

E-Mail

Please note that your Ohio Valley University Email account is the official email account that will be used by OVU officials to contact you.

To log in to your new email,

1. Open a browser (Internet Explorer, Firefox, e.g.)
2. Go to Outlook.com
3. Your OVU e-mail address is in the format
firstname.lastname@myovu.net

You are encouraged to check your OVU email account regularly and often. Outlook has several convenient features, including Contacts and a Calendar. If you will not check this account regularly, be sure to forward your emails to the account you will check most regularly.

Instructions for Forwarding Email

To forward your email to an offsite account, do the following:

1. Open your school email account in Outlook
2. Click on "Options" on the top right-hand side of the screen
3. Click on "Create an Inbox Rule"
4. Click on "New"
5. In the box that says "*When the message arrives" select "Apply to all messages"
6. In the box that says "Do the following" select "Redirect the message to..."
7. Enter the address that you want your mail sent to in the "to" box and save.

There is a tutorial at

http://help.outlook.com/en-US/140/ms.exch.ecp.LearnRedirectTo.aspx?s=EDU_Org_Own_E14_R5

Ohio Valley University Windows Network Information

How to log on to the network

1. At the sign-on screen, press CTRL, ALT and DELETE at the same time.
2. Enter your USERNAME and PASSWORD (The domain should be set to CAMPUSOVU).
3. Press ENTER or click on OK.

How to change your password

1. While signed on with your account, press CTRL, ALT and DELETE at the same time.
2. Click on CHANGE PASSWORD...
3. Type in your current password in the OLD PASSWORD box.
4. Type in a new password in the NEW PASSWORD box. (See password requirements below.)
5. Re-type the new password in the CONFIRM NEW PASSWORD box.
6. Press ENTER or click on OK.

How to sign off the network (ALWAYS SIGN OFF WHEN LEAVING)

1. Click on START in the lower left-hand side of your screen.
 2. Click on SHUT DOWN...
 3. Select LOG OFF *your username*.
 4. Press ENTER or click on OK.
- OR-
1. Press CTRL, ALT and DELETE at the same time.
 2. Click on LOG OFF...

Password requirements

1. Must contain at least 10 characters.
2. Must contain at least 3 of the following 4 character types: number, uppercase letter, lowercase letter, and/or symbol.
3. You should NEVER UNDER ANY CIRCUMSTANCE give out your password to anyone, including friends, family or faculty/staff members. The ONLY exception is the IT staff (Chris Lang or Stan Inman) when we are fixing or adjusting your account.

Other things to know

1. ALWAYS remember to sign off before leaving the computer. You are responsible for any activity performed under your USERNAME. The best way to be sure that no one ever does this is to ALWAYS sign off, NEVER give out your password and use a complex password.
2. Printing is based on your USERNAME. You will start off with a \$5.00 account balance and can add money to your account through the Business Office.
3. You have a personal directory (the H drive) on the student file server that is accessible through most computers on campus.
4. If you have questions you may ask:
Stan Inman at Ext # 6114 Chris Lang at Ext. # 6107

Please be patient, as the IT staff is always very busy. We will do our best to help you as quickly as possible.

MyLink Instructions

Logging On

1. Use any Web browser, such as Internet Explorer or Mozilla Firefox.
2. Go to mylink.ovu.edu.
3. Your login ID and password are on the card provided for you.

Viewing Schedule of Classes

1. Choose "Course Schedule" under Courses.
2. Click on the appropriate term.

Viewing Grades

1. Choose "View Grades" under "Courses."
2. Click on the magnifying glass on the appropriate year and term.

Viewing Account Information

1. Choose "Account Information," "Current Balance," or "Financial Aid" under "Money"
2. Choose appropriate term.

Logging Off

Click "Log off." (Please make sure you log off every time you leave your workstation or others may be able to view your information.)

Sakai Login

Logging On

- Use any Web browser
- Go to ovu.edu and use the drop-down list box on the right-hand side and click on "Sakai"
- Or go to lamp.acaweb.org
- Your user id and password are on the card provided for you.



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TECH TALK

