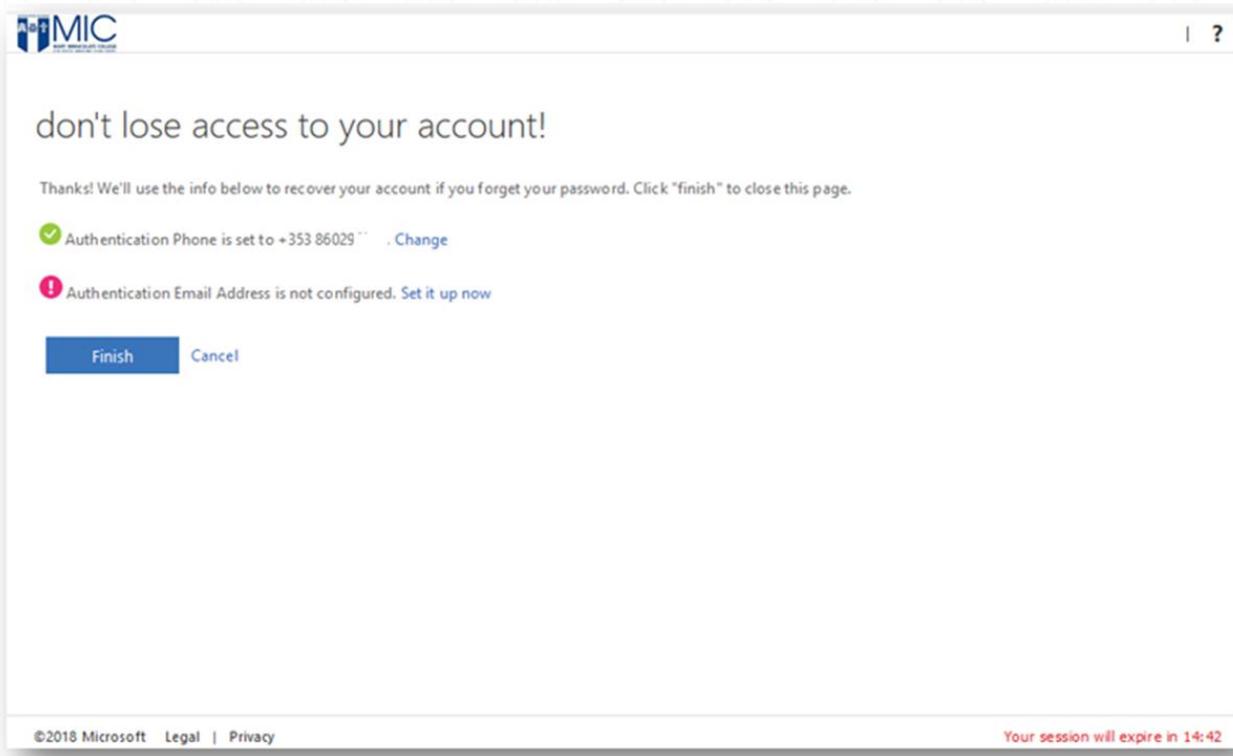
When you receive the verification code, enter it here

Step 2: We've sent a text

Verification successful!

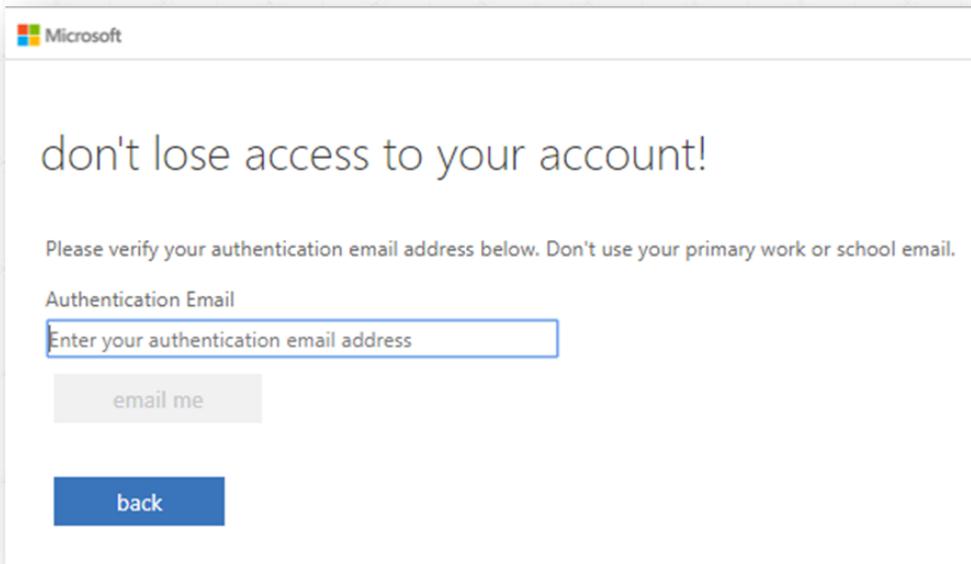
Accessing Office 365 (Student Email)

You will need to re-verify your mobile phone to change from amber to green.
You will now be asked to set an Authentication Email, click on 'Set it up now'



Accessing Office 365 (Student Email)

Enter an alternative/personal email address and click 'email me'
It will then email a code to enter and verify.



Microsoft

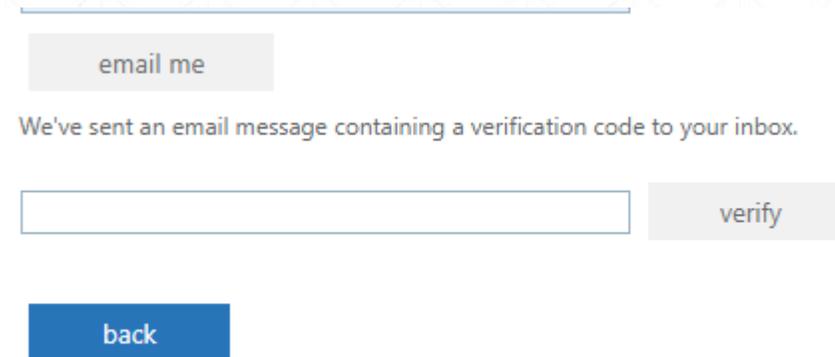
don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

back



email me

We've sent an email message containing a verification code to your inbox.

verify

back

Accessing Office 365 (Student Email)

If you do not receive an email please check your junk email or spam folder.

Mary Immaculate College account email verification code  Inbox x



Microsoft on behalf of Mary Immaculate College <msonlineservicesteam@microsoftonline.com>
to me ▾

Verify your email address

Thanks for verifying your [@micstudent.mic.ul.ie](#) account!

Your code is: 036877

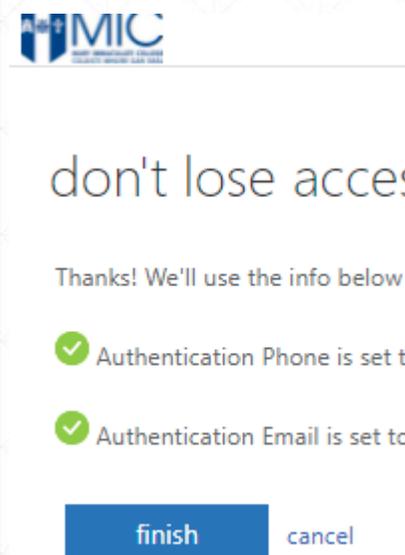
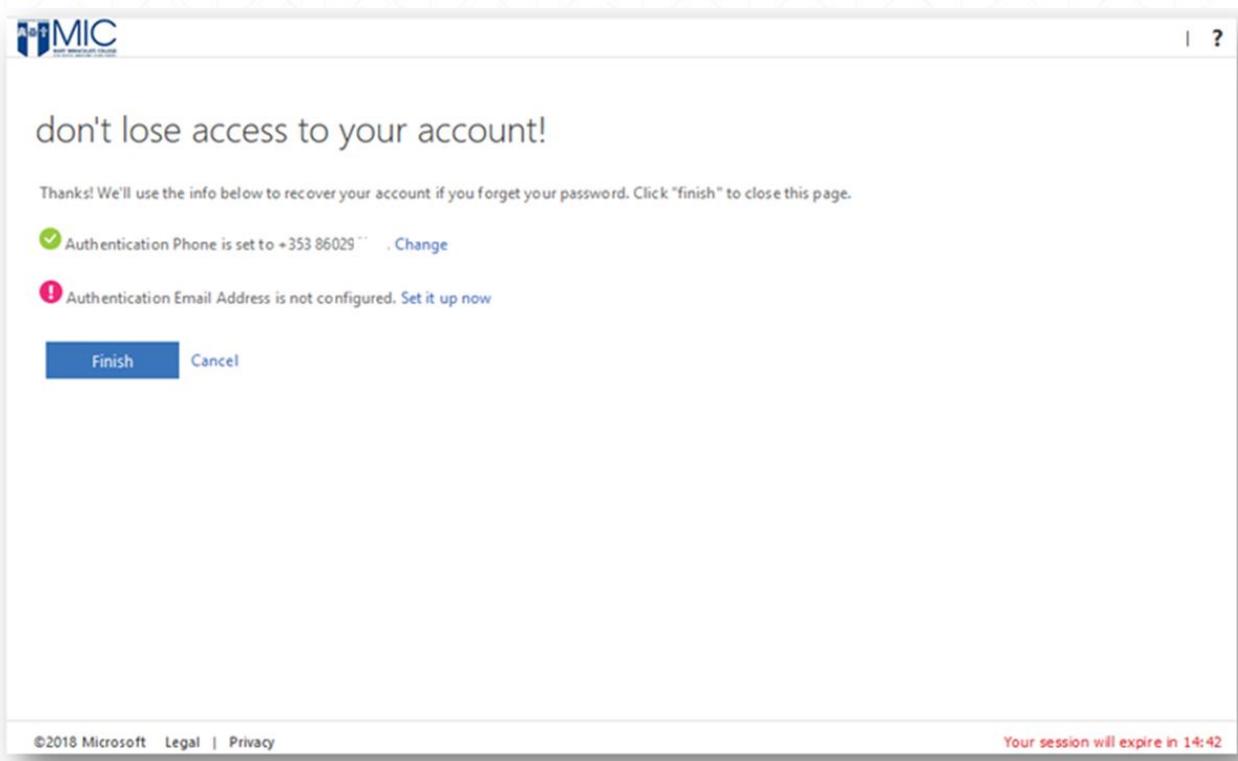
Sincerely,
Mary Immaculate College

This message was sent from an unmonitored email address. Please do not reply to this message.



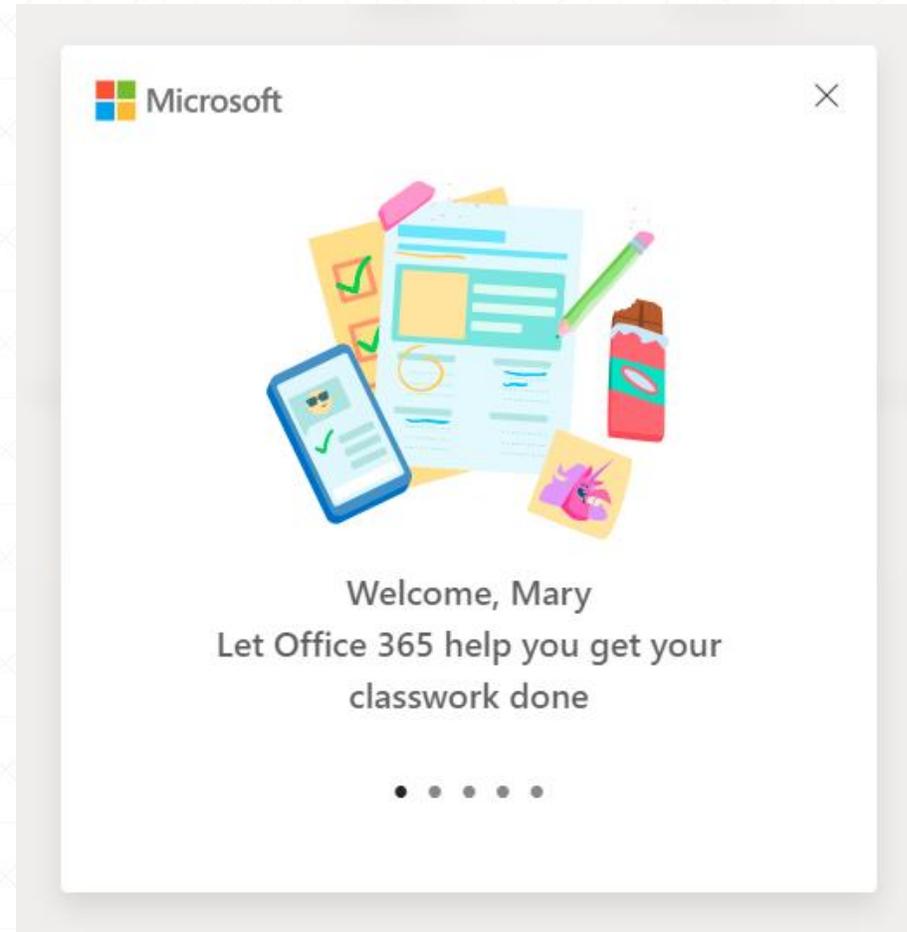
Accessing Office365 (Student Email)

Once both are verified and green click on 'Finish'



Accessing Office365 (Student Email)

You have now successfully logged into Office 365.



Accessing Office365 (Student Email)

In order to access Office 365 and other online utilities Mary Immaculate College use Multi Factor Authentication.

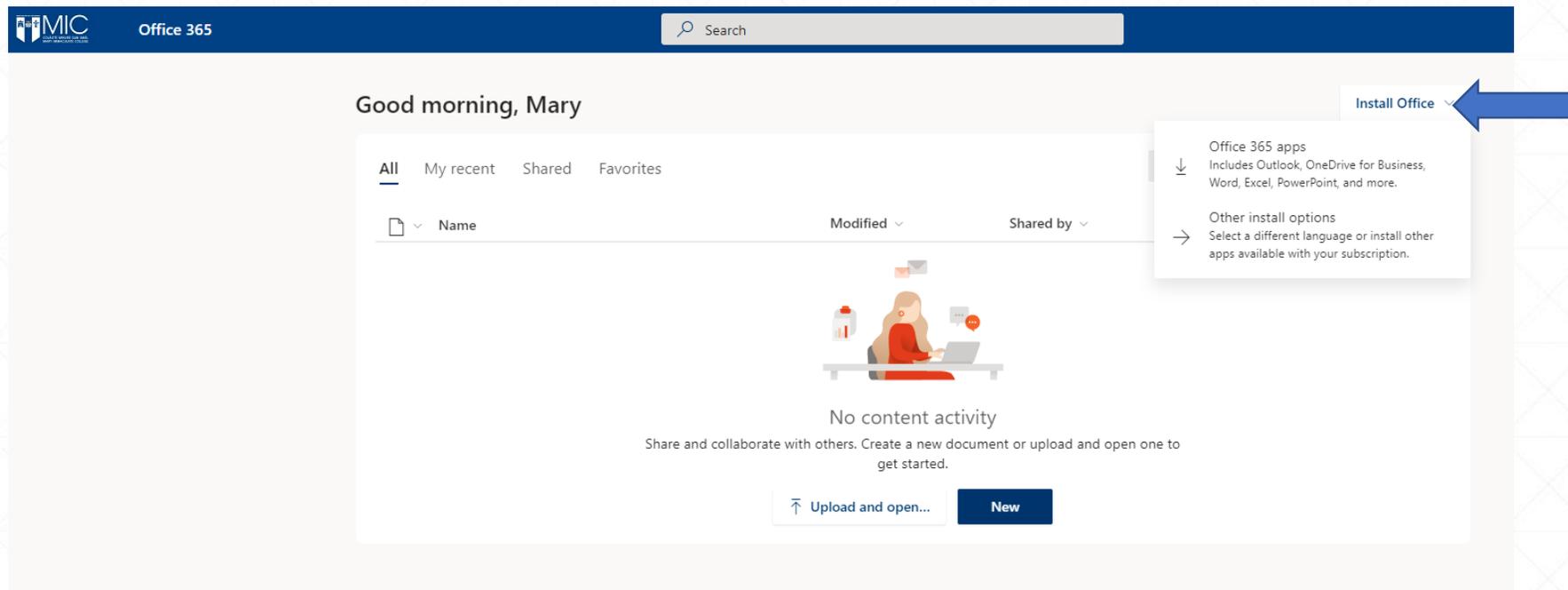
For more information on how to use MFA please view the following video

<https://www.youtube.com/watch?v=uWbkLuI4g30>

Please note you can also install the 'Microsoft Authenticator' app from the Google Playstore or the Apple App store if you are in a bad mobile signal area but have internet access.

Office 365 applications – download on your own device

- You can download and install for free Microsoft Office to your device.
Click on the “Install Office” icon (top right-hand corner), select ‘Office 365 Apps’ and follow the instructions on screen.
- You will need MS Teams for Orientation & lectures



The screenshot shows the Office 365 web interface. At the top, there is a dark blue header with the MIC logo on the left, the text "Office 365" in the center, and a search bar on the right. Below the header, the main content area is light gray. It starts with a greeting "Good morning, Mary". Underneath, there are tabs for "All", "My recent", "Shared", and "Favorites". A table header is visible with columns for "Name", "Modified", and "Shared by". Below the table, there is an illustration of a person at a desk with a laptop and a water bottle. Below the illustration, it says "No content activity" and "Share and collaborate with others. Create a new document or upload and open one to get started." At the bottom, there are two buttons: "Upload and open..." and "New". In the top right corner of the main content area, there is a button labeled "Install Office" with a dropdown arrow. A blue arrow points to this button. The dropdown menu is open, showing two options: "Office 365 apps" (with a downward arrow) which includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more; and "Other install options" (with a rightward arrow) which allows selecting a different language or installing other apps available with the subscription.

Office 365 – download on your own device

Please note :

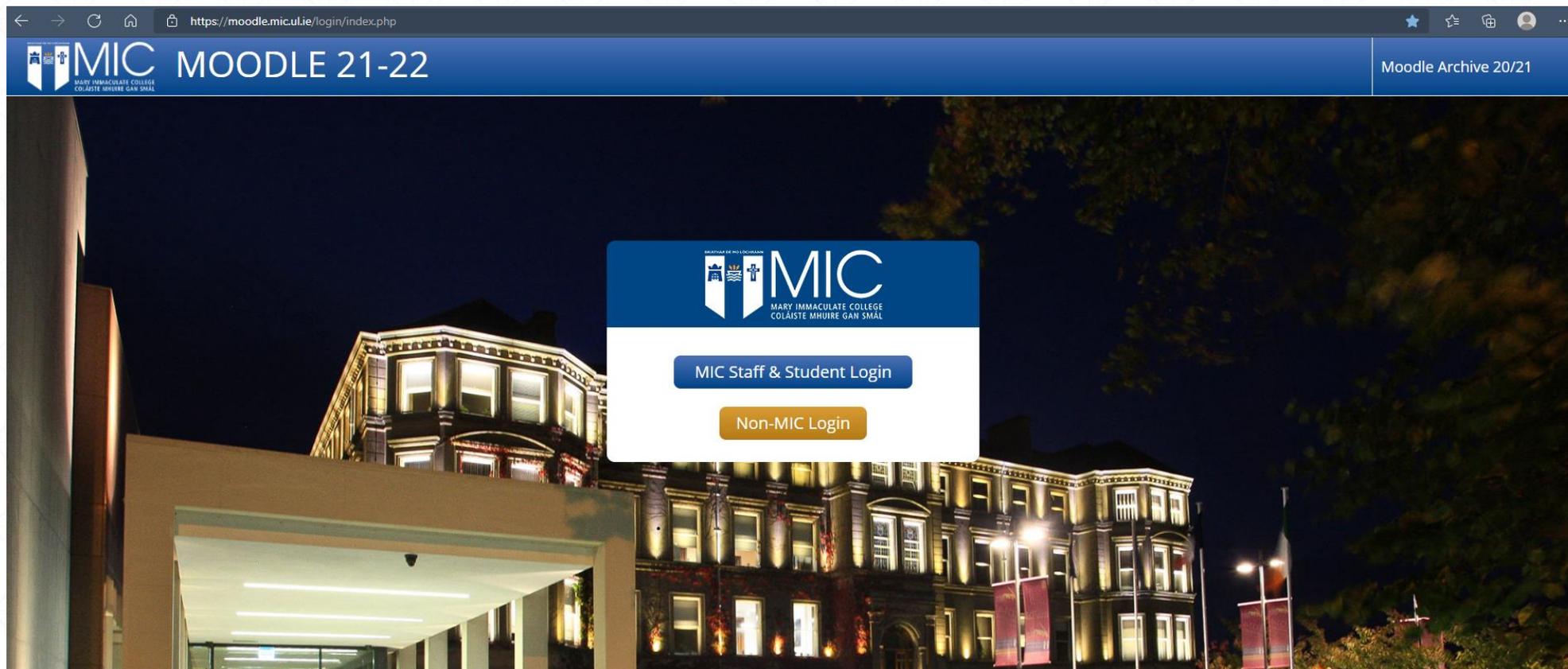
- This subscription will be valid for the duration of your Student account being active.
When you graduate access to your MIC account and other online services associated with your MIC account will cease.
- If you have downloaded and installed Office 365 Apps, this application will enter a reduced-functionality mode after this time. You will be able to view documents, but you will not be able to edit or create new documents.

Accessing Moodle

You will need to have accessed your student email in order to access Moodle.

Open a new tab or reopen the browser and enter the url <https://moodle.mic.ul.ie>

If you Google Moodle MIC please ensure the url link is the same as above not one for another institution



The screenshot shows a web browser window displaying the Moodle login page for MIC. The browser's address bar shows the URL <https://moodle.mic.ul.ie/login/index.php>. The page header features the MIC logo and the text "MOODLE 21-22" on the left, and "Moodle Archive 20/21" on the right. The main content area is a dark blue box with the MIC logo and two login buttons: "MIC Staff & Student Login" (blue) and "Non-MIC Login" (orange). The background of the page is a night-time photograph of a large, illuminated building.

Accessing Moodle

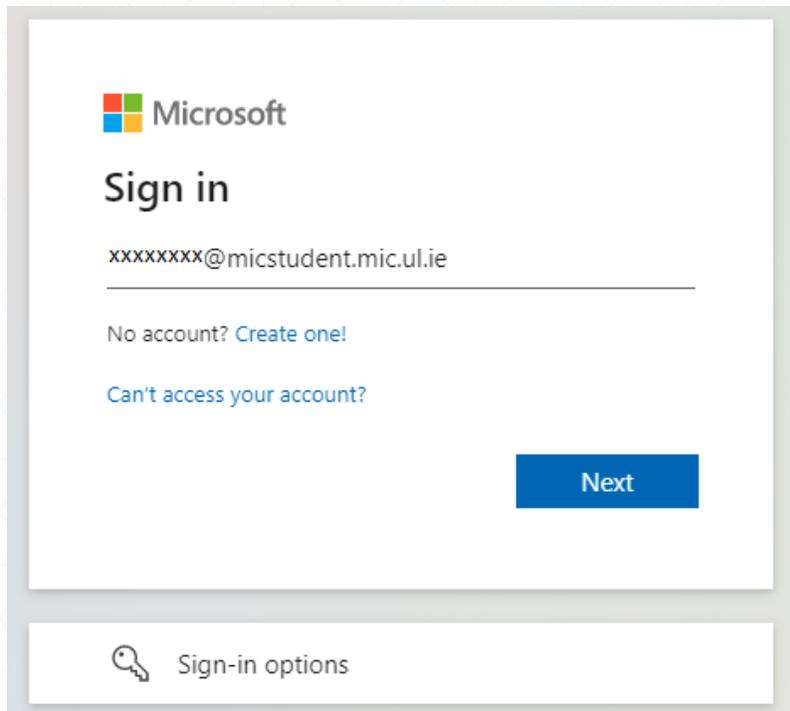
Click on 'MIC Staff & Student Login'



Accessing Moodle

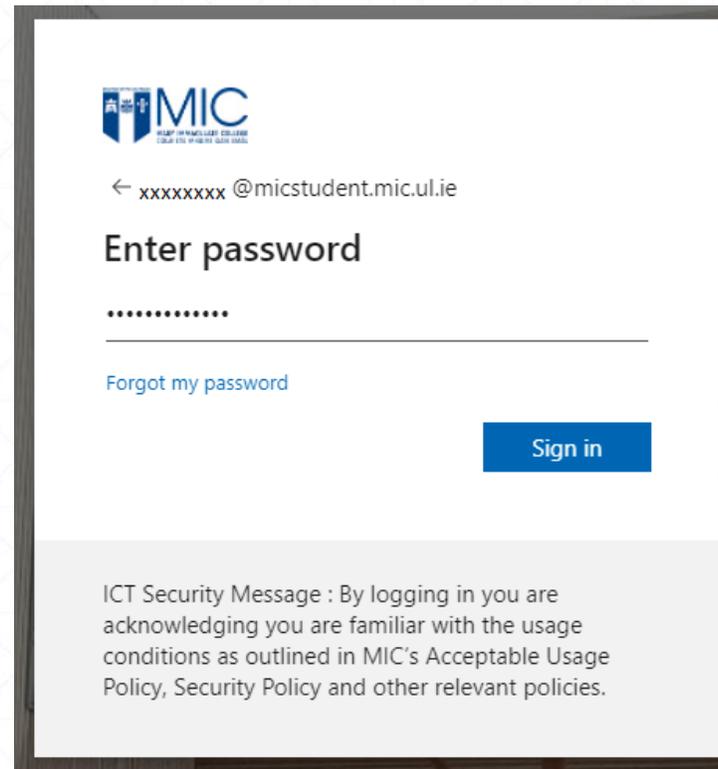
You will be asked to sign-in using your student email and password.

And asked to use your preferred method for Multi Factor Authentication (MFA), for example -



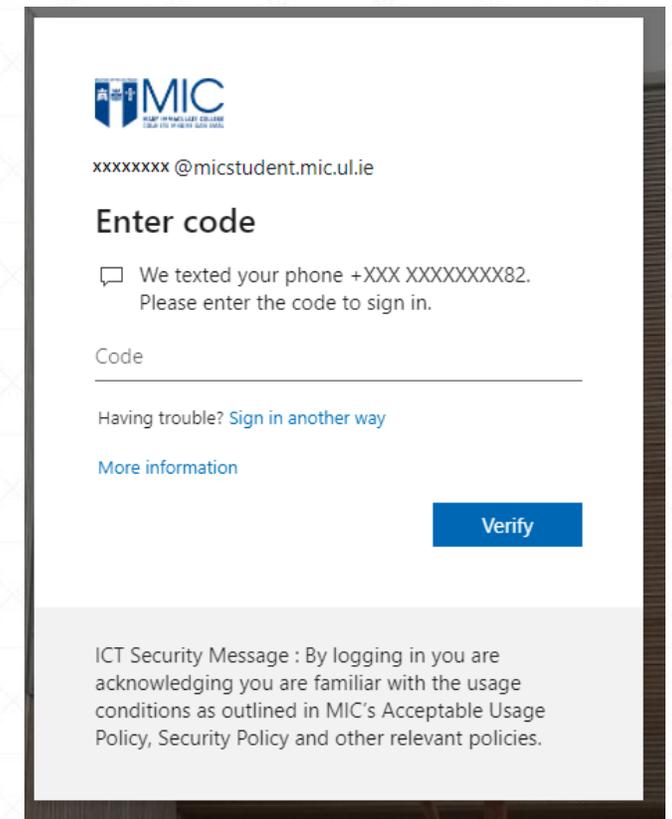
Microsoft
Sign in
xxxxxxxx@micstudent.mic.ul.ie
No account? [Create one!](#)
[Can't access your account?](#)
Next

 [Sign-in options](#)



MIC
← xxxxxxxx @micstudent.mic.ul.ie
Enter password
.....
[Forgot my password](#)
Sign in

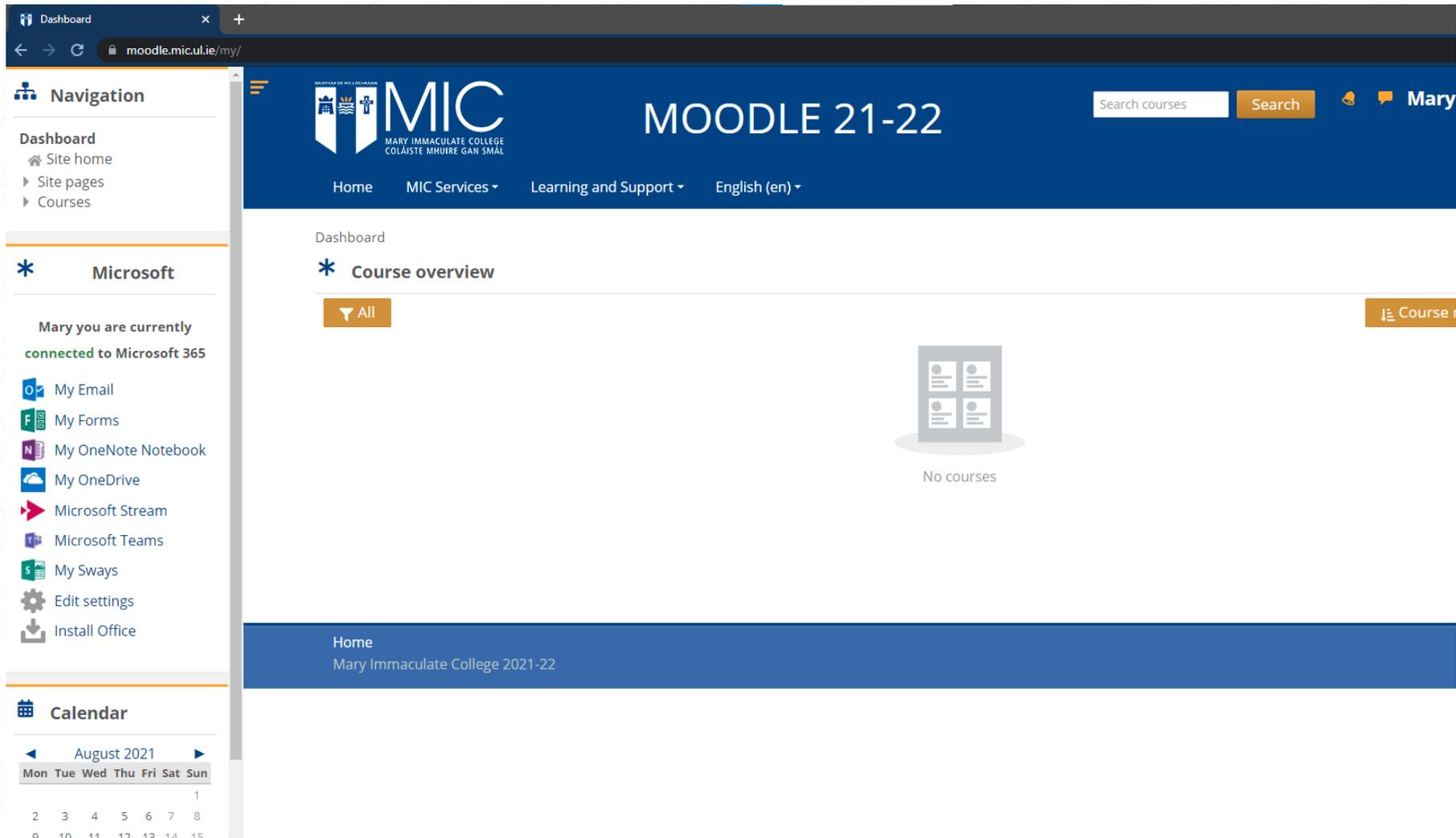
ICT Security Message : By logging in you are acknowledging you are familiar with the usage conditions as outlined in MIC's Acceptable Usage Policy, Security Policy and other relevant policies.



MIC
xxxxxxxx @micstudent.mic.ul.ie
Enter code
 We texted your phone +XXX XXXXXXXX82. Please enter the code to sign in.
Code
Having trouble? [Sign in another way](#)
[More information](#)
Verify

ICT Security Message : By logging in you are acknowledging you are familiar with the usage conditions as outlined in MIC's Acceptable Usage Policy, Security Policy and other relevant policies.

Accessing Moodle



The screenshot shows a web browser window displaying the Moodle 21-22 dashboard for Mary Immaculate College. The browser's address bar shows the URL `moodle.mic.ul.ie/my/`. The page features a dark blue header with the MIC logo, the text "MOODLE 21-22", a search bar, and a user profile for "Mary". Below the header is a navigation menu with links for "Home", "MIC Services", "Learning and Support", and "English (en)". The main content area is titled "Dashboard" and includes a "Course overview" section with a filter set to "All". A large grey icon with the text "No courses" is centered in the main area. At the bottom, a blue footer bar contains the text "Home" and "Mary Immaculate College 2021-22".

Navigation

- Dashboard
 - Site home
 - Site pages
 - Courses

* Microsoft

Mary you are currently connected to Microsoft 365

- My Email
- My Forms
- My OneNote Notebook
- My OneDrive
- Microsoft Stream
- Microsoft Teams
- My Sways
- Edit settings
- Install Office

Calendar

August 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Important – Password Information

- ❖ Passwords expire every 90 days.
- ❖ If you enter your password incorrectly 5 times (consecutively) your account will be locked for 15 minutes.

Links to note:

Reset Password: <https://adconnect.mic.ul.ie>

Forgotten password : <https://passwordreset.microsoftonline.com>

Student Email/Office 365: <https://office.com>

Moodle: <https://moodle.mic.ul.ie>

For ICT assistance –

Email: icthelpdesk@mic.ul.ie

Self service: <https://icthelpdesk.mic.ul.ie/web/selfservice/login>

Telephone : 061-774777



THANK YOU